

Constitution of the Inland Football Officials Association Constitution

Article I

Organization

Section 1. Name of Organization

The name of the organization shall be the Inland Football Officials Association (IFOA), Hereinafter, referred to as the Association, Inland or IFOA.

Section 2. Affiliation

This association is an affiliate and member of the California Interscholastic Federation Southern Section. This affiliation was granted by the Executive Council of the Southern Section California Football Officials Association.

Section 3. IFOA Organization and Operation

The association is organized and operated for the purposes herein set forth and any other nonprofit purposes. No parts of the asset(s), nor any income or gain there from, shall insure to the benefit of its members, except as provided for in this Constitution and its By-Laws.

Section 4. Purposes and Powers

The foregoing statement for purposes shall be construed as a statement of both purposes and power. The Purposes and Powers stated in each clause shall be in no way limited or restricted by a reference to or from the terms or provisions of any other clause, but shall be regarded as independent Purposes and Powers.

Article II

Mission Statement and Objectives of the Association

Section 1. Mission Statement

The mission of the Association shall be to provide an educational, practical and instructional program for Football Officials to qualify them for officiating assignments under the auspice of the California Interscholastic Federation (CIF).

Section 2. Objectives

The objectives of the Association shall be:

2.2.1. To uphold encourage and promote high ethical and professional standards among the Association's members in the performance of his or her officiating duties.

2.2.2. To provide an educational and instructional program aimed at improving the efficiency, training, preparation, development, competency, and consistency of each member. This shall be accomplished by classroom instruction, on field criticism of game situations utilizing the rules, the mechanics and common sense of officiating.

2.2.3. To promote the advancement of amateur football and encourage the spirit of clean sportsmanship.

2.2.4. To promote good fellowship among its members and to provide benevolent assistance in extraordinary cases within the membership.

2.2.5. To provide a pathway for communication to the principals, athletic directors and league representatives of the high school within the boundaries served by the IFOA.

2.2.6. To qualify football officials per the requirements of CIF.

2.2.7. To encourage a thorough knowledge of the National Federation and State High School Association rules and points of emphasis.

Article III

Membership

Section 1. Conduct

Integrity is essential to the performance of duties and responsibilities. When carrying out the duties and responsibilities, honesty, sound judgment and careful observation of the laws and policies applicable to this Association are prerequisites. Every member is responsible for the protection of the assets and integrity of the Association. In addition, members are personally responsible for safeguarding and accounting for all Association assets, entrusted to their individual control.

Section 2. Member Eligibility

3.2.1. Membership in the Association shall be available to any person who is interested in promoting, coaching, or officiating football in Southern California. A member shall be eighteen (18) years of age or older, does not attend any high school as a continuing student, and fulfills obligations of the Association. Members of the Association must renew their membership each year.

3.2.2. All Association members shall abide by the Constitution and By-Laws.

3.2.3. All Association members shall be required to sign a Waiver and Release of Liability and Agreement to Provide Personal Liability Insurance on an annual basis. If these documents are not signed and on file with the Association, the member will be automatically categorized as Non-Qualified until such time as the member has signed the documents and the Secretary of the Association has received them.

3.2.4. Membership shall be composed of those Classifications listed in Article III, Section 3.2.5.

3.2.5. Any member not complying with the spirit and constitution of this Association may be subject to disciplinary action.

The Board of Directors for just cause may withdraw 3.2.6. Association membership.

3.2.7. No one will be denied membership or access due to race, color, creed, religion, sex or national origin.

3.2.8. The Board of Directors may require statements and/or background checks for criminal activities as a condition of membership and qualification.

3.2.9. The Association's Secretary shall promptly notify the appropriate responsible member of the Board of Directors for the Southern Section California Football Officials upon the admission of any new member or any transferee

Section 3. Classification

3.3.1. Establish and/or Discontinue Membership Classes

The Board, from time to time, may establish new classes of membership and discontinue any membership class it previously established.

3.3.2. Classes of Members

A member shall be classified by the Board of Directors as Qualified, Probationary Qualified, Honorary, Non-Qualified and Suspended.

3.3.3. Qualified Member

A Qualified member is one who has been a member of the Association for one (1) or more years, who attends the required number of meetings as directed by CIF, achieves at least an 80% grade on the qualifying examination and successfully meets the financial obligations imposed by the Association. He/she shall have the right to vote, hold office and to enjoy the full privilege of membership.

3.3.4. Probationary Qualified Member

A Probationary Qualified member is one who is part of the Association on a conditional basis. Any member who as part of a disciplinary process has been placed in probationary status or a member with less than one (1) year in the Association automatically becomes Probationary Qualified. He/she shall be entitled to the instructional services of the Association. He/she shall have the right to vote and hold office. Upon his/her satisfactory fulfillment of the requirement of CIF and the Association he/she shall be eligible for Qualified Membership.

