

COLORADO FOOTBALL OFFICIALS ASSOCIATION CONSTITUTION

ARTICLE I -NAME

The name of this organization shall be the Colorado Football Officials Association.

ARTICLE II –MISSION

Section 1. To foster a high standard of ethics through the encouragement of fair play, good sportsmanship and better understanding among officials, coaches, and the general public, required to effectively and professionally officiate the game of high school football.

Section 2. To maintain and improve the standards of officiating within the Colorado Football Officials Association, by the maintenance of a membership consisting of both experienced and new officials. The standards of officiating include exceptional knowledge of rules and mechanics as well as maintaining a physically fit condition suitable for officiating the game of football.

Section 3. To support the Colorado High School Activities Association in their pursuit of excellence by striving to create a positive and equitable environment in which all qualified student participants are challenged and inspired to meet their highest potential.

Section 4. To provide an environment that enhances personal development through sporting behavior, character education, teamwork, leadership, and citizenship while increasing values that partner the educational standards of the state of Colorado.

ARTICLE III –OFFICERS

Section 1. The Board of Directors of this Association shall consist of the President, President-Elect, Immediate Past-President, Area Directors, the Rules Interpreter, the Secretary-Treasurer, and a representative of the Colorado High School Activities Association who shall be an ex-officio member without voting privileges.

Section 2. The President-Elect shall be elected (in even-numbered years) for a term of two years with the understanding that he/she will succeed; to the office of President for a term of two years and then succeed to the office of Immediate Past-President for a term of two years. At their pre-season meeting prior to the expiration of the President's term, the Board of Directors shall nominate at least two of their current members for the office of President-Elect of the Association. This election shall be conducted by electronic ballot extended to all members in good standing. The electronic tallying or ballot system shall be approved by the Board of Directors. Voting for this office shall be from November 1, to 12 Noon, December 1st. The President, the President-Elect, and Immediate Past-President shall take office on January 1st following the election.

Section 3.

(a) The Area Directors shall be elected at a called meeting within each Area, and shall serve for a term of three years. The process of voting (electronic or written ballot) will be at the discretion of the serving Area Directors or by the policies set forth by the individual Areas. The newly elected Area Directors shall take office on January 1 following the close of that football season.

(b) An Area Director may be recalled by a vote of the membership of the area he/she represents. A petition calling for the recall must be signed by 20% of the active membership of that area. Only active members may vote in the recall election and a simple majority of those present at the vote will determine the outcome. Voting for a recall of a Area Director must be in a written form secret ballot,

electronic voting cannot be utilized for a recall vote. Should an Area Director be recalled, those present at the vote will vote to elect a new Area Director to serve the remainder of the term of the recalled Area Director. Removal as an Area Director will not affect the official's membership in the Association.

Section 4. The Rules Interpreter shall be appointed by the Board of Directors.

Section 5. The Secretary-Treasurer shall be appointed by the Board of Directors and shall be paid a fee for his services as determined by the Board of Directors.

Section 6. No member may hold two offices in the Association concurrently.

ARTICLE IV -MANAGEMENT

Section 1. The management of this Association shall be vested in the Board of Directors. The Executive Committee shall assist in strategic planning and in preparing issues for presentation to the Board of Directors.

Section 2. The Board of Directors shall have a pre-season and a post-season meeting to conduct the business of this Association. Such meetings shall coincide with the beginning and closing of the football season. Other special meetings may be called at the discretion of the President.

Section 3. The President, with the Secretary-Treasurer, shall arrange the time and date for all meetings of the Board of Directors and the Executive Committee. The President shall preside over all meetings.

Section 4. The Executive Committee shall consist of the President, the President-elect, the Immediate Past President, the Rules Interpreter, the Secretary-Treasurer and two at-large members. The at-large members shall be Area Directors at the time of their election to the Executive Committee. They shall be elected in even-numbered years by the Board of Directors for four year terms, which shall overlap. One at-large member shall be elected from one of the smallest eight areas and one from one of the largest nine areas. Neither shall be from the same area as the President, the President-Elect, or the immediate past President.

Section 5.

