



BY-LAWS OF THE ELMIRA AREA CHAPTER OF THE NEW YORK STATE ASSOCIATION OF CERTIFIED FOOTBALL OFFICIALS, INC.

Article I NAME AND OFFICE

The name of this association shall be the Elmira Area Chapter of the New York State Association of Certified Football Officials, Inc. (henceforth referred to as "Association"). The Association is incorporated in the State of New York as a *Domestic Not-For-Profit Corporation*. The principal office of the Association shall be in the County of Chemung, State of New York.

Article II PURPOSE

1. The primary activity of the Association is to provide continuous education and training in the rules and mechanics of the sport of Football to its membership. The goal is to qualify members for yearly certification as officials by meeting the requirements of both the National Federation of Football Officials and the New York State Association of Football Officials. As Certified Officials, members can provide services to High School and Youth programs.
2. To maintain increasingly high standards of football officiating.
3. To promote uniformity and efficiency in the matter of rules administration.
4. To provide for the annual registration of officials through New York State Public High School Athletic Association (NYSPHSAA).
5. To provide for the recruitment, education, and admission of new applicants.
6. To provide for progression from "Applicant" to "Active" membership in accordance with the requirements set forth in Article III.
7. To administer the "Annual National Federation Part II" test.
8. To distribute rule books, interpretation texts, and other materials available from the National Federation of State-High School Associations.
9. To work with, and be of service to, the schools and any groups interested in football.



Article III TYPES OF MEMBERSHIP

Section 1: Prerequisites for Membership

Membership in the Association shall be open to all persons who have attained the age of eighteen (18) by September 1st of the current year and who may otherwise qualify regardless of race, color, creed, or sex.

Section 2: Types of Membership

The types of membership are Applicant, Candidate, Associate, Active, Inactive and Honorary.

Section 3: Minimum Requirements for Each Type of Membership

Applicant

An individual accepted as an Applicant for membership in the Association must:

1. pay the current State Dues
2. pass the NYSACFO Part II Examination with a minimum grade of 75%
3. be fingerprinted and obtain clearance from the NYS Department of Education in order to be assigned to any and all games served by this Association.
4. participated in a mandatory field mechanics clinic

Candidate

A Candidate is an Applicant who has:

1. participated in a mandatory field mechanics clinic
2. paid annual dues and/or fees as set by the Association
3. at the discretion of the Board of Directors, worked at least one (1) pre- season scrimmage
4. received a minimum grade of 75% on the Annual NYSACFO Part II Examination

Associate

An Associate is a Candidate who has:

1. received a minimum grade of 85% on the Annual NYSACFO Part II Examination
2. at the discretion of the Board of Directors, worked a minimum of one (1) preseason scrimmage as a Candidate
3. paid annual dues and/or fees as set by the Association
4. been recommended by three (3) Active members of the Association
5. been approved by a majority of the Active Members present of the Association

Active

1. an Active member is a member who has:



2. previously attained the designation as an Associate
3. received a minimum grade of 85% on the Annual NYSACFO Part II Examination
4. at the discretion of the Board of Directors, worked minimum of one (1) preseason scrimmage during each previous year
5. officiated satisfactorily in at least twenty (20) interscholastic games within the last five (5) years
6. paid annual dues and/or fees as set by the Association
7. been recommended by three (3) Active members of the Association present at the Annual Actives Meeting
8. been approved by a majority of the Active members present at the Annual Actives Meeting (see Article VII, Section 2)

Inactive

The Association may place a member on the Inactive list provided the member has applied for such classification, continues to pay an annual membership equivalent to the State dues, and the Executive Board approves the reasons given. Inactive membership must be renewed annually.

Members on Active Duty with the US Armed Services will be placed on the Inactive list without a fee, and they shall be automatically reinstated to their previous status upon return to the Association.

Honorary

The Association, at the direction of the Executive Board shall have the authority to name as Honorary Members those who have ceased to be active officials and have by reasons of length of service and quality of performance proven deserving of such honor. Honorary Members are placed on the Inactive list although they are not required to pay the annual membership fee of an Inactive Member.

Honorary Members shall also be entitled to attend the Annual Dinner as guests of the Association.