3.3.5. Honorary Member

An Honorary member is one who has rendered distinguished service to the game of football and this Association; and has been nominated and approved by the Board of Directors.

3.3.6. Non-Qualified Member

A Non-Qualified member is one who does not meet the requirements set forth for Qualified Membership. A Non-Qualified member shall not have the right to vote or hold office. The Board shall determine whether a member has failed to meet all of the requirements for Qualified Membership. The Board shall, upon finding a member to be Non-Qualified, immediately notify the member the areas of deficiency.

Within thirty (30) days after being so informed, a Non-Qualified member may petition the Board for reinstatement to Qualified Membership status. The Non-Qualified member must present satisfactory proof that he/she has or is in the process of fulfilling all of the requirements of a Qualified member.

3.3.7. Suspended Member

A Suspended member is one who, by action of the Board, has been placed in a Non-Qualified status. During this period of suspension, the member may not vote, or receive instructions. In addition, a Suspended member may also be one who was a Qualified member of the Association, but because of unprofessional conduct, or a failure to pay dues and/or other acts detrimental to the welfare of this Association, can be placed on probation or suspension. The Board will rule how long the probation or suspension will

last and immediately advise the member. Such probation shall require approval of two-thirds (2/3) of the Board of Directors or a majority vote of the members. Suspension shall require approval of two-thirds (2/3) of the Board of Directors.

Section 4. Revocation of Membership

Membership may be revoked for unprofessional conduct, acts of moral turpitude, unethical act and/or acts that are detrimental to the welfare of the association. Such revocation shall follow the same procedures and requirements as a suspension.

Section 5. Reinstatement

Reinstatement shall be initiated by written application of person seeking reinstatement. Such reinstatement shall require the approval of a two-thirds (2/3) vote of the Board of Directors.

Article IV

Board Officers and Duties

Section 1. Officers

The Board of Directors for the Inland Football Officials Association shall be President; Vice-President; Secretary; Treasurer; Immediate Past President; and four (4) Directors (Members-at-Large) elected from those members qualified to vote. Hereafter referred to as “Board”.

Section 2. Term of Office

The terms of office for the Association’s officers are as follows:

4.2.1. President

Two-year term as President and becomes the Immediate Past President for the following two-year term.

4.2.2. Vice-President

Two-year term as Vice-President and becomes the President for the following two-year term.

4.2.3. Immediate Past President

Two-year term.

4.2.4. Secretary

Two-year term.

4.2.5. Treasurer

Two-year term.

4.2.6. Beginning and Ending of Term

Term of newly elected officers shall start January 1 of each year. Terms of outgoing officers shall end on December 31 of the final year of the term.

Section 3. Authority and Duties of Officers

4.3.1. Authority

All officers of this Association shall have such express authority and perform such duties in the management of the property and affairs of the Inland Football Officials Association as is provided in this Association’s Constitution and By-Laws, or to the extent not provided, as may be determined by resolution of the Board, not inconsistent with this Constitution and its By-Laws. All Officers of this Association shall also have such implied authority as recognized by common law from time to time.

4.3.2. President's Duties

The President shall preside at all meetings of the Association and Board of Directors; call special meetings and execute the will of the Association. The President shall exercise general control over the affairs and conduct of this Association and shall perform all duties that are incidental to the office that he/she may be directed to perform by the Board.

4.3.2.1. Shall appoint all members and committee chairs to committees except where provided for in this Constitution and By-Laws.

4.3.2.2. Shall appoint a Qualified Association member to temporarily fill a Board vacancy until a special election can be held. Such appointment must be approved by two-thirds (2/3) vote of the Board.

4.3.2.3. Shall be the spokesperson for the Association and is authorized to delegate this responsibility to other officers or members of the Association as deem appropriate.

4.3.2.4. Shall assume the position or appoint a parliamentarian from the elected board members and decide all questions that may arise under the Constitution, By-Laws or Rules and Regulations of this Association.

4.3.2.5. Notify or direct notification to a Board member of their suspension if said member fails to perform the duties of their office. Refer to Article IX, Section 1.

4.3.2.6. Be the chief correspondent for the Association. This duty may be delegated

4.3.2.7. Represent or appoint representation from the Association at all California Football Officials Association (CFOA) meetings.

4.3.3. Vice-President's Duties

4.3.3.1. Shall serve in the place of the President in the event of the President's absence, vacancy, abstention, or upon the request of the President.

4.3.3.2. Shall perform other duties pertaining to the office of Vice-President, or duties as may be assigned by the President of the Board.

