

MID-FLORIDA OFFICIALS' ASSOCIATION CONSTITUTION (Version 2017-2018)

ARTICLE I. NAME

MID-FLORIDA OFFICIALS' ASSOCIATION

The name of the corporation shall be: MID-FLORIDA OFFICIALS ASSOCIATION, INC. hereafter referred to as the MFOA. The official logo of the MFOA is an association symbol, which identifies its members. The MFOA logo shall not be changed without approval of the majority of the membership at the annual meeting.

ARTICLE II. OBJECTIVE

The MFOA is a not for profit organization which cooperates with the National Federation, Florida High School Athletic Association (FHSAA), and area schools to provide competent, standardized officiating. The MFOA serves the membership by securing game assignments and educational opportunities for each member. NOTE: If any section of this constitution is found to be in conflict with the FHSAA Officials' Manual or by-laws, that section is immediately superseded by the FHSAA rule or by-law.

ARTICLE III. ELECTIONS

1. Elections shall be held during the annual meeting.
2. The board shall appoint a Nominations Committee who shall seek members who are interested and qualified to serve as officers and Board members and present them to the membership.
 - a. The committee shall select a Chairperson who will preside at the meetings and notify the membership of those persons nominated.
 - b. The list of nominations will be distributed to the members at least 10 days prior to the annual meeting. Other nominations may come from the floor and by "write-in" vote.
3. The privilege of voting is open to members who are present. Only members registered for that specific sport (in that year) may vote on sport-specific board member selections. Elections will be accomplished by secret ballot.
4. Ballots will be counted by Board members not on the ballot.
5. In order to declare a winner, a candidate must secure at least 50+% of the ballots cast.

ARTICLE IV. OFFICERS

1. The officers shall be the President, Immediate Past President, Vice President, Secretary, Treasurer, Booking commissioner(s) (hereafter referred to as the Commissioner(s)), 3 Directors each from football and basketball (one from each geographic area), and 1 Director each from baseball, softball, and flag football.
2. The The President, Secretary, Booking Commissioner(s), 1 Director in football, 2 Directors in basketball, and 1 Director in softball will be elected in odd numbered years. The Vice President, Treasurer, 2 Directors in football, 1 Director in basketball, 1 Director in baseball and 1 Director in flag football will be elected in even numbered years.
3. The Immediate Past President shall serve one 2 year term commencing with the election of a new President.
4. New officers shall assume their duties after being installed at the annual Installation and Awards Banquet.

5. If a member misses 3 consecutive meetings or a total of 6 during the term, he/she shall be replaced. Replacement shall be accomplished as provided for the Article IV,6 If a board meeting is called without the 3 day notice, executive board members who are not in attendance shall not be counted as having missed the meeting in regards to this provision. (Article IV, 5).
6. If a member is unable to fulfill the term, the Board shall appoint a replacement. If the term is for more than one year, a special election will be held at the annual meeting. If elected to a different office during the current term, the previous office held will be declared vacant and a special election held to fill the remainder of the term.
7. No one having been suspended by the MFOA or FHSAA may serve or be nominated as an officer for a period of 2 years from the date of the suspension.
8. Dues and booking fees shall be waived for board members during their terms. Any member who fails to fulfill his/her term will be required to pay all current dues and fees.
9. Any officer contacted by a school not under contract with the MFOA for that sport or not under contract with MFOA for any sport, and wishes to use MFOA for the next sport season, must bring this proposal to the board. The board will meet and make the decision whether the school is offered a contract. To accept, the board must have a 2/3 majority vote in favor of the proposal.

ARTICLE V. DUTIES OF THE OFFICERS AND EXECUTIVE BOARD

Each board member shall be charged with certain responsibilities and duties. These include, but are not limited to:

THE PRESIDENT SHALL:

- a. Preside at all meetings of the MFOA.
- b. Resolve any differences regarding booking policy.
- c. Maintain good public relations with the FHSAA, news media and schools served by the MFOA.
- d. Be primary liaison between the FHSAA and the MFOA.

THE IMMEDIATE PAST PRESIDENT SHALL:

- a. Assist the President in establishing a smooth transition between administrations.
- b. Ensure continuity with ongoing projects and programs.
- c. Be a nonvoting member of the Board.

THE VICE PRESIDENT SHALL:

- a. Assume the duties of the President in his/her absence.
- b. Handle all matters as directed by the President.
- c. Succeed the President should he/she resign or not be able to continue in the office of President for any reason.

THE SECRETARY SHALL:

- a. Record the minutes of all business and Board meetings and have the minutes of these meetings posted on the MFOA web site.
- b. Ensure registration forms are available to current members and new registrants.
- c. Register new officials at the pre-season and all-day clinics.
- d. Prepare and post a Relative Rating Roster for each sport.
- e. Maintain records of clinic attendance. Report number of varsity games worked to the FHSAA.
- f. Ensure the current MFOA constitution and MFOA Policies and Procedures are available to all members.
- g. Maintain an inventory and location of all equipment owned by the MFOA.
- h. Prepare, post and maintain an annual calendar of relevant dates. Other officers will provide appropriate input to ensure accurate communication to the membership.