At the discretion of the Executive Board, an Honorary Member may officiate in any capacity available to the Association's membership upon the payment of the appropriate dues under Article XI. When that member once again ceases to actively officiate, he/she shall automatically revert to the status of Honorary Member, with all its rights and privileges.

Section 4: Resignations

All resignations shall be sent in writing to the Secretary-Treasurer.

Article IV TRANSFERS

Transfers will be admitted to the Association in accordance with the provisions set forth in the New York State Association of Certified Football Officials (NYSACFO) State Constitution and By-Laws (Article 8, Sections 1 and 2). In addition to the foregoing, if a transferee held the membership status in an Association other than



NYSACFO, he/she must serve a one-year period of probation and, thereafter be accepted by the Board of Directors before being granted permanent membership status in this Association.

Article V APPROVED MEMBERSHIP

Section 1: Five Point Program

To be an "approved" member of the Association in any of the established classifications a member shall have met the requirements of the "Five Point Program" as established by New York State Association of Certified Football Officials, Inc. An approved member is one who is eligible to have his/her name submitted to the state for certification for game assignments in the succeeding year.

FIVE POINT PROGRAM

1. Observe the rules and regulations of the Association and the New York State Association of Certified Football Officials, Inc.
2. Attend at least 75% of the General Membership meetings scheduled for the current year.
3. Pass the annual National federation Football Rules Examination, Part II.
4. Be listed with the NYSPHSAA Secretary-Treasurer.
5. Give evidence of efficient performance on the field.

Section 2: Suspension

Any member who does not meet any or all of the obligations of his/her membership category may be suspended by a majority vote of the Executive Board. Such member shall be notified in writing of his/her suspension, the reasons for it and be invited to either appear in person before, or write a letter to, the Executive Board presenting the reasons why he/she should be exempted from this suspension. The Executive Board will consider the reasons presented and make a final determination on reinstatement within fourteen (14) calendar days of the request. A suspended member must make a request to present an argument for reinstatement to the Secretary-Treasurer within fourteen (14) calendar days of the member receiving notice of suspension.

ARTICLE VI REINSTATEMENT

Section 1: Reinstatement of Inactive Members

Former members of this Association who were in good standing upon their withdrawal and who have maintained their inactive status as Article III; Section 3 e), shall, upon their request, be reinstated at their former classification of membership.



Section 2: Reinstatement of Former Members

Former members of this Association who were in good standing upon their withdrawal may apply for reinstatement, in writing, to the Secretary-Treasurer. The Executive Board shall approve or disapprove such application.

Section 3: Membership Status for Reinstated Former Members

Except as stated in Section 1, when an applicant is accepted for reinstatement, the Executive Board shall determine the classification of membership to be assigned to the applicant and determine requirements to be fulfilled by the applicant before re-certification of membership. The Executive Board may require a personal interview of the applicant for reinstatement before determining the status of such application.

Section 4: Minimum Grade

Upon reinstatement, the member must attain a minimum grade of 85% on the current Annual National Federation Part II examination before being certified to the State Association.

ARTICLE VII MEMBERSHIP MEETINGS

Section 1: Attendance Requirements

General Membership meetings of the Association shall be held at such time(s) and site(s) as designated by the Executive Board. All members of the Chapter must attend a minimum of 6 of the General Membership meetings held by this Chapter each calendar year. as well as a Rules Interpretation meeting or has met with the Official Rules Interpreter at such place and time convenient to the Interpreter. In order to retain their membership status. The Executive Board will reserve the right to give a member credit for meetings missed in extraordinary circumstances.

Section 2: Attendance at the Annual Actives Meeting

Every Active member of the Association is encouraged to attend the Annual Actives Meeting of the Association. The Secretary-Treasurer shall provide every member in good standing a notice stating the time and place of the meeting.

Section 3: Special Meetings

The Executive Board may call a special meeting for a specific purpose. The Secretary- Treasurer shall cause notice of such meeting to be mailed to all members, at their addresses as they appear in the membership roll book, at least seven (7) calendar days before the scheduled date of such meeting. No business other than that specified in the notice may be transacted at such special meeting without the unanimous consent of all voting members present at such meeting.



Section 4: Quorum

The presence at any membership meeting of not less than one-third (1/3) of the voting members shall constitute a quorum and shall be necessary to conduct the business of the Association.