4.3.3.3. Shall conduct the general membership election and provide election results to the membership.

4.3.4. Immediate Past President's Duties

4.3.4.1. Shall investigate, at the request of the Board of Directors, complaints against Members and shall present to the Board of Directors all evidence he/she may procure.

4.3.4.2. Shall maintain an accurate roll of committee memberships

4.3.4.3. Shall be parliamentarian authority for the Association.

4.3.4.4. Shall perform other duties, as may be assigned by the President or the Board.

4.3.5. Secretary's Duties

The Secretary shall keep a record of the business transacted by the Association; give notice of; maintain a current roster.

4.3.5.1. Shall record or cause to be recorded, the minutes of the meetings of the Board of Directors, general Association meetings. The Secretary shall provide the minutes from those meetings to the members of the Board in a timely manner, or as directed by the Board.

4.3.5.2. Shall maintain the archives of the Association.

4.3.5.3. Shall publish the ballot for election of directors and officers, tabulate the results, and tally and certify any vote or election held by the Association or its Board.

4.3.5.4. Shall maintain accurate, complete and careful records of the Association and be in charge of preserving all paperwork, books, documents, records and communications of the Association.

4.3.5.5. Shall issue all notices, kits and conduct the official correspondence of the Association as directed by the President and members of the Board.

4.3.5.6. Shall compile a roster of all members and present it to the Board upon request of the Board.

4.3.5.7. Shall send notices to the Association members for membership and dues.

4.3.5.8. Shall act as Chief Correspondent with the membership.

4.3.6. Treasurer's Duties

Shall have charge of the financial records of the Association and be responsible for filing required documents with the appropriate authorities and agencies.

4.3.6.1. Shall be authorized to establish a bank account for the Association, to execute instruments of deposit or payment of behalf of the Association, with all such instruments of payment to be co-signed by another designated signature.

4.3.6.2. Shall submit a Yearly Financial Report and Budget in writing to the Board of Directors at the first and last Board meetings each season. These reports shall be made available to the general membership upon written request. The Budget will be presented at the first General Membership meeting for final approval.

4.3.6.3. The Board of Directors shall appropriate on an annual basis, a stipend to the Secretary and Treasurer for completed services rendered.

4.3.6.4. Upon request from the membership, shall produce and publish an annual financial report to the requesting members of the Association.

4.3.6.5. Shall perform other duties usually pertaining to this office or as may be assigned by the President or the Board.

4.3.7. Filling Officer Vacancies

4.3.7.1. In case of death, removal, resignation, absence or inability to act as the President, the Vice-President shall assume the duties of the President. The Immediate Past President will assume the duties of the Vice-President. Until such time as the Vice-President position is filled by election as in Article VI, Section 1. Succession shall then continue as in Article IV, Section 2.

4.3.7.2. In case of death, removal, resignation, absence or inability to act as the Vice-President, the Immediate Past President will assume duties of the Vice-President. Until such time as the Vice-President position is filled by election as in Article VI, Section 1. Succession shall then continue as in Article IV, Section 2.

4.3.7.3. In case of death, removal, resignation, absence or inability to act as the Secretary/Treasurer, his/her vacancy shall be filled by appointment by the President subject to the approval of two-thirds (2/3) vote of the Board

4.3.7.4. If the offices of both the President and Vice-President become vacant within the same term, the Board of Directors shall appoint the Immediate Past President to act as President. The Nominating Committee shall nominate a slate of at least

two (2) candidates for the position of Vice-President (President Elect) to the Association. The election shall continue as in Article IV, Section 2. The Immediate Past President shall continue as President to complete the unexpired term.

4.3.7.5. If the successful candidate for an elective office dies or withdraws after being elected, the resulting situation shall be considered as a vacancy having occurred during the term for which the candidate was selected.

Article IV

Board of Directors and Duties

Section 1. Member's At-Large of the Board

Shall exercise general supervision of the officers and committees of the Association. They shall consider questions affecting the Association and shall submit their recommendations to Board of Directors.

Section 2. Election of Board Members

The Board of Directors of the Association shall be elected by those members qualified to vote. The Board of Directors, hereinafter, shall be referred to as the Board.

Section 3. Board Member Qualifications

A Qualified Association member in the Association shall be eligible for election to the Board.

Section 4. Number of Board Members

The Board shall consist of nine (9) members: President, Vice-President, and Immediate Past President, Secretary, Treasurer and four (4) Members At-Large elected from the pool of members qualified to hold office, by classification and are in good standing. Board members shall not function as the Assignment Coordinator.

