

Burlington Football Officials

Association

By - Laws

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Burlington Football Officials Association

By-Laws

Article I

Name Office

Section 1. Name: The name of the association is Burlington Football Officials Association (hereinafter referred to as the "Association"). The Association is a North Carolina Non profit corporation.

Section 2. Principal Office: The principle office of the Association shall be located at the residence address of the Executive Secretary-Treasurer.

Section 3. Mailing Address: The mailing address of the association shall be the same as the address of the principle office, or any address designated by the Executive Secretary-Treasurer.

Section 4. Other Offices: The Association may have offices at such other places as the Board of Directors may from time to time direct, or as the affairs of the Association may require.

Article II

Membership

Section 1. Classification: There shall be only one type of membership in the Association, and all members shall possess the same privileges and responsibilities.

Section 2. Qualification: Subject to the requirements of this Article, any person who is a member in good standing of the North Carolina High School Athletic Association, and who is honest, upright, worthy of confidence, of good moral character, in good health, and agrees to abide by the By-Laws and other rules and regulations of the Association, shall be eligible for admission to the membership.

Section 3. Application: Each applicant for membership must profess a willingness to follow the rules and regulations of Sec. 2 to the Executive Secretary of the Association. The Secretary will put the new member on the roll of membership after the membership committee has approved the new applicant.

Section 4. Approval: All applicants referred to the Membership Committee shall be reviewed and approval by this committee. The type of investigation etc. to be used by the committee will be up to the committee. The new member must follow the dates for application to the North Carolina High School Athletic Association to be a full member of the Association.

Section 5. Suspension and Expulsion: Any member may be suspended or expelled, without notice, for delinquency in dues, unethical or immoral conduct, conviction of any crime involving moral turpitude, or for any other willful violation of these By-Laws or any rule or regulation adopted by the Association. Suspension will be by the President on recommendation of the Chairman of the Grievance Committee, or the Executive Secretary – Treasurer. Expulsion will be the same as above and the suspended or expelled member may appeal to the Board of Directors for a final ruling.

Article III

Membership Meetings

Section 1. Place of Meeting: Meetings of the membership of the Association shall be held at a place selected by the Board of Directors and the Executive Secretary.

Section 2. Meetings: Meetings will be held during the summer months. The Board of Directors will decide the starting date and the number of clinics needed for the coming season.

Section 3 Special Meetings: Special meetings (ex. mechanics clinics at a football field) and any other changes in meeting sites or times will be notified by E-mail and announcements at clinic meetings and or phone calls where possible.

Section 4. Voting: Each member shall be entitled to cast one vote for each Director to be elected, one vote for each officer to be elected, and one vote on any other matter coming before the membership for review and vote to adopt or changes.

Article IV

Board of Directors

Section 1. Number and Qualification: The number of the Directors of the Associations shall be twelve (this number may increase or decrease in two way)

1. All clinic leaders are members of the board, if this number changes than the board number may change,
2. At the present time the Executive Secretary is also a clinic leader, therefore; two board member positions are being combined.

Each officer (President and Vice-President) shall automatically be a member of the Board of Directors until his death, resignation, removal, disqualification or a successor takes office. The Immediate Past President shall automatically be a member of the Board of Directors for so long as he shall hold such position or until his death, resignation, removal or disqualification. Each Clinic Leader shall be a member of the Board of Directors (the Clinic Leaders are appointed by North State until his death, resignation, removal, disqualification or a successor takes his place).

Six at large Directors shall be elected by the membership. All Board members must be members of the Association. The Executive Secretary-Treasurer shall be a member of the Board of Directors and is appointed by the Board of directors each year.

Section 2. Terms of Office: Except for the Immediate Past President and the Officers, whose term is set at one year, unless changed by the board, and approved by the membership for any unusual situation, each Director elected by the membership shall hold the office for ~~three~~^{TWO} years. Directors may not succeed themselves in office. A former director may be elected to a new term after a waiting period of one year. In the event that a Director position becomes vacant before the end of its term, the membership will be called on to vote in an interim Director. The Board of Directors will provide a recommendation for the membership to consider in their decision for the interim Director.

Section 3. Removal: Directors may be removed from office for any cause deemed by the membership to be in the best interest of the Association, by a two-thirds (66%) majority vote of the membership at any business meeting. The Director has to be informed in writing 5 days before the business meeting and given notice stating that a matter to be considered is the subject of his removal. The Board of Directors also can remove a Director in the best interest of the Association by a two-thirds majority vote at any special or regular Board meeting. Replacement of the removed Director will be done by following the direction in Article IV sec.2.

Section 4. Duties: It shall be the duty and responsibility of the board to adopt such rules and regulations as it deems in the best interest of the Association. Any changes in rule and regulations must be in line with the rules and regulations of North State and may be invalidated by a two-thirds majority vote at any business meetings.

Section 5. Business Meetings: The Association will have one scheduled business meeting each year normally at the first meeting in June. At this meeting the President will preside over the meeting. During the meeting the following should be reviewed,

1. minutes from the Board of Directors meetings,
2. election of officers for the coming year will be done,
3. financial report of the Associations finances,
4. any general business from the membership should be reviewed.