Section 5: Rules Interpretation and Proper Officiating Mechanics

The Association shall discuss rules interpretation, under the direction of the Official Rules Interpreter and proper officiating mechanics throughout the football season.

Section 6: Mandatory Rules Interpretation Meeting

It is mandatory that every member of this Association attend the Mandatory Rules Interpretation Meeting. The meeting will be held prior to the Annual National Federation Part II Exam on a date and at a site determined by the Secretary-Treasurer. Failure to attend the meeting will result in the member being prohibited from officiating any interscholastic football games until the member has met with the Official Rules Interpreter at such place and time convenient to the Interpreter.

Section 7: Roster of Membership

A record showing the list of all members as of the record date, certified by the Secretary- Treasurer, shall be produced at any meeting of members upon the request of any member who has given written notice to the Association at least ten (10) calendar days prior to such meeting.

Section 8: Robert's Rules of Order

The order of business at all meetings shall be conducted in accordance with Robert's Rules of Order, except where they are in conflict with these By-Laws, in which case these By-Laws will prevail.

ARTICLE VIII VOTING RIGHTS

Section 1: Right to Vote

Only Active members in good standing in the Association shall have voting rights.

Section 2: Voting by Proxy

Members entitled to vote may authorize another person or persons to act for them by proxy. Each proxy must be signed by the member or by his attorney-in-fact. No proxy shall be valid after the date of the vote for which the proxy was specified. Every proxy shall be revocable at the pleasure of the member executing it, except as otherwise provided by law. Such proxy must be presented to the Secretary-Treasurer prior to its execution.



ARTICLE IX FISCAL YEAR

The fiscal year for the Association shall be from January 1st to December 31st.

ARTICLE X MEMBERSHIP DUES

Section 1: Basis for Annual Dues

Annual dues shall be payable in advance to the Secretary-Treasurer on or before the last General Membership meeting in the year preceding the year covered by said dues. The Executive Board shall have the authority to change the basis for determining the annual dues but must make any such change before the official start of the high school football season.

Section 2: Dues Calculations

All calculations are based on Varsity Game Fees and NYSACFO dues for the Member's coverage year.

Active and Associate Members (Current Active, Associate, and Candidate Members)

Dues = 1.2 x Varsity Game Fee

Candidate Members (Current Applicant Members)

Dues = 0.8 x Varsity Game Fee

Applicant Members- Initial Dues

Applicant members will need to pay initial dues to become current. These are due prior to the first game of the fall season. At the conclusion of the fall season, they will pay dues for the following year based on Candidate Member status.

Initial dues = NYSACFO Annual dues for one season if the candidate starts in the fall **or** the fee will be waived upon completion of the NYSACFO required RefReps courses.

Inactive Members

Following year dues = 0.5 x Varsity Game Fee

Honorary Members

Honorary Members do not have to pay dues.

Section 3: Fine for Failure to Pay Dues

Any member failing to pay the annual dues as previously set forth shall be assessed a fine as set forth below:



- Payment is made prior to or at the First General Membership meeting of Flag Football, the fine shall be Twenty-Five Dollars (\$25).
- Payment is made after the First General Membership meeting of Flag Football, but prior to the First General Membership meeting of the Fall Football season, the fine shall be the Twenty-Five Dollars (\$25) plus an additional fee of Fifty Dollars (\$50), totaling Seventy-Five Dollars (\$75).

The Executive Board shall, in special cases, extend the time of payment. Failure to make such payment shall cause the member to forfeit his/her membership in the Association.

Section 4: Assigner Fee

Assigner fees will be paid to the assigner by December 1st of each year following the end of the season. If payment is not received by the due date, the assigner will notify the member that payment is late if the assigner fee is not received after ten days of notification, the member will not receive assignments the following season equal to the number of weeks the payment was received late.

Section 5: Appeal of Fine

Members subject to such fine may appeal, in writing, to the Executive Board, for consideration. By majority vote of the Executive Board, said action may be rescinded and the member placed on probation. The Executive Board may, at its discretion, impose additional fines.

Section 6: Additional Assessments

Additional fees may be imposed on the members of the Association as deemed necessary by the Association, provided such fees are recommended by the Executive Board or by a motion of the membership and passed by a majority vote of the Active and Associate members at a quorum meeting.