Section 5. Voting Rights for the Board Members

All members of the Board shall have the right to vote. All nine (9) Board members shall have one (1) vote on all matters before the Board. There are no substitute representatives permitted during Board Meetings.

Section 6. Term of Office

The term of office for the Members At-Large of the Board are as follows:

5.6.1. Each Member At-Large shall serve a two-year term.

5.6.2. Term of newly elected Board Members shall start January 1. Terms of outgoing Board members shall end on December 31 of the final year of the term.

Section 7. Removal or Recall of a Board Member

5.7.1. Upon two-thirds (2/3) vote by the Board, an elected Board member may be removed for:

5.7.1.1. Dereliction of duty with regard to the Association.

5.7.1.2. Unethical, moral turpitude or unprofessional behavior toward the Association or Football.

5.7.2. A Board member shall be recalled if:

5.7.2.1. A recall petition with 40% of Qualified Members signatures, as certified by the Secretary/Treasurer, is received by the Secretary/Treasurer

5.7.2.2. Must receive two-thirds (2/3) vote of the Board of Directors for approval.

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5.7.2.3. A majority of the Qualified Members present during the election approves the recall.

Section 8. Duties

5.8.1. The Board shall appoint an Instructional Chairperson for a term of one (1) year, with an annual review of their performance. The Instructional Chairperson may only be removed from office during his/her term by a vote of two-thirds (2/3) of the Board.

5.8.2. The Board shall subcontract an Assignment Coordinator for a term of three (3) years, with an annual review of their performance. The Assignment Coordinator may only be removed from office during his/her term by a vote of two-thirds (2/3) of the Board. A

member of the Board will not function as the Assignment Coordinator.

Section 9. Board Expenses

All Board Members with the exception of the Secretary and Treasurer, shall not request any fees from the Association for their services, except for approved materials, travel expenses, and per diem to the California Football Officials Association meetings.

Section 10. Board Liability Insurance

The Board shall be bonded for a minimum of ten-thousand dollars (\$10,000.00) and insured against liability. The premiums to be paid out of the Association's funds.

Article V Elections

Section 1. Election Procedure

The procedure for the election of the Board shall be as follows:

6.1.1. Nominations shall be presented to the Association by the Vice-President.

6.1.2. The Board shall schedule and publish in advance the date for elections. Elections shall be held at the second regularly scheduled meetings for all the members, immediately after the nominations process has been closed.

6.1.3. If a Board member or Officer, other than the President, resigns, there will be a special election for his/her replacement. This election will take place subject to the provisions in Article V, Section 2 and Article VI, Section 2.

6.1.4. The Officers and Board members shall be elected by members qualified to vote present at the assigned regular scheduled meeting for all members. These elections will take place subject to the provisions in Article V, Section 2 and Article VI, Section 1.

6.1.5. The At-Large members, Secretary and Treasurer of the Board shall be elected for a two (2) year term.

6.1.6. The Vice-President (President Elect) shall be elected for a two (2) year term. Following the succession prescribed herein.

Section 2. Voting

6.2.1. All members qualified to vote of the Association, who are present, shall have the opportunity to vote for the candidates of the slate. Voting shall be by the ballot system. A majority vote, of those voting, shall be required for the election to the offices of Vice-President, Secretary and Treasurer. If a majority vote is not achieved, a run-off election will be held between the two (2) candidates with the greatest number of votes, immediately subject to the provisions in Article VI, Section 1.

6.2.2. All Qualified members of the Association, who are present, shall vote for the candidates. For At-Large Board members, the candidates receiving the greatest number of votes for the number expired terms or vacancies shall be elected.

Section 3. Term of Office

6.3.1. The term of office for all elected officers shall commence January 1 after the election.

6.3.2. The term of the outgoing Board members shall end on December 31 of the final year of their term.

6.3.3. The term for any vacant office will begin immediately and will conclude when the term of office being filled would have terminated had the office not become vacant. With the exception of a Vice-President filling in the vacancy of the President, in the second year of the President's term.

Article VII Meetings

Section 1. Board of Directors Meeting

7.1.1. The semi-annual meeting of the Board shall be held after the CFOA Spring and Fall meetings, at such time and place designated by the President of the CFOA Southern Section.

7.1.2. Special meetings of the Board shall be held at the call of the President or Board. The President must call such meetings when requested to do so by a majority vote of the Board.

7.1.3. A majority number of the Board members shall constitute a quorum, this number being five (5). For a Board to take action, a simple majority of the Board members present and eligible to vote, shall be required, except where otherwise set forth in this Constitution or its By-Laws. Unless specifically provided, the Board's action(s) shall not be retroactive.