THE TREASURER SHALL:

- a. Collect, keep and disburse all moneys of the MFOA.
- b. Prepare and present the proposed budget at the annual meeting.
- c. Maintain a list of officials who have paid dues and booking fees.
- d. Assist in registration of new officials during any clinic.
- e. Make a Financial Condition report at the annual meeting.
- f. Send a billing to each school that pays directly to the MFOA upon receipt of that school's schedule of games. The billing shall be for the entire season, with adjustments being made during and after the season.
- g. Pay all members who have officiated games for schools that pay the association in a timely manner.
 - (1) Checks shall be mailed to the membership at least twice monthly, preferable on the 1st and 15th of each month during the school year.



THE BOOKING COMMISSIONER SHALL:

- a. Book all games, including football bowl games, invitational and district tournaments (after selection by the Coaches) within the guidelines of the booking policies.
- b. Handle communications with area schools relative to booking.
- c. Report the booking status at the annual meeting.
- d. Prepare, distribute and receive contracts from all member schools.
- e. Transfer all fees received from member schools to the Treasurer.
- f. Football Booking Commissioner (with Football Directors) shall select the Alternate Referees and the JV/9th Grade Referees from a list of Referee applicants submitted prior to the beginning of the football season.
- g. Review Game Reports submitted by members. Present findings to Board as necessary.

THE DIRECTORS SHALL:

- a. Act as liaison between the members of their sport, the Board, and the Commissioner to resolve complaints regarding assignments. These complaints must be made in writing.
- b. Schedule and conduct rules clinics.
- c. Present proposed clinic dates to the Board for approval, prior to the annual meeting.
- d. Prepare and present to the Board for approval, an agenda and curriculum to be used at clinics prior to the pre-season clinic for that sport.
- e. Assign members to serve as hosts for playoff crews/teams.
- f. Cover in field training clinics, all field/floor mechanics changes and rules clarifications.
- g. Develop and maintain a collection of training aids which may be checked out by individual members to assist them in developing their officiating skills.
- h. Football Directors (with Football Booking Commissioner) shall select the Alternate Primary Referees and the JV/9th Grade Referees from a list of Referee applicants submitted prior to the beginning of each football season.
- i. Review Game Reports submitted by members. Present findings to Board as necessary.

Officers who fail to perform prescribed duties may be removed from office by a 2/3 majority vote of the members present at a meeting called by the Board. Members must be notified 14 days prior to the meeting date.

ARTICLE VI. SPECIAL ASSIGNMENTS

There are requirements that make it necessary for the Board to appoint members to perform certain functions. These appointments include the INSPECTOR, the EVALUATIONS, ASSIGNMENTS, RECOMMENDATIONS, GRIEVANCE, RECRUITMENT, and the Training and Education Committees and others deemed necessary by the President and/or Board. The Web master and Inspector will be appointed by the Board annually. Elected officers WILL NOT hold this position. Dues and booking fees will be waived for the Web Master and Inspector during his/her appointment. If he/she fails to fulfill the appointment, all current due and fees shall be paid.

THE WEB MASTER SHALL:

- a. Post all information pertaining to current year activities as deemed appropriate by the Board.
- b. Design and Maintain the MFOA Web site so information is presented in a pleasing, professional and timely forum.

THE INSPECTOR SHALL:

- a. Enforce all MFOA rules which govern conduct of members before, during and immediately after any game assigned them.
- b. Promptly investigate all matters of discipline, complaints from schools and coaches regarding conduct or competence of an official and take action as outlined in the Constitution.
- c. Represent the interest of the MFOA in any disciplinary action between the MFOA and any school or the FHSAA.
- d. Have the authority to carry out his/her duties pertaining to matters not covered in this action.

COMMITTEES:

In addition, the Board shall annually appoint the aforementioned committees. Committee assignments will be conspicuously posted to the MFOA web site for all members to view. This shall be accomplished prior to the beginning of each sport season, so that the membership may contact respective committee members as necessary. These committees may be comprised of 3 or 5 members. A Board member or non-board member may be appointed to serve as a nonvoting member in addition to the 3/5 members. No member may serve on more than one committee. Committee duties are:

EDUCATION/TRAINING: Responsible for the planning, content, and implementation of training sessions, including on-the-field/court training. This includes educating local officials on FHSAA policies and procedures, NFHS rules and mechanics, and developing a curriculum that is current and effective in both content and methodology.