Article XI ASSESSMENTS

Assessments to cover emergencies may be levied, provided they are recommended by the Executive Board and passed by a majority vote of the Active and Associate members at a quorum meeting.

Article XII AWARDS & HONORARIUMS & STIPENDS

Section 1: Awards

Any Active member who has officiated interscholastic football as a member of this Association for a period of twenty-five (25) years or more, not necessarily continuous, shall be honored on this anniversary at the Annual Dinner. The Executive Board may select the award and authorize the expenditures for this award.



Section 2: Honorariums and Stipends

The membership may, following a recommendation by the Executive Board, vote into the budget an honorarium or stipend to anyone who has made significant contributions for the benefit of the Association.

Section 3: Non-Financial Awards

At any time, the Executive Board may vote to give a non-financial award to anyone for outstanding contributions to the Association and/or interscholastic football.

Article XIII AMENDMENTS

Any Active Member may propose an amendment to the By-Laws. Such proposed amendments must be submitted in writing to the Secretary-Treasurer.

No sooner than one week prior to the vote, the Secretary-Treasurer shall either:

1. distribute the proposed amendment(s) to all members at a General Membership meeting, or at a Special Meeting convened for that purpose, or
2. present the proposed amendment(s) to all members at a General Membership meeting, or at a Special Meeting convened for that purpose, or
3. distribute the proposed amendment(s) via email to all members.

The By-Laws shall be adopted, amended, or repealed at a General Membership meeting, or at a Special Meeting convened for that purpose, by a three-quarters (3/4) vote of those voting, a quorum being present. There shall be a time allotted at such meeting prior to the vote for discussion. Following the closing of the discussion, voting shall be taking viva voice by "raising the right hand."

Article XIV MEMBERSHIP STANDARDS

All members bear a great responsibility for engendering public confidence in the sport of football. Therefore, members must hold and maintain the basic tenets of officiating, which include history, integrity, neutrality, respect, sensitivity, professionalism, discretion, and tactfulness accordingly.

Section 1: Objectivity

All members must be free of any obligation to any interest other than the impartial and fair judging of the interscholastic football game they are assigned to officiate. Without equivocation, game decisions slanted by personal bias are dishonest and unacceptable.



Section 2: Conflict of Interest

All members must recognize that anything that could lead to a conflict of interest, either real or apparent, must be avoided. Gifts, favors, special treatment, privileges that could compromise the perceived impartiality of officiating must be avoided. Members shall resist every temptation and outside pressure to use one's position as an official to benefit oneself.

Section 3: Mastery of Rules and Mechanics

Members shall master both the rules of the game and the mechanics necessary to enforce those rules, shall display and execute superior verbal and non-verbal communication skills, and shall exercise authority in an impartial, firm, and controlled manner. Members have a further responsibility to continuously seek self-improvement through frequent study of the game, accurately represent their qualifications and abilities when requesting or accepting officiating assignments.

Section 4: Professional Comportment

Members shall prepare themselves both physically and mentally, shall dress neatly and appropriately to, during, and from a contest, shall be punctual in the fulfillment of all contractual obligations; and shall comport themselves in a manner consistent with the high standards of the profession.

Section 5: Professional Courtesy

All members have an obligation to treat other members with professional dignity and courtesy. No member of this Association may criticize in public the ruling of any official who is a member of the Association or reflect upon his/her integrity as an official.

Questions of rules or judgment should be brought up for discussion at the Rules Interpretation meetings.

Section 6: Interaction with the Public

Members shall uphold the honor and dignity of the profession in all interactions with student-athletes, coaches, school administrators, colleagues, and the public. Members shall protect the public (fans, administrators, coaches, players, et. al.) from inappropriate conduct and shall attempt to eliminate from the profession all practices that may bring discredit to it.

Section 7: Refrain from Making Derogatory Comments

Members shall not make statements to coaches, players, spectators, or news media concerning a game to which the official is not assigned.



Section 8: Non-Discrimination to Association Membership

Members shall not be party to actions designed to unfairly limit or restrain access to officiating, officiating assignments, or Association membership. This includes selection of positions of leadership based upon economic factors, race, creed, color, age, sex, physical handicap, country, or national origin.

