

Constitution
of the
Southern Chapter
of the
Eastern Association of Intercollegiate
Football Officials

(As Approved by the Membership November 23, 1993)

Article I .Name

The name of this Association shall be the Southern Chapter of the Eastern Association of Intercollegiate Football Officials (EAIFO)

Article II .Purpose

The purpose of the Association, in compliance with and subject to the Constitution and By-Laws of the EAIFO, and any additions, supplements or revisions thereof, shall be to promote the welfare of the American intercollegiate game of football, its players, coaches and officials; to maintain the highest standards of football officiating; to encourage the spirit of fair play and sportsmanship; to have available at all times an adequate number of thoroughly trained and capable officials for use by the various appointing authorities; and to cooperate with all other organizations officially connected with the American intercollegiate game of football in furthering its interests and ideals.

Article III .Territory

The Southern Chapter shall cover the territory embracing the entire states of Maryland, Virginia, West Virginia, District of Columbia, North Carolina, Southern Pennsylvania, and south of and including Dover, Delaware.

Article IV .Membership Requirements

The requirements for membership shall be in accord with Article II of the By-Laws of the Southern Chapter.

Article V .Officers and Directors

The Officers of the Southern Chapter shall consist of a President, Vice President, Secretary, Treasurer, and two (2) Directors elected to represent the chapter on the EAIFO Board of Directors. The Executive Committee shall consist of the Officers of the Association.

Article VI .Election to Office

The Chapter membership shall nominate candidates for President, Vice President, Secretary, Treasurer, annually, and Directors, in such years as required, prior to the Chapter business meeting. These nominations must be formally made and presented to the Chapter Secretary two weeks before the annual business meeting. The Secretary will present a ballot of the nominated candidates at the annual business meeting with provisions that additional candidates may be nominated from the floor.

The President, Vice President, Secretary, and Treasurer shall serve for a period of one year beginning January 1 after the election. All officers may succeed themselves, if elected. The Directors shall be elected pursuant to Article VI of the EAIFO Constitution.

Serving officers shall be succeeded by the newly elected officers at the close of their term which is December 31. Officers shall be elected by ballot or voice vote at the annual business meeting by a majority vote of those members present in “Good Standing.” Should any office become vacant during the term, the Executive Committee shall have the power to fill the vacancy.

The Executive Committee shall have the authority to act on all matters not covered by this Constitution and By-Laws.

Article VII .Amendments

The Constitution may be amended by an affirmative vote of a majority of the chapter membership in “Good Standing” in attendance at the annual business meeting. The Executive Committee shall present the amendment to the membership in writing no less than seven (7) calendar days prior to the annual business meeting. A vote to amend the constitution shall only take place at the annual business meeting and if passed shall take place immediately.

Article VIII .General

The qualifications for membership and the duties of the Executive Committee and such regulations as may be necessary and proper for the conduct of business and affairs of the Southern Chapter shall be provided for in the By-Laws to the Constitution.

By-Laws
of the
Southern Chapter
of the
Eastern Association of Intercollegiate
Football Officials

(As Approved by the Membership November 23, 1993)

Article I .Classification of Members

The classifications of members are as follows:

A. Division I

All EAIFO members who have been selected by the Eastern College Athletic Conference (ECAC) Commissioner or his authorized representative, to officiate or observe Division I-AA Eastern College Football Association (ECFA) football games.

B. Division II and Clock Operators

All EAIFO members who are eligible to receive assignments by the ECAC Commissioner or his duly authorized representative, to officiate ECFA football games other than Division I-AA games. Clock operators assigned to Division I, II & III games.

C. Associate or Applicant

All other collegiate football officials from other CCA sanctioned groups or qualified applicants who aspire to obtain EAIFO membership and associate themselves with the EAIFO-Southern Chapter. Associates or applicants may attend meetings, be assigned games serviced by the Chapter, and receive training but are not governed by the Constitution and By-Laws of the Southern Chapter unless they are approved as full members of the EAIFO. Until an official is approved for membership in the EAIFO they do not retain any rights and privileges for EAIFO members set forth by the Constitution and By-Laws.

Article II .Application for membership

Applicants for membership in the Southern Chapter shall meet the following criteria to be eligible for membership, and be recommended for membership by the Membership / Screening Committee.

A. Applicant must be not less than 21 years of age.

B. Have been an active working member of a recognized football officials association for at least five years prior to application for membership.

- C. Must have officiated in a least twenty-five (25) varsity interscholastic or varsity intercollegiate football games and provide evidence of good field mechanics and techniques through game films or written evaluation.
- D. Submit written letters of recommendation from two present EAIFO members who are in good standing in the EAIFO, or from two member in good standing of another intercollegiate football officiating association.
- E. Be physically fit to meet the demands of intercollegiate football officiating.
- F. Complete a screening examination that will consist of an unbiased closed book written and/or oral examination based on the current season's Football Rules and Interpretations manual and the mechanics of football officiating. This shall not be a pass/fail examination but will indicate the applicant's rule proficiency. The results will be factored into the total evaluation of the applicant.
- G. It is the