(a) All notices by the Association and the election for the President-Elect shall be by electronic means. Notices will be published by the Association to the email address registered by the official during the registration process with the Colorado High School Activities Association officials office. The official is responsible for updating this information. This will include all notices of meetings and notices, i.e. Dues Notices. The election of the President-Elect shall be conducted by electronic means approved by the Board of Directors. All local elections with the exception of a Recall Vote of a Area Director which must be a secret written ballot, can be held either written or electronically with the determination of such at the discretion of the Area Directors or their Policies and Guidelines.

(b) Any member who does not register an email address or desires to receive a written ballot may request such a method of voting means by a written request to the Secretary-Treasurer including a self-addressed, stamped, return envelope prior to the set dates of the election. Mailed dues notices or other notices from the Association are not offered as a mailed option. It is the responsibility of the official to keep abreast of current requirements to maintain membership. The Association is not liable for incorrect, inactive, or non-current contact information.

ARTICLE V -MEMBERSHIP

Section 1. Membership shall be classified into Active, Inactive and Provisional status as

hereinafter set forth. Members may register with only one Area and shall be governed by the policies of that Area.

Section 2. Active members carry the privilege of voting in such meetings. They may also hold office in the Association and officiate in any games, including playoffs, so assigned, which are sanctioned by the Colorado High School Activities Association.

(a) Active Members must: 1) pay annual dues; 2) take and pass with an acceptable score the annual on-line exam electronically published by the National Federation; this test must be completed individually and not in a group/crew setting; 3) attend the minimum number of meetings as prescribed by their Area Directors; 4) conform with the requirements indicated in Articles IX and X of the Constitution. 5) Meet the physical performance standards as set forth by a policy of the Board of Directors.

(b) Transferring Officials:

An official who moves to Colorado and is a member in good standing in the Football officials Association of another state may apply for transfer of his/her membership at the discretion of the local Area Director and become an Active Member in this Association by agreeing and adhering to the requirements for active membership.

Section 3. Application for active membership by New Members or Active Members whose membership was terminated at the end of the season for not meeting the Association requirements shall be accomplished in person by contacting an appropriate Area Director.

(a) The applicant shall pass a football rules examination given at the beginning of the season. The Board of Directors shall determine the passing score at the summer meeting.

(b) If the applicant fails to pass the examination, he/she may, at the discretion of the local Area Directors, become a provisional member with the opportunity to satisfactorily pass a second examination at the end of the season. Said examinations, as prescribed by the Board of Directors, shall be given twice during each football season, once at the beginning of the season, and once at the end of the season. The Board of Directors shall establish the dates.

(c) In order for an active member to remain in good standing and be eligible to renew their membership the following year, the member shall pass the online NFHS rules examination by the dates established by the Board of Directors.

1) Those that fail to do so, shall be given the opportunity to pass the Part II examination prior to the end of the season.

2) Those that do not pass either the Part I or Part II examination shall have their membership terminated at the end of the season.

Section 4. Membership shall begin annually on January 1st, or when an applicant successfully completes the first requirements for membership.

Section 5. Inactive membership may be granted to any previously active member who desires to maintain membership status, but who does not wish to officiate games which are sanctioned by the Colorado High School Activities Association during the period this membership status is effective. This membership status can only be granted to a person who has been an active member for at least three years immediately preceding his application for such status. Inactive members:

(a) Shall have privilege of attending all meetings open to members and shall have the privilege of voting,

(b) Shall not be eligible to hold office within the Association,

(c) Are not required to meet attendance or examination requirements,

- (d) Shall be eligible for honorary membership recognition,
- (e) Shall be on the publication list for announcements.
- (f) Annual dues for inactive members shall be one-half that of the active membership dues.

Section 6. Persons selected for the CFOA Hall of Fame shall have the privilege of attending all meetings, but do not carry the privilege of voting. Hall of Fame status may be extended to any person in any field of endeavor who has made outstanding contributions to football in this region. Active members of this Association desiring to recommend persons for the Hall of Fame should submit such names, with their accomplishments, in writing to the Secretary-Treasurer for consideration of the Board of Directors. The CFOA Hall of Fame induction ceremonies shall be managed by a Committee with the chair appointed by the President. Committee members shall be appointed and serve at the discretion of the Chair. Any membership type may serve on this Committee.