Section 9: Not Speak on-Behalf of the Association Unless So Authorized

Unless authorized by the Executive Board, members will not contact or discuss Association business with a coach, athletic director, or other school administrators. No member may speak or act on behalf of the Association nor allow, through action and/or inaction, the perception that he/she is representing the Association.

Section 10: Refrain from Gambling

Members shall never participate in any form of illegal gambling on sport contests, may never gamble on any sporting event in which they have either a direct or indirect involvement and may never gamble on events involving high school athletics.

Section 11: Cooperation with Governing Bodies

Members shall work with each other and their governing bodies in a constructive and cooperative manner. Every member is required to abide by the terms and conditions of the Section IV Officiating Contract.

Section 12: Accept Responsibility for Own Actions

Members shall accept responsibility for all actions taken.

Section 13: Alcohol Consumption Policy

Members will abstain from the consumption of alcohol on the day of a contest, before the contest. This is a zero-tolerance policy. It is further recommended that members do not consume alcohol the evening before a known morning contest.

Article XV OFFICERS

Section 1: Officer Positions

The officers of the Association shall be the President, Vice President, Secretary-Treasurer, Assigner and Official Rules Interpreter. A member must be Active to be eligible to be an officer. Officer elections will be held at the last General Membership meeting each year.



Section 2: Commencement of Term

The officers of this Association shall assume their duties on January 1st of the year following the year of their election.

Section 3: Prerequisite for Holding Office

Only members in the Active classification shall have the right to be elected as an officer of this Association.

Article XVI ADMINISTRATIVE POSITIONS

Section 1: Administrative Positions

The Administrative Positions of this Association shall be the Delegates to NYSACFO meetings. A member must be Active to be eligible to fill an administrative position. The administrative positions shall be filled by a vote of the members at the last General Membership meeting each year.

Section 2: Commencement of Term

The administrators of this Association shall assume their duties on January 1st of the year following the year of their election.

Section 3: Prerequisite for Holding Office

Only members in the Active classification shall have the right to be elected to an Administrative Position of this Association.

Article XVII EXECUTIVE BOARD

The Association is to be managed by the Executive Board.

Section 1: Composition

The Executive Board shall consist of:

1. President
2. Vice President
3. Secretary-Treasurer
4. Immediate Past President



5. Official Rules Interpreter
6. Assigner

Section 2: Chairman

The President shall be the Chairman of the Executive Board. In the President's absence the next highest officer present shall preside over the meetings of the Executive Board.

Section 3: Vacancies

Vacancies in membership on the Executive Board occurring between annual elections shall be provisionally filled by appointment the President, subject to approval by a plurality vote of all of the remaining Executive Board members and are thereafter subject to confirmation at the next Annual Meeting prior to any scheduled election(s), upon which the appointee is to serve for the balance of the term involved in the vacancy. It is the purpose of this provision to maintain a full membership of the Executive Board.

Section 4: Meetings of the Executive Board

Regular meetings of the Executive Board shall be held immediately following each General Membership meeting.

The President may convene a Special Meeting of the Executive Board upon a minimum of three (3) calendar-days' notice to each member either personally or by mail, telephone or by e-mail. The President or the Secretary-Treasurer may also convene a Special Meeting of the Executive Board upon written request of two (2) Executive Board members.

A majority of the Executive Board Members present, whether or not a quorum is present, may adjourn any meeting to another time and place. Notice of the adjournment shall be given to all who are absent at the time of the adjournment and, unless such time and place are announced at the meeting, to the other Executive Board Members.

Section 5: Place and Time of Meetings

The Executive Board may hold its meetings at the office of the Association or at such other places, either within or without the state, as it may from time to time determine. Aside from Special Meetings of the Executive Board, an Executive Board meeting will follow each General Membership meeting.

Section 6: Quorum

Unless otherwise provided in the certificate of incorporation, a majority of the entire Executive Board shall constitute a quorum for the transaction of business or of any specified item of business.



Section 7: Voting

Unless otherwise provided in the certificate of incorporation a vote of the majority of the entire Executive Board present shall be the act of the Executive Board. Each member of the Executive Board present shall have one vote.

Section 8: Resignations

A member of the Executive Board may resign at any time by giving written notice to the President or the Secretary-Treasurer. Unless otherwise specified in the notice, the resignation shall take effect upon receipt by such Officer, and the acceptance of the resignation shall not be necessary to make it effective.