7.1.4. No meeting can be held, no business be transacted by the Board unless a quorum is present.

Section 2. General Membership Meetings

7.2.1. General meetings shall be scheduled by the Board. The number of meetings, time and place shall be recommended by the Instructional Chairperson, and be approved by

the Board. Prior to the beginning of the season, the membership shall be provided a schedule of the meetings in writing.

7.2.2. Special meetings are those called for any special purpose. The membership shall be advised 48 hours in advance if practical.

7.2.3. A majority number of the Association's members qualified to vote shall constitute a quorum. For the Association to take action, a simple majority present and eligible to vote shall be required, except where otherwise set forth in this Constitution or its By-Laws. Unless specifically provided, the Association's action(s) shall not be retroactive.

7.2.4. No business of the Association can be transacted by the Association unless a quorum is present, or a cumulative quorum is present at designated sites and times prescribed in the instructional schedule instruction can be administered.

Article VIII

Constitution Committees

Section 1. Standing Committees

8.1.1. Establishment

The Board may establish administrative and functional committees to consider the affairs of the Association that require continuous or repeated attention by the members. The By-Laws Committee may recommend the name and size of each such committee and may recommend special regulations concerning the composition of each committee and the appointment and terms of office of its members.

8.1.2. Administrative Committees

Administrative committees may be standing committees to assist the Board in the management of the Association.

8.1.3. Functional Committees

Functional committees may be standing committees established to address the particular concerns of the Association. They may, with approval of the Board and the appropriate administrative committees, prepare publications or sponsor programs or other activities.

8.1.4. Composition of the Committees

Unless otherwise provided for by this Constitution, By-Laws or by action of the Board, each administrative and functional committee shall be composed of an odd number of not less than three (3) members, each of whom shall be a member qualified to vote of the Association. A Board member, appointed by the President, shall serve as liaison or chairman to each administrative committee.

8.1.5. Committee Members' Terms

Unless otherwise provided for by this Constitution, By-Laws or by action of the Board, each member of an administrative and functional committee shall be appointed for a term determined by the Board. The term appointed by the Board may not exceed the term of the majority of the Board members.

Section 2. Special Committees

Committees not authorized as administrative or functional committees are special or ad hoc committees. Special or ad hoc committees may be authorized by the Board. These committees will report to the President as directed. Each special or ad hoc committee

shall continue its existence until its purpose is accomplished or it is discharged by the Board.

Section 3. Joint Committees

Joint committees formed with units that are outside the Association, but which are within the CFOA, may be established only as provided for the By-Laws of the CFOA.

Section 4. Committee Appointments

The President shall have the authority to appoint, remove and replace committee members (whether standing or special), unless otherwise provided for by this Constitution, By-Laws or by action of the Board.

8.4.1. The President may appoint a committee chair or may allow the members of the committee to elect a chair by simple majority vote.

8.4.2. All committee members shall be members qualified to vote in the Association.

Section 5. Committee Vacancies

If a seat on a committee becomes vacant before time for the regular appointment of a new member(s), it shall be filled by appointment made by the President. The new appointee shall serve until the expiration of the term of the member replaced.

Section 6. Committee Voting

Committee votes may be taken by mail, electronic system or conference call, provided that all committee members are canvassed simultaneously.

Section 7. Committee Reports

Unless otherwise provided for by this Constitution, By-Laws or in the Article authorizing a committee, each committee shall report on its work in the following manner:

8.7.1. Reports containing recommendations for action by the Board shall be presented orally to the Board, with a written copy forwarded to the President and to each member of the Board. If a copy of the report was distributed either before or at the beginning of the Board meeting and unless a majority of the members present and voting demand a reading of the report, its presentation may be limited to a summary of the finding and a reading of the recommendations.

8.7.2. In all cases, each committee shall prepare a written report to be filed with President.

8.7.3. All committee reports shall be published in full or in a summary or be transmitted otherwise to the Board at least annually.

Article IX

Removal, Discipline, Suspension, Resignation and Expulsion Procedure

Section 1. Impeach and Removal from Office or Membership

9.1.1. Any member may seek to impeach any other member for conduct that may bring discredit to the Association.

9.1.2. Any Board or Association member whose moral or ethical conduct may be considered detrimental to this Association or who fails to support or adhere to this Constitution and By-Laws, may be removed from office or membership.

Section 2. Complaint, Impeachment and Discipline Procedure

9.2.1. A Qualified member seeking to impeach another member must first pursue the

impeachment through any and all disciplinary procedures established by the Board. The IFOA has adopted the following procedures for handling complaints, impeachment proceedings and disciplinary matters involving its members. Such procedures shall provide full and complete notice to any member sought to be disciplined of the nature and substance of the allegations against him/her and the opportunity to present evidence to rebut such allegations.

