

**CONSTITUTION**  
**NEW HAMPSHIRE FOOTBALL OFFICIALS' ASSOCIATION, INC.**  
July, 2017

**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 exclusive use of the Association and may not be used by others without prior written consent.

**ARTICLE II – Purpose**

The New Hampshire Football Officials' Association shall promote good will and friendly understanding of the game of football in New Hampshire. The Association shall provide high quality football officiating service to the New Hampshire Interscholastic Athletic Association (NHIAA), its member schools, and their coaches, athletic directors and football players. With the approval of the Council, the Association will also provide such service to private high schools and preparatory schools 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, when applicable, the 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 – Categories of Membership**

A. Applicant – An Applicant is a person who has applied for membership in the organization. Application for membership shall be restricted to: legal residents of New Hampshire; children of a Member in Good Standing; graduates of a New Hampshire high school, college or university whose parent or parents currently reside in New Hampshire; or individuals whose primary place of employment is in New Hampshire. An Applicant must be 18 years old prior to September 1 of the year in which application for membership is made. Applications for membership must be filed and the application fee must be paid on or before Labor Day of the year in which application for membership is made. Applicants shall be given a copy of the Constitution and Bylaws in either hard copy or electronic format.

B. Apprentice Member – An Apprentice Member is a member who has fulfilled the requirements of application and who has not yet completed all of the requirements of Apprentice membership as specified in the Bylaws.

C. Provisional Member – A Provisional Member is a member who has completed the requirements of Apprentice membership but who has not yet completed all of the requirements of Provisional membership as specified in the Bylaws.

D. Regular Member – A Regular Member is a member who has completed all of the requirements of Provisional membership and who has been accepted as a member of the organization by a majority vote of the membership at the Annual Meeting.

E. Transfer Member – A Transfer Member is a member who has applied for membership in the NHFOA after being a member in good standing of another officiating organization. Transfer Members must be: legal residents of New Hampshire; children of a Member in Good Standing; graduates of a New Hampshire high school, college or university whose parent or parents currently reside in New Hampshire; or individuals whose primary place of employment is in New Hampshire. Requests for transfer from other recognized state high school football associations shall be considered on a reciprocal qualification basis (a NHIAA requirement). Requests for transfer from recognized collegiate football officials' associations shall also be considered for membership. Upon receipt of documentation from the previous football officials' association in which he or she was a member in good standing, the Transfer Member shall become a Provisional Member and be subject to completion of the requirements of Provisional and Regular membership. Accordingly, a Transfer Member may be assigned games at the discretion of the Commissioner.

F. Honorary Member – An Honorary Member is a member who has been nominated by a Member in Good Standing and approved as an Honorary Member by the NHFOA Council. An official may be approved as an Honorary Regular Member or an Honorary Lifetime Member, as specified in the Bylaws.

G. Inactive Member – An Inactive Member is a member who, by choice, does not officiate any games assigned by the Commissioner, but who receives all communications pertaining to the activities of the NHFOA. Inactive Members in Classification 7 or 8 in Appendix A to the Bylaws are eligible to receive assignments from the NHFOA as clock operators or as members of line-to-gain crews.

## **Section II – Member in Good Standing**

A Member in Good Standing is a member who has fulfilled all of the membership requirements as specified in the Bylaws, unless the member receives a waiver for any such requirement from the Commissioner, as authorized by the Council. A member who is not a Member in Good Standing as a result of failure to fulfill such requirements may regain Member in Good Standing designation once such requirements have been fulfilled, or once any suspension is served and/or any dues or assessments are paid.

## **Section III – Reinstatement of Former Member**

The NHFOA Council shall review the application of any member who resigns or retires from the NHFOA as a Member in Good Standing and applies for reinstatement. The member shall be reinstated subject to the following conditions:

A. If the member applies for reinstatement prior to the second football season following the date of resignation or retirement, the member shall be reinstated subject to any additional requirements imposed by the Council and provided that the member meets all of the membership requirements specified in the Bylaws.

B. If the member applies for reinstatement prior to the third football season following the date of resignation or retirement, the member shall be reinstated subject to any additional requirements imposed by the Council and provided that the member meets all of the membership requirements specified in the Bylaws and passes 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 member shall be reinstated as a Provisional Member subject to any additional requirements imposed by the Council.

D. If the Council rejects the application for reinstatement under A, B or C above, the Council 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 the Council.

## **ARTICLE IV – Duties and Rights of the Membership**

### **Section I – Duties of the Membership**

The membership shall abide by the membership requirements specified in the Bylaws.