Section 9: Creation of Committees

The Executive Board may, as necessary, create such committees as it determines necessary to accomplish its goals and duties and appoint members in good standing to staff said committees.

Article XVIII DUTIES OF THE EXECUTIVE BOARD

Section 1: Select Officials for the State Playoff Games

The Executive Board shall, at the conclusion of the regular season; vote the top three officials from the Association for each position and submit those names to the Assigner, who will submit those names, upon request, to the State Association for consideration.

To be eligible as a member for selection for assignment for a State Playoff game a member must:

1. work a minimum of four (4) varsity games at a specific position in order to be considered eligible for that position, and
2. be an Active member of the Association in good standing.

The Assigner will submit a list of the officials who are eligible for consideration to the Executive Board no later than the conclusion of the regular season.

Section 2: Ethics and Disciplinary Enforcement

1. Any complaint(s) concerning members of the Association shall be filed with the Executive Board. The Executive Board shall investigate the conduct of the member(s) in question.
2. The Executive Board shall have the authority to suspend any members not meeting the minimum requirements of membership.



Article XIX DUTIES OF OFFICERS

Section 1: President

1. Preside as Chairman at all regular and special meetings of the Association and the Executive Board.
2. Approve all official "public releases and statements."

Section 2: Vice President

1. In the absence of the President, shall assume the duties of that office.
2. In the event the President cannot fulfill his or her term of office, the Vice President will become the President of the Association for the balance of the previous President's term of office.

Section 3: Secretary-Treasurer

1. Shall incorporate into the records of the Association the minutes of every regular and special meetings of the Association and the Executive Board.
2. Shall receive and disburse Association funds and keep an account of such transactions.
3. Shall maintain a classified directory of the individual membership.
4. Shall distribute such materials as may be available to members, including examinations, rule books, etc.
5. Shall submit the Association books for annual audit.
6. Shall distribute to all members, at each meeting, the minutes of the proceeding meeting.
7. Shall submit a copy of the financial report to the Executive Board at least one (1) month prior to the Annual Meeting. Upon receipt of the Executive Board's approval present a copy to the membership at the Annual Meeting.
8. Shall present a copy of the Auditors' Report to the Executive Board by April 1st and to the membership at the first General Membership Meeting of the year.
9. Shall submit a copy of the proposed budget to the Executive Board at least one (1) month prior to the first General Membership Meeting. Upon receipt of the Executive Board's approval, present a copy to the membership at the first General Membership Meeting.
10. Shall handle the correspondence of the Association.

Section 4: Official Rules Interpreter

1. Shall be the official spokesperson of this Association regarding the interpretation and enforcement of interscholastic football rules as defined by the National Federation of State High School Associations.

Article XX DUTIES OF ADMINISTRATIVE POSITIONS



Section 1: Assigner

1. Shall assign officials to all the scrimmages and regular season games serviced by the Association. An Assigner's fee of 5% of the fees paid to the officials for regular season scholastic games shall be deducted from each official.
2. Shall submit a list of all officials who are eligible for consideration for State Playoff games to the Executive Board no later than the conclusion of the regular season.
3. Submit the names of the officials selected by the Executive Board for submission to the State Association for assignment to state playoff games, as per Article XIX, Section 1.

Section 2: Delegates to NYSACFO Meetings

1. The delegates of the Association to the New York State Association of Certified Football Officials, Inc.'s annual and special meetings shall be the Secretary-Treasurer and delegates elected by the membership in accordance with Article XVII, Section 1.

Article XXI COMMITTEES

Section 1: Audit Committee

Appointed by the executive board with the duty to make an annual audit of the Association's books and report the findings to the Secretary-Treasurer prior to March 1st of each year.

Section 2: Annual Dinner Committee

Appointed by the executive board with the duty to select a location and arrange for the Annual Dinner at the conclusion of the regular interscholastic football season.

Section 3: Nominating Committee

The executive board shall appoint a Nominating Committee consisting of at least Two (2) Active members.

At the last General Membership meeting in September, the Chairman of the Nominating Committee shall announce or publish the procedures by which members can submit their names for consideration for the current year's elections.

The Nominating Committee shall announce the member or members in good standing for nomination for each available office at the second and third General Membership meetings in October of each year.