Section 7. Retired Officials shall have the privilege of attending all meetings, but may not vote or hold office. Retired members may be called upon to mentor new officials, to observe officials, and to assist the local Area Directors as they see fit

Section 8. Provisional membership may be granted at the discretion of the Area Directors of the Area in which they seek membership, (to individuals who have not achieved a passing score on the current football examination) and shall be qualified to officiate subject to the following restrictions:

- (a) Provisional members shall not have voting privileges in the Association.
- (b) Provisional members shall not be eligible to officiate any varsity or playoff games in Colorado.
- (c) Provisional membership ends at the conclusion of the Football season.

ARTICLE VI - DUES

Section 1. The annual dues of this Association shall be established annually as a policy at the pre-season meeting of the Board of Directors and shall cover the year beginning the following January 1st. Dues notices for the coming football season shall be published electronically on or before November 1st and all registrations must be completed and dues paid no later than 12 Noon, December 1st. Any Member whose dues are not current by March 1st prior to the upcoming season will forfeit their membership in the Association, forfeit the opportunity to officiate playoff Games, varsity games and must re-apply for membership as a "New Official" in the Association.

Section 2. Payment of the annual dues includes benefits associated with registration with the Colorado High School Activities Association and the Colorado Football Officials Association. The Board of Directors shall be empowered to levy any special assessments needed to conduct the business of the Association.

ARTICLE VII - DUTIES OF OFFICERS

Section 1. President: The President shall:

- (a) Preside at all meetings of this Association, the Executive Committee and the Board of Directors.
- (b) Under the direction of the Board of Directors conduct all negotiations on behalf of this Association and make every reasonable effort to further the policies adopted by this Association.
- (c) At his discretion, appoint committees to conduct Association business.

Section 2. President-Elect: The President Elect shall:

- (a) Serve as a member of the Executive Committee and the Board of Directors.
- (b) In case of absence or disqualification of the President, immediately assume the responsibilities and duties of the President.

(c) When the President has served his term of office, or if he should be unable to complete his term, the President-Elect shall assume the office of President for the remainder of that term, and then assume and continue as President for his normal term of that office.

(d) Should the office of the President-Elect become vacant, it shall remain so until it can be filled coinciding with the annual dues notice, following the creation of the vacancy.

Section 3. Immediate Past-President: The Immediate Past-President shall:

(a) Serve as a member of the Executive Committee and the Board of Directors and serve as an advisor to the President, President-Elect, and Secretary-Treasurer.

(b) Should the office of the immediate past-President become vacant for any reason it shall remain so until it can be filled by the normal succession of the President to the office.

Section 4. Area Directors: The Area Directors shall:

(a) Serve this Association as members of the Board of Directors and assist in performing the business of the Association as described in the Constitution.

(b) In case of the absence or inability of both the President and President-Elect to act, the Board of Directors shall appoint one of their members to fulfill the duties of the President during his absence.

(c) Establish the time and place for a meeting for the election of Area Directors and for all seasonal Area and local meetings and study sessions and be responsible to notify their membership in advance of such meetings.

(d) Make appointments and establish such local committees as are necessary to best further the interests of this Association within their Area.

(e) Provide a program and an order of business for all Area meetings of this Association.

(f) Keep the minutes of all Area meetings and surrender these minutes to his successor in good condition.

(g) Make a record of the membership attendance at all Area meetings and forward names of those members who have not met the minimum membership standards to the Secretary-Treasurer of the Colorado Football Officials Association.

(h) Perform such other duties within the Area as are requested of him by the Area organization at regular meetings, such duties not to conflict in any way with duties assigned to other officers as described in this Constitution.

(i) Shall inform and encourage prompt payment of dues. This avoids late fees, absence of rulebooks prior to clinics, and absence of names to be printed in the Association's Football Directory.

(j) Attend or send a representative from their Area to every meeting of the Board of Directors. Areas with multiple Directors need only have one Director present. Exceptions must be approved by the President in advance. Unexcused absences may result in sanctions imposed by the Executive Committee.

Section 5. Secretary-Treasurer: The Secretary-Treasurer shall:

(a) Keep the minutes of all meetings of the Board of Directors.

(b) Keep the minutes of all special-called meetings of the Association.

(c) Send out all notices, ballots, and bills. Dues notices for the coming Football season shall be mailed on or before November 1st and dues payment to be returned to his office postmarked no later than December 1st.

(d) Keep all records, collect dues, pay all bills authorized by the Board of Directors, and have charge of all funds and place such funds in the name of this Association in the depository approved by the Board of Directors.

(e) Submit all books and records for audit by an outside professional accounting agency approved by the Board of Directors.