9.2.2. The Association believes that disputes between members should be resolved through negotiations between those parties resulting in a mutual agreement. In those cases where a resolution cannot be reached, any party may request the intervention of the Association by notifying, in writing, the President. Said writing shall contain:

The name of the member(s) involved in the matter.

The nature of the matter, including any and all information pertinent to the matter.

Any and all information concerning discussions that may have taken place between the parties. Upon written notification, the President may assemble an Ethics Committee. The Ethics Committee shall use all means at its disposal to bring about a resolution. If the Ethics Committee is unable to bring about a resolution, the Board shall hear the matter at its next meeting. The Board, by majority vote, may take what action it deems appropriate in the matter before it.

9.2.3. If, after exhausting the procedures established by the Board, either member is dissatisfied, he/she may appeal the matter to the Association membership by notifying, in writing, the President. Said writing shall contain:

The nature of the appeal.

The evidence that he/she believes pertinent.

The names of all persons who he/she wishes to be contacted concerning the appeal.

The outcome of the proceeding of the Board.

Upon receipt of such an appeal, the President shall notify, in writing, the member who is the subject of the appeal. The member who is the subject of the appeal, shall, within thirty (30) days of receipt of the notice of the appeal, respond in writing, setting forth with particularity:

The evidence that he/she believes pertinent.

The names of all persons who he/she wishes to be contacted concerning the appeal.

A statement that summarizes why he/she believes the appeal is without merit or any mitigating factors that he/she wishes to be considered.

The Board shall hear the appeal at its next meeting. A two-thirds (2/3) vote of the Board shall be required for expulsion. Or, the Board, by majority vote, may take what action it deems appropriate, short of expulsion in the matter before it.

9.2.4. The Board of Directors will be responsible for disciplining members of the Association. Members may be disciplined for conduct detrimental to the Association. The discipline may take the form of a reprimand, removal from the play-off lists, to be disqualified as an official, removal from the varsity crew, forfeiture of membership or other action as deemed appropriate by the Board. The member being disciplined shall have an opportunity to reply both orally and in writing, within thirty (30) days of notification of Board action.

9.2.4.1. The discipline procedure is as follows: a) the member may be notified by the

President orally and in writing of the allegation(s); b) the President may notify the accused member of a hearing date; c) the Board of Directors may call a special meeting and discuss the matter with the accused, complainant and any witnesses; then confer in private and render a decision on a case-by-case basis; d) Within thirty (30) days after a Board's decision, the member must be notified of the Board's decision and will have ten (10) business days to initiate an appeal to the Board. The appeal must be in writing to the accusations.

9.2.4.2. If the affected member is dissatisfied with the Board's decision he/she may request to appeal the matter to the Association membership. Notification is to be made by writing the President. Said writing shall contain the nature of the appeal and the outcome of the proceedings of the Board. The appellant shall have ten (10) business days from the date of being notified by the Board to request the appeal process. Upon receipt of such an appeal, the President shall notify the appellant in writing that the appeal was received. The appellant shall inform the President; (a) the evidence which he/she believes is pertinent; (b) the names of all persons who he/she wishes to be contacted concerning the appeals; (c) a statement, which summarizes why he/she believes the Board's decision is without merit or any mitigating factors which he/she wishes to be considered. The membership may hear the appeal at its next meeting, or it may be referred to a committee.

9.2.4.3. Suspension: A simple majority will be sufficient to render a decision for the issue of a suspension.

9.2.4.4. Expulsion: For the issue of expulsion it will require two-thirds (2/3) vote of the Board.

9.2.4.5. Confidentiality: Any and all proceedings regarding the discipline process will be confidential except where the membership hears the appeal.

9.2.4.6. The Board will rule how long the expulsion, probation or suspension will last and immediately advise the member.

Section 3. Member Grievance

Members may bring grievances to the Board of Directors by notifying the President, in writing, of the nature of the grievance and request an audience with the Board. If the grieving member wishes to appeal the Board's decision, the member may do so to the general membership. In order to proceed with this level of appeal, the member must obtain signatures from thirty percent (30%) of the Association's members qualified to vote supporting this appeal. This procedure does not apply in the case of expulsion, suspension or reinstatement. Due process regarding those issues is cover later in this Article and the Association's Constitution By-Laws.

Section 4. Process for Leave of Absence/Resignation

9.4.1. Leave of Absence: A member may request a leave of absence by submitting a request in writing to the Inland Football Officials Association's Board of Directors. If accepted this leave will be honored for the subsequent seasons. The member may return with all previous benefits following the leave, unless limited to by other reasons.