Section 4: Grievance Committee

The grievance committee shall be chaired by the Vice-president. The Executive board shall appoint two additional Active members from the general membership of the association. No member of the Executive Board, other than the Vice-president, shall be on the Grievance Committee.

The purpose of the committee is to hear grievances from the membership and present the grievances to the Executive Board. The Executive Board will make a final disposition on the grievance.



Article XXII ELECTIONS

Section 1: Timing of Elections

The election of the Officers and Administrators shall be conducted at the last General Membership meeting of the Association for each calendar year.

Section 2: Term of Office

Every Officer and Administrator shall hold office until the expiration of the term to which elected or until resignation.

Section 3: Presentation of Nominations

The Nominating Committee shall announce the member or members in good standing for nomination for each available office at the second to last General Membership meeting of the year.

At the General Membership meeting preceding the election meeting, the Nominating Committee will present to the membership a nominee or nominees for each available office and administrative position.

Nominations will then be opened to the membership, which may nominate additional Active members in good standing for each available office. All nominations from the membership must be seconded and approved by a plurality of the votes cast.

Section 4: Closing of Nominations

At the last General Membership meeting nominations will again be opened to the membership for each available office. All nominations must be seconded and approved by a plurality of the votes cast.

The Nominating Committee Chairman or his/her representative shall then close nominations for available offices.

Section 5: Elections

At the last General Membership meeting, following the closing of nominations, a closed ballot will be conducted for the purpose of electing a member to said office or administrative position. A separate ballot will be provided for each available office or administrative position.

Section 6: Tabulation of Ballots

A tabulation of ballots will be conducted under the direction of the Nominating Committee and the results announced to the membership. A majority of the votes cast for each office is required for election to that office. If none of the nominees receives the required majority, the Nominating Committee shall prepare a



new ballot containing the names of the nominees who received the two (2) highest totals of votes cast and a second closed ballot shall be conducted. Balloting shall be repeated in this manner until a single candidate receives a majority of the votes cast.

Article XXIII DISCIPLINE PROCEDURES

Any member or members of the Association may be disciplined for any act or conduct deemed to be against the best interests of the Association and/or to bring discredit to the Association or for failure to meet membership standards as prescribed by the Association.

The following procedures will be strictly followed regarding the above:

Section 1: Complaints

Any complaint of act(s) or conduct that coincides with the above shall be filed in writing with any member of the Executive Board. A copy of the complaint of alleged misconduct and a notice of the date, time, and location of the Disciplinary Hearing must be mailed to the accused member(s) by registered or certified mail, return receipt requested.

Section 2: Disciplinary Hearing

A Disciplinary Hearing shall be held before the Executive Board not more than fourteen (14) calendar days nor less than five (5) calendar days from the time the notice is received by the accused member(s). The member(s) filing the complaint shall present the alleged act(s) of misconduct. The accused member or members shall then be given the opportunity to rebut the accusations.

Section 3: Determination

Immediately following the Disciplinary Hearing, the Executive Board shall, by a 2/3 vote taken by closed ballot, find the accused to be either: 1) not guilty; or 2) guilty. The Executive Board shall then file its Determination with both parties within ten (10) calendar days after the Disciplinary Hearing. The determination shall contain the Executive Board's findings of facts, the conclusions that are the basis for those findings and impose such penalties as it deems appropriate.

Article XXIV OFFICIAL UNIFORM

Section 1: Basic Uniform

Members shall wear a uniform complying with the requirements of the National Federation of High School Officials during all contests.



Section. 2: Association Identification

A patch shall be attached to the uniform with the approval of the Executive Board and a majority vote of the membership. The Executive Board will recommend the requirements for the design of the patch and submit them for the approval of the membership. The patch, if approved, shall be worn in accordance with the New York State Federation of Football Officials.

Section 3: Additional Patches, Pins, Etc.

Additional attachments to the uniform may be applied at the direction of the New York State Federation of Football Officials or by approval of the Association with permission of the New York State Federation of Football Officials. (Currently the American Flag patch is required on the back of the shirt one inch from the collar.)

Article XXV CONSTRUCTION

If there is any conflict between the provisions of the Certificate of Incorporation and these By-Laws, the provisions of the Certificate of Incorporation shall govern.