### **Section II – Rights of Membership**

A Member in Good Standing shall have the following rights:

A. The right to vote, provided that the member is a Regular Member meeting the requirements of Classification 1, 2 3 or 4 in Appendix A to the Bylaws; a Transfer Member; or an Inactive Member meeting the requirements of Classification 7 or 8 in Appendix A of the Bylaws .

B. The right to receive game assignments at the discretion of the Commissioner, provided that the member is an Apprentice Member, Provisional Member, Regular Member, or Transfer Member. Membership in the NHFOA does not guarantee receipt of game assignments.

C. The right to see and hear all testimony used by the Council to levy punitive action against said member.

D. The right to at least 48 hours' advance notice prior to any hearing involving formal complaints against said member.

E. The right to appeal any punitive action or suspension imposed by the Council, including the right to a hearing on any such appeal and the opportunity to present evidence in the member's defense. Any appeal must be requested in writing to the Council.

F. The right to request a special meeting of the Council by making such request of any Councilor.

## **ARTICLE V – Officers, Councilors and Duties**

### **Section I – NHFOA Council**

The NHFOA Council (herein referred to as “the Council”) is the governing body of the association. The Council shall consist of the following:

#### A. Officers

1. A President.
2. A President-elect elected for a two-year term, who will thereafter assume the presidency of the Association for a two-year term.
3. A Commissioner elected for a four-year term.
4. A Chair of the Council serving a two-year term, who is the outgoing President of the Association.
5. A Secretary appointed by the Commissioner for a two-year term.
6. A Treasurer appointed by the Commissioner for a two-year term.
  - a) The Secretary and Treasurer positions may be combined at the discretion of the Commissioner.

#### B. Councilors

1. There shall be seven Councilors elected to three-year staggered terms.

### **Section II – Voting Members of NHFOA Council**

Only the elected officers and Councilors shall be voting members of the Council.

### **Section III - Duties of Officers and Councilors**

#### A. The President shall:

1. Preside over all meetings and functions of the Association (other than Council meetings) and shall be an *ex officio* member of all committees.
2. Authorize payment of all bills of the Association.
3. Represent and act on behalf of the Association whenever appropriate.
4. Assume the duties of the Chair of the Council in the event of the Chair’s absence or incapacity.
5. Have the power to appoint committees.

B. The President-elect shall assume all the duties and responsibilities of the President in the President’s absence.

#### C. The Commissioner shall:

1. Oversee the distribution of the NFHS Rules Books and Officials Manuals to the membership, and oversee the administration of the exams as outlined in the Bylaws.
2. Assign officials to all varsity games in a fair and equitable manner. The Commissioner may reassign officials as necessary. The Commissioner shall use the final ratings from the previous season to assign varsity regular season

- games. The Commissioner shall use the official's Classification in Appendix A of the Bylaws for the previous season to assign sub-varsity and junior high school or middle school games. The number of varsity assignments will have a direct correlation to the official's final ratings from the previous season and official's rank among active members. In addition to the final rating from the previous season, the Commissioner may include closed dates and other assigning criteria, which will impact the correlation between the official's rating and schedule.
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 game officials to specific working positions and indicate the assigned position on the form sent to the official and to the schools.
  5. Use field ratings from the current season to assign varsity play-off games. The Commissioner will not be eligible for playoff games. To be eligible for varsity playoff and championship games, a member must have officiated a minimum of twenty-five New Hampshire high school varsity games overall, and a minimum of six in the current year. Except in emergencies, no official shall work more than one championship game in one season. Thanksgiving Day games shall be assigned at the Commissioner's discretion.
  6. Maintain a close relationship with schools.
  7. Serve on all appropriate committees as required by the position.
  8. Oversee the preparation of agendas and assignment of speakers for statewide meetings.
  9. Serve as spokesperson for the Association to the news media on all Association matters.
  10. Serve as Supervisor of Officials in accordance with the NHIAA regulations for registration of sports officials.
  11. Serve as chair of the evaluation/rating committee.
  12. Tabulate and record ratings.
  13. Be responsible to the Council for the diligent performance of the duties outlined above.
  14. Officiate any New Hampshire Interscholastic Athletic Association (NHIAA) or prep school varsity games only in case of emergency or with prior approval of the Council.
  15. Seek guidance of the Council for direction in all matters that do not appear within the written scope of the office.
  16. Monitor all NHFOA policies with respect to members and membership requirements.
  17. Have the full authority to enforce all NHFOA policies with respect to members and membership requirements, including the authority to impose temporary suspensions (15 days or less) of members who fail to fulfill any of the membership requirements specified in the Bylaws.

D. The Secretary shall:

1. Handle all correspondence as directed by the Commissioner, Chair or President.
2. Inform the membership of date, time and place of all regular and special meetings at least seven calendar days in advance of such meetings.
3. Inform the Council of regular and special meetings.
4. Maintain acceptable minutes of Association meetings.
5. Maintain a record of communications and present such to the Council and to the membership as necessary.