9.4.2. Resignation: A member may voluntarily resign at any time. If a member, who has resigned, should reapply, within ninety days from date that the Board accepted the

resignation, that member may petition the Board to return his/her previous benefits.

Section 5. Reinstatement

9.5.1. A member who has voluntarily requested a leave of absence may reapply at any time for reinstatement.

9.5.1.1. A member who has served a probation/suspension of one year may petition the Board of Directors annually for reinstatement. Such application shall require the approval of two-thirds (2/3) of the Board of Directors. If granted the reinstated member must follow all of the current criteria and requirements.

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Article X Constitutional Amendment

Section 1. Constitutional Amendment

This Constitution is fundamental and shall not be added to, deleted from, or repealed, except by an amendment to the Constitution, approved by the vote of two-thirds (2/3) of the Association's members qualified to vote on the question. Should there be any inconsistency between this Constitution and the By-Laws, this Constitution shall prevail.

Section 2. Proposed Constitutional Amendment by the Board

Any Board member may propose an amendment to the Constitution, and if the Board, by simple majority vote, adopts a resolution recommending the amendment, then the amendment shall be presented to the membership for approval.

Section 3. Proposed Constitutional Amendments by the Membership

10.3.1. If a member requests the Board to recommend an amendment to the Constitution and the Board declines to do so, then a petition for such an amendment may be circulated among the members. The petition must include the signature and printed names of no less than forty percent (40%) of the Association's members qualified to vote. The signatures shall be verified and approved by the Secretary/Treasurer.

10.3.2. Each page of the petition shall contain the proposed amendment at the top of the form. The language used at the top of the form must be identical to the language of the proposed changes. If they are not identical the petition shall be deemed invalid, unless approved by the Board.

10.3.3. The language of the proposed amendment must be the same language as was first presented to the Board. The Board shall specify the procedure for the initiation and circulation of such petition.

10.3.4. Upon verification of the submitted petition(s), the Board shall submit the amendment for a vote on the proposed amendment, in which event, the Board shall publish and circulate ballots to all members qualified to vote at the next election cycle.

10.3.5. The Board shall provide the language of all proposed amendments to the Constitution, in writing to the membership, at least fourteen (14) calendar days prior to the date set for counting ballots.

Section 4. Effective Date of Amendments

10.4.1. The President shall appoint members of the Talley Committee, which will tabulate the results of any vote of the Association. The chairperson of the Talley Committee the Secretary and the Vice-President will be a member of this committee. Results of the Talley Committee will be certified by the Secretary and provided to the President. The President will announce and post all election results as soon as the results are determined and certified as valid by the Secretary.

10.4.2. Amendments approved by a two-thirds (2/3) majority of the Association's members shall be implemented on January 1 unless specifically provided for in the amendment.

Section 5. Requirements for Proposed Amendments

10.5.1. No proposed amendment placing the Inland Football Officials Association in a position of non-conformance with local, state, or federal laws, California Football Officials Association's rules or regulations, the rules of CIF, or requirements for amendments shall be allowed.

10.5.2. The Board may, at its discretion, obtain the advice of counsel regarding the legality of construction of any proposed amendments if Association funds allow.

10.5.3. In all meetings of the Board of Directors and all meetings of the Association, Robert' Rules of Order (Newly Revised, 10th edition), hereafter referred to as RRO, and shall serve as the parliamentary guide for the Association. Where there is a conflict between RRO and this Constitution or By-Laws, this Constitution or By-Law will take precedence.

Article XI By-Laws Amendments

Section 1. By-Laws Amendment

These by-laws are fundamental and shall not be added to, deleted from, or repealed, except by an amendment to the by-laws, approved by a vote of a majority of the Association's members qualified to vote on the question. Should there be any inconsistency between this Constitution and the By-Laws, this Constitution shall prevail.

Section 2. Proposed By-Laws Amendment by the Board

Any Board member may propose an amendment to the By-Laws, and if the Board, by simple majority vote, adopts a resolution recommending the amendment, then the amendment shall be presented to the membership for approval. If the amendment was requested by a non-Board member and is not approved by the Board, the petitioning member(s) may petition as provided in Article X, Section 3.

Section 3. Proposed By-Laws Amendments by the Membership

11.3.1. If a member requests the Board to recommend an amendment to the By-Laws and the Board declines to do so, then a petition for such an amendment may be circulated among the members. The petition must include the signature and printed names of no less than forty percent (40%) of the Association's members qualified to vote. The signatures shall be verified and approved by the Secretary/Treasurer.

11.3.2. Each page of the petition shall contain the proposed amendment at the top of the form. The language used at the top of the form must be identical to the language of the

proposed changes. If they are not identical the petition shall be deemed invalid, unless approved by the Board.