(f) Be responsible for submitting necessary tax report forms.

(g) Shall assist the President with arranging the time and date for all meetings of the Board of Directors and notify the directors by mail of such meetings.

Section 6. Rules Interpreter: the Rules Interpreter shall:

(a) Attend the national football rules interpretation meetings on behalf of CFOA; and

(b) Serve as the Official Rules person at state tournaments and seasonal play; and

(c) Serve as the Official Rules person for each of the CFOA Area Areas.

Section 7. The President, President-Elect, past President, and Secretary-Treasurer of the Association shall fulfill the duties of his their offices as described above (Article VII). In the event that an officer any one of these listed officers does not fulfill his duties, or is not able to fulfill his duties, he may be removed from office by a 2/3-majority vote of the Board of Directors. Removal from office does not affect the official's membership in the Association.

ARTICLE VIII -AREA ORGANIZATION

Section 1. For purposes of organization, the state shall be divided into 17 (Seventeen) approved Areas as follows:

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| (1) Metro Denver | (7) Ft. Collins | (13) Cortez |
| (2) Canon City | (8) Boulder/Longmont | (14) Grand Junction/West Central |
| (3) Colorado Springs | (9) Wray | (15) Lamar |
| (4) Pueblo | (10) Greeley | (16) Craig/Steamboat Springs |
| (5) Trinidad | (11) Monte Vista | (17) Glenwood Springs |
| (6) La Junta | (12) Durango | |

Section 2. Area 1 shall have four (4) Area Directors. Area 3 shall have two (2) Area Directors. All other Areas shall have one (1) Area Director each.

Section 3. The Board of Directors is empowered to restructure Areas.

a. The Board may act to change representation of an area at any regularly scheduled meeting of the Board of Directors.

b. Any area may submit to the Board a proposal to restructure, accompanied by the newly specified Area Director. A nomination to restructure requires a two-thirds majority vote of members present at the meeting. If adopted the Area Director from the respective area shall take office immediately.

Section 4. The Area is expected to organize for its best functional use and is empowered for such organization within the limits of this Constitution. Each Area may develop, create and enforce local policies and guidelines for the ir local Areas in order to better manage and uphold the Mission and Purpose of the CFOA as long as the policies in place support or are in excess of this Constitution.

Section 5. A minimum of five meetings per season shall be called within each Area. All officials must attend a minimum of five meetings. Each Area may set up its own attendance requirements that may exceed the minimum requirements set by the state Board of Directors. Each Area is not allowed to reduce the number of required meetings set forth by the Board of Directors. Failure to attend the minimum number of required meetings as established in the Area may eliminate an official from membership at the end of that year, unless the member is excused from requirements by the local Area Director because of extenuating circumstances which prohibited the member from meeting all requirements. All requests for a waiver from the requirements must be submitted in writing to the local

Area Director subject to approval of the Board of Directors. He/she may be eligible for membership for the following year only by approval of the Board of Directors.

ARTICLE IX –STANDARDS and DISCIPLINE

Section 1. It is the duty of each member of this organization to maintain conduct so that the general public, the participants, the coaches, league commissioners, and member schools of the Colorado High School Activities Association have absolute confidence in the integrity of this organization.

Section 2. Each member of this organization, by the act of becoming a member, hereby agrees to:

- (a) Comply with the National Federation of High School Associations Code of Ethics and the policies and procedures of the Colorado High School Activities Association.
- (b) Avoid illegal, unethical, or immoral conduct that adversely affects the ability or appropriateness of the official to perform officiating duties in interscholastic athletics or activities. If the member, as an adult, has been convicted of or pleaded “guilty” or “no contest” to any criminal charge, felony or misdemeanor, that impugns the officials’ reputation, integrity or fitness to act as an official it shall be considered unacceptable. Any type of conviction for a crime of domestic violence, financial impropriety, illegal acts involving a weapon, or moral turpitude shall be considered exceptionally serious and grounds for substantial discipline.
- (c) Conduct himself or herself in a professional manner consistent with the integrity and respect due the game of high school football, the student athletes, coaches, game management, parents and fans while representing the Association. Professional responsibility of all officials includes: encouraging, promoting, displaying and enforcing sportsmanship, improving rules and mechanics knowledge, avoiding any conflict of interest or appearance of impropriety, communicating with all game personnel in an appropriate manner, completing all reports and required documents whether for game administration or those required by the assignors, schools or CHSAA including for contracting purposes or payment.
- (d) Prepare for the game conditions of the games assigned and be free of any injury or impairment that would be detrimental to officiating.
- (e) Adhere to the uniform requirements of the Association and strive to obtain and maintain an athletic appearance. Each official is responsible to have appropriate medical examinations prior to officiating to protect their own and other participants’ health. Football requires the ability to properly cover the plays of a game, including mobility, agility, strength and stamina. Physical fitness and appearance may be considered in the selection of officials for regular season and playoff game assignments.
- (f) Correctly apply the NFHS rules and utilize the procedures in the CFOA Mechanics Manual.
- (g) Not use alcoholic beverages, marijuana, illegal drugs or impairing medications on the day of participation as an official in any game or event that this Association is a sponsor or a participant. This prohibition shall continue during said day until the game or event is over and the member is no longer identifiable as a representative of this Association.
- (h) Not use tobacco or tobacco products on and in the vicinity of the playing field or on school grounds.
- (i) Not gamble on any high school sporting event.
- (j) Not solicit from, nor pay a fee or provide other benefit to any individual or organization for the purpose of receiving a game assignment.
- (k) Abide by any other policies issued by the Board of Directors.

Section 3. Officials who violate section 2 of this Article shall be subject to discipline. Reports of possible violations will be investigated and, if substantiated, the member may be sanctioned by the Association. Discipline may include probation, supervision, game suspensions, assignment limitations, or membership restrictions to include a lifetime ban.

Section 4. Each member is responsible to report violations of section 2 of this Article, in writing and signed, to the Area Director(s) of his Area within one week after such violation comes to the attention of the reporting member.

Section 5. Any representative of a CHSAA-member school may report a possible violation of section 2 of this Article to an Area Director, either verbally or in writing. The Area Director may prepare a written summary of the allegation, citing the name and affiliation of the complainant.

Section 6. Each Area Director, upon receipt of any such report must investigate the allegation. If the Area Director reasonably finds that a violation occurred, the Area Director may assess an appropriate penalty or refer the matter to the Executive Committee for determination of a penalty.

Section 7. Any official disciplined by this Association may petition to have the finding reviewed first by the Executive Committee which shall have the power to affirm, increase or set aside the penalty. If upheld by the Executive Committee, the official may then petition to have the finding reviewed by the entire Board of Directors, at the Board's next scheduled meeting. The Board shall have the power to make a final decision regarding the finding.

Section 8. Any member of this Association whose name is stricken from the rolls may be re-admitted to membership only with the approval of the Board of Directors and the satisfactory completion of Article V, Section 3 of this Constitution.

ARTICLE X - UNIFORMS, PROFESSIONALISM AND PHYSICAL FITNESS

Section 1. The official uniform of this Association shall be that prescribed by the Board of Directors and shall be reviewed periodically.

Section 2. All officials of the Association shall at all times conduct themselves in a professional manner consistent with the integrity and respect due the game of high school football, the student athletes, coaches, game management, parents and fans while representing the Association. Professional responsibility of all officials includes: encouraging, promoting, displaying and enforcing sportsmanship, improving rules and mechanics knowledge, communicating with game personnel in an appropriate manner, adhering to the uniform requirements of the Association, completing all reports and required documents whether game administration or those required by the assignors or schools for contracting purposes or payment.

Section 3. All officials are to be prepared for the game conditions of the games assigned. Each official is highly encouraged to have the appropriate medical examinations to protect their health and those who will be participating in the game with them. Officials should have or strive to obtain and maintain an athletic appearance. Football requires not only the ability to properly cover the plays of a game, but it also requires personal mobility, agility, strength and stamina. Physical fitness and appearance may

be taken into account regarding the selection of officials for game assignments and playoffs.

ARTICLE XI -AMENDMENTS

This Constitution may be amended at any scheduled meeting of the Board of Directors by a 2/3 vote of the members of the Board of Directors who are in attendance. The amendment will take effect immediately. Amendments may be proposed by any active member. All amendments must reach the office of the Secretary-Treasurer at least 30 days prior to the scheduled meeting of the Board of Directors. The Secretary-Treasurer shall distribute all proposed amendments via email to all Board members at least two weeks prior to the scheduled meeting of the Board of Directors.

Amended June 2014