Any other business meetings will have to be called by the Board of Directors. Any member who would like to review a business practice, rule problem, or grievance needs to go to the committee first. The committee will review the situation and report to the Board and ask for a ruling, or call for a business meeting to review the situation with membership.

Section 6. Clinic Meetings: To review rule changes and the rules in the rulebooks. Scheduled clinics meetings will be schedule during the summer. For North State members these meetings will be part of the point system used in North State. For the general membership these meetings will be for learning and reviewing.

Section 7. Dates and Times: The dates and times will be set up by the Board of Directors for the business meetings and clinic meetings.

Article V

Directors' Meetings

Sections 1. Regular Annual Meeting: A regular annual meeting of the Board of Directors shall held each year in the middle of April to be decided by the President and the Executive Secretary.

Section 2. Special Meetings: Special Meetings of the Board of Directors may be held at the request of the President, the Executive Secretary-Treasurer, or any four Directors at such place as the Board of Directors may adopt.

Section 3. Quorum: Six members of the Board of Directors shall constitute a quorum for the transaction of business at any meeting.

Section 4. Voting: The acts of the majority of the Directors present, at which a quorum is present, shall be the acts of the Board of Directors

Article VI

Officers

Section 1. Number: The Officers of the Association shall consist of the President and the Vice-President. These Officers shall serve in like capacities as Officers of the Board of Directors and in the management of the Association's business.

Section 2. Election and Terms: The Officers of the Association shall be elected at the annual business meeting of the Association at the first meeting of the summer. They shall be elected for a term of one year, beginning after their election, at the annual scheduled business meeting of the Association.

Section 3. President: The President shall be the principal executive Officer of the Association and, subject to the control of the Board of Directors, shall supervise and control the management of the Association in accordance with these By-Laws. He shall, when present, preside at all membership meetings and Board of Director meetings.

Section 4. Vice – President: The Vice - President shall be the President-elect and shall perform the duties of the President in the President's absence or disability, and such other duties as may be assigned to him by the president or the Board of Directors.

Article VII

Executive Secretary-Treasurer

Section 1. Executive Secretary-Treasurer: (a) The Executive Secretary-Treasurer shall be appointed by the Board of Directors and shall serve at their pleasure. He shall be the principal Officer in the everyday management of the Association's business. He shall have sole responsibility for game assignment pursuant to fairness, location of assignments, and an understanding, of abilities and the Associations' customers needs. All complaints by coaches and game management will be referred to him and with consultation with the Board, he shall act to, each complaint pursuant to the rules of the National Federation, the NCHSAA, and these By-Laws.

(b) Along with other duties specified else where in these By-Laws, he shall keep accurate records of the acts and proceedings on all meetings of the membership and by the Directors.

(c) He shall have general charge of the Associations records.

(d) He shall have general charge of the membership books of the Association and shall keep records showing the information about each member.

(e) The Executive Secretary-Treasurer shall keep current and complete records of account, showing accurately at all times the financial condition of the Association.

Section 2. Vacancies: Whenever any vacancy shall occur, an individual will be appointed by the Board to fill out the Year or until a replacement can be found. If an individual would like to apply for the job, he must submit in writing to the President his intentions and qualifications before March 31st. This will enable the Board to review the applications and set up interviews with each applicant. The Board will vote on their choice of Executive Secretary-Treasurer when the interview process has been completed.

Section 3. Compensation: The Executive Secretary-Treasurer shall receive reasonable compensation for his services as fixed by the Board of Directors.

Article VIII

Permanent Committees

Section 1. Designation: There shall be five Permanent committees of the Association, to wit: Grievance, Membership, Finance, Legislative, and Social. The President and or the Board of Directors can form new committees as needed.

Section 2. Appointment: Each committee will have at least two Board members on the committee and at the first business meeting of the year four volunteers will be asked to join each committee.

Section 3. Grievance Committee: The Grievance Committee shall submit to the Board of Directors at any regular or special meetings, complaints which it has received, and which it deems to be of sufficient merit to be considered by the Board. All complaints need to be submitted in writing for review and a written response from the committee is required.

Section 4. Finance Committee: The Finance Committee shall consist of the Executive Secretary-Treasure, President and Vice- President and any others as needed. This committee shall prepare an annual budget for the operation of the Association and will be responsible for the general supervision and auditing of the financial books and records of the Associations.

Section 5. Legislative Committee: This Committee shall make such recommendations and proposals to the Board of Directors as it deems in the best interest of the Association regarding changes to the By-Laws of the Association. Any amendment to the By-Laws must be approved by the Board of Directors and a majority vote of the Association.

Section 6. Membership Committee: The Membership Committee shall work in conjunction with the clinic leaders and the Association members, to see that new member are welcomed and trained to the best of the Association's ability. To use means like advertising, etc. to recruit new members in to the Association.

Section 7. Social Committee: The Social Committee will be in charge of the Hot Dog cookout at the first meeting each year and the Banquet at the end of the Football season, and any other function that the Association may have.

Article IX

Dues – Fiscal Year

Section 1. Annual Dues: Each member shall pay annual dues in the amount fixed by the Board of Directors.

Section 2. Fiscal Year: The fiscal year of the Association shall be from the first meeting in June to the first meeting in June the next year.