11.3.3. The language of the proposed amendment must be the same language as was first presented to the Board. The Board shall specify the procedure for the initiation and circulation of such petition(s), including approval of the wording to assure that it is properly framed, or adds examples to illustrate the intent.

11.3.4. Upon verification of the petition(s), the Board shall call for a special ballot on the proposed amendment, in which event, the Board shall publish and circulate ballots to all members qualified to vote.

11.3.5. The Board shall provide the language of all proposed amendments to the By-Laws, in writing to the membership, at least fourteen (14) calendar days prior to the scheduled election.

Article XII

Finances

Section 1. Budget

The proposed budget for each fiscal year shall be presented to the Board for its approval at the Winter meeting. The proposed budget shall cover the cost of operation and activities for the coming year. The Board may use the Association's reserves to balance the annual budget.

Section 2. Endorsement Signatures

The Board will designate the Treasurer, Vice-President, President and Immediate Past President as authorized signatories on all IFOA bank accounts.

Section 3. Annual Dues and Fees

The date and amount of the payment for membership in the Association shall be determined annually by the Board of Directors.

12.4.1. All members shall pay dues, unless stipulated in this Constitution or By-Laws.

12.4.2. Dues shall not be prorated within a year for new or terminated memberships.

12.4.3. There shall be no dues for retired memberships or Honorary Members.

12.4.4. Annual dues will be reviewed on a yearly basis by the Board and revised as required by majority vote of the Board.

12.4.5. Assignor will propose a fee on a yearly basis. The Board will review and adjust or accept the proposal by majority vote.

12.4.6. The date Association dues and assignment fees are due will be stipulated annually by the Board, and late charges, as stipulated annually by the Board, will be assessed to Association fees received after the date determined.

12.4.7. All new members in the Association may be assessed a fee for additional instruction and material. The Board will determine the fee.

12.4.8. Fines for failure to show, late arrival, cancellation fees, and contest turn-back fees, and any other fees (proposed by the Treasurer or Assignor), will be reviewed on a yearly basis by the Board and revised as required, upon approval by a majority vote of the Board.

Section 4. Fiscal Year

The fiscal year of the IFOA shall be January 1 through December 31.

Section 5. Board Compensation and Expenses

The IFOA's officers or Board members shall receive no compensation for their services; however they shall be entitled to reimbursement for authorized expenditures incurred in conjunction with the performance of their duties for IFOA. The expenses of officers in conducting the business of the Association shall be paid from the funds of the treasury and authorized by the Board of Directors.

Section 6. Dissolving

In the event of dissolution after all obligations and debts are paid, the remaining assets shall be distributed in equal shares to each member of the Association.

Section 7. Bookkeeping

The Treasurer shall ensure that an accurate and complete set of books and records of account are kept for a minimum of five (5) years, which may be inspected by any member, for any proper purpose, at any reasonable time. Such request must be submitted in writing and presented to the Board of Directors, where a majority vote of the Board will be necessary to release the requested documents.

Section 8. Reserves

The IFOA shall strive to keep reserves to provide for uncertainties, such as cancellations, financial crises, compliance with changes in laws and other unforeseen liabilities. Any other reserves kept by the IFOA for specific purposes (for bad debts, self insurance, etc.) shall be in addition to this balance. The Board shall determine a prudent level of the reserves, within the guidelines established by the state for Non-Profit Organizations.

Section 9. Special Assessment

Special assessments may be levied by the Board to cover the expense of special projects or for any other purpose approved by two-thirds (2/3) majority of the Board and a simple majority of the membership.

Section 10. General Fund

Any income from dues or from other activities shall be placed in a general fund and be available to pay the expense of the Association's operations. The Treasurer is empowered to pay expenses of the operation of the Association as authorized by budget appropriations from the general fund, once directed by the President after having been approved by a majority of the Board, unless otherwise in this Constitution or By-Laws.

Section 12. Audit

The financial records of the Association shall be audited during the turnover of offices. The Finance Committee or appointees of the recently elected President and the President who is ending the term shall conduct the audit and make recommendations deemed appropriate to the Board.

ADDENDUM
IFOA CONSTITUTION
2006

Section 8 Duties

5.8.2 The Board shall subcontract an Assignment Coordinator for a term of (3) years, with an annual review of their performance. The Assignment Coordinator may only be removed from office during his/her term by two-thirds (2/3) vote of the Board. A member of the Board will not function as the Assignment Coordinator. The Assignment Coordinator will provide the Board with a schedule of all assigned games prior to the upcoming season for review and approval. The Board and/or Assignor, based on the quality of game, may adjust assignment of games during the season. Crews may be adjusted by the Board to ensure that games have the best officials