6. Maintain an up-to-date record of the Constitution and Bylaws.
7. Deliver amended copies of the Constitution and Bylaws to the membership in either hard copy or electronic format.
8. Provide the NHIAA and NHFOA with an updated roster of Members in Good Standing.
9. Be responsible to the Council for the diligent performance of the duties outlined above.

E. The Treasurer shall:

1. Collect all dues, fees and assessments according to the Bylaws and account for the same.
2. Deposit all monies not required for the day-to-day activities of the office in a bank approved by the Council.
3. Pay all bills authorized by the President, with the consent of the Council.
4. Present a financial report at the annual meeting and submit the books and records for audit at the will of the Councilors.
5. Provide monthly financial reports to the Council and maintain documentation of all payments disbursed and funds received by the Association in accordance with the Financial Reporting Requirements approved by the Council.
6. Be responsible to the Council for the diligent performance of the duties outlined above.

F. The Chair shall:

1. Have authority to call regular and special meetings of the Council.
2. Preside over meetings of the Council.
3. Have the power to form and appoint *ad hoc* committees within the Council.
4. Provide to the membership, at the Annual Meeting, the attendance record of Council meetings during the past year.
5. Receive all grievances or disputes from members of the Association, and place such grievances or disputes on an upcoming Council meeting agenda for the purpose of resolution by the Council.

G. The Council shall:

1. Act as tribunal in all disputes arising outside of the annual meeting.
2. Audit the books and records of the Secretary and 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 Chair.
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 scores of all membership exams.
7. Set the dates and locations of weekly meetings.
8. Have the authority to set administrative fees, penalties and assessments.
9. Attend at least three of the first six Council meetings, and at least 50% of all Council meetings throughout the year. Failure to attend the minimum number of meetings may result in the Councilor being asked to resign.

10. Fulfill all membership meeting requirements as specified in the Bylaws, unless the Councilor has been granted a leave of absence. Failure to fulfill such requirements will result in the Councilor being suspended. Reinstatement following suspension can only be accomplished by a majority vote of the NHFOA membership at the next Summer Business meeting or Annual Meeting.
11. Fill vacancies on the Council by a vote of the Council. A member named to fill such vacancy shall serve until the next Annual Meeting, when the position shall be filled by the regular election procedure for the remainder, if any, of the unexpired term.
12. Be given credit for attending a weekly meeting if a Council meeting is taking place concurrently.
13. Individually address all issues not specified in the Constitution or Bylaws.
14. Conduct all activities pursuant to Robert's Rules of Order, which shall be the official parliamentary authority of this organization.

## **ARTICLE VI – Meetings**

### **Section I – Interpretation Meetings**

There shall be two interpretation meetings annually at locations and times selected by the Council. The first interpretation meeting shall also be the Summer Business Meeting.

### **Section II – Weekly Meetings**

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

### **Section III – Annual Meeting**

The Annual Meeting will be held on the first or second Saturday in December, with the specific date determined by the Council prior to July 1 of each year. If the meeting is postponed for any reason, the Chair will reschedule the meeting for the following Saturday in December, or to the earliest possible date thereafter.

### **Section IV – Special Meetings**

Special meetings of the entire membership may be called at the will of the President and/or a majority of the Council.

### **Section V – Quorums**

One-third of the Members in Good Standing shall constitute a quorum at the Summer Business Meeting, Annual Meeting or special meeting. No official business can be transacted without a quorum.

## **ARTICLE VII – Committees**

### **Section I – Standing Committees**

The Association shall maintain the following Standing Committees:

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

### **Section II – Committees and Committee Chairs**

Committee Members and Committee Chairs are appointed by the President to one-year terms. The Association shall also have a Rules Interpreter and a Mechanics Supervisor, appointed by the President to two-year terms. The Rules Interpreter and the Mechanics Supervisor shall serve in an advisory capacity to the Mechanics and Curriculum Committee.

## **ARTICLE VIII – Amendments and Bylaws**

### **Section I – Constitution**

Any proposed change to the Constitution must be submitted in writing to the Secretary. Written notice of proposed change(s) must be given to the membership at least ten days prior to the Summer Business Meeting, Annual Meeting or any special meeting called by written notice. The change(s) may then be adopted by an affirmative vote of the Association by a two-thirds majority vote of the members present.

### **Section II – Bylaws**

The NHFOA shall maintain a current set of Bylaws in conjunction with the Constitution.

## **ARTICLE IX – Elections**

Elections shall be held annually following the conclusion of the football season. The filing requirements for candidacy, balloting process and voting protocol shall be as specified in the Bylaws.