EVALUATIONS: Responsible for setting up the evaluation process and selecting those persons who will assist with the evaluations of officials. Experienced officials should be evaluated during the season. Inexperienced officials should be evaluated periodically during the season so that mini-clinics may be offered to reinforce good officiating skills. Copies of evaluations shall be given to Directors, Recommendations Committee and evaluated official.

ASSIGNMENTS: Responsible to oversee game assignments, ensuring compliance with FHSAA requirements (i.e., conflicts of interest, overexposure at schools, new officials scheduled with experienced officials, etc.).

RECOMMENDATIONS: Responsible for reviewing evaluations of officials from regular season and submitting a list to the membership for district consideration and state play-off recommendations to the state office.

GRIEVANCE: Responsible for hearing complaints and appeals. Officials who have grievances because of penalties may appeal under the provisions of this Constitution.

RECRUITMENT: Responsible for the recruitment of new members. Particular emphasis shall be placed on the recruitment of females and minorities.

ARTICLE VII. THE REFEREE AND UMPIRE-IN-CHIEF

1. The Referee and Umpire-in-Chief are appointed positions and as such represent the Board. Appointments are accomplished as prescribed in the Policies and Procedures.
2. There are responsibilities that are inherent to these positions. These include, but are not limited to:
 - a. Referee/Umpire-in-Chief is the TEAM LEADER and as such should always strive to set the example for members of his/her crew.
 - b. Ensure that the crew/team is intact at least 36 hours prior to game time.
 - c. Work all levels of competition in order to train and evaluate other officials.
 - d. Determine reporting time to game site for officials assigned to crew.
 - e. Ensure completion of and/or complete all required correspondence with the FHSAA regarding coaches and players who are disqualified from game participation for UNSPORTSMANLIKE CONDUCT, a copy of which will be sent to the MFOA secretary.
 - f. Notify the Booking Commissioner when members fail to contact him/her as prescribed in Policies and Procedures.
 - g. Notify the Inspector when members are consistently late reporting for game assignments or when a member fails to report for an assignment.

ARTICLE VIII. BUDGET, FEES, AND COMPENSATION

1. Membership dues/booking fees will be established at the annual business meeting and will be reflected in the budget.
2. Fees are the maximum allowable, as established by the FHSAA.
3. Fees for Jamborees will be determined at the annual business meeting during the presentation of the proposed new budget.
4. All members of the Executive Board, the Web Master, Evaluators and the Inspector shall be paid for their duties. The amount each receives will be determined at the annual business meeting.
5. When 2 members travel from different locations, the travel fee will be divided as follows:
 - Member #1 travels 20 miles
 - Member #2 travels 60 miles
 - 80 total miles traveled
 - Travel fee = 60 miles at \$0.60 per mile = \$36.00 (\$36.00 maximum travel fee)
 - NOTE: The per-mile allowance will be changed to always reflect the maximum allowed by the FHSAA.
 - Member #1 = $20/80 = 25\% \times \$30.00 = \7.50
 - Member #2 = $60/80 = 75\% \times \$30.00 = \22.50
6. The Board will determine all other fees.
7. There shall be no purchases of any individual items not included in the annual budget of the MFOA without executive board approval.
8. Some schools allow the MFOA to use their facilities to conduct its all-day clinic(s). Booking fees may be waived during the year the facility is used for that sport.
9. Game and travel fees shall be paid to officials according to the following:
 - a. If the game/travel fees are received at the game site and funds are available, each crew member shall be compensated the applicable game and travel fees at the site on the day of the contest.
 - b. If the game and travel fees are received at the game site and funds are not available to compensate crew members, payment will be made through the MFOA. The Referee or Umpire in Chief shall submit a game report and the game/travel fees check to the Treasurer within SEVEN (7) days following the contest.
 - c. If the game and travel fees are received by the association from the school payment will be made through the MFOA. The Referee or Umpire in Chief shall submit a game report and the game/travel fees check to the Treasurer within SEVEN (7) days following the contest.

ARTICLE IX. AMENDMENTS

1. This constitution may normally be amended only at the annual business meeting by a 2/3 majority vote of the membership present.
2. Amendments become effective at the end of the school year in which the amendment was adopted.
3. Proposed amendments must be submitted to the Secretary at least 21 days prior to the business meeting. The Secretary shall distribute a copy of each proposed amendment to all members at least 7 days prior to the meeting.
4. If a situation arises that may require a constitutional change, a special meeting may be called by the Board for that purpose. It is not necessary that the proposed change reach the Secretary 21 days prior to the meeting. However, all other requirements for constitutional change remain the same.

ARTICLE X. EMERGENCIES

When an unusual, unforeseen or emergency situation arises, the Board shall have the power to temporarily set aside any of the above articles when deemed necessary for the proper administration and operation of the MFOA. This does not include Article IV.

ARTICLE XVI. RULES OF ORDER

Robert's Rules of Order shall govern all meetings of the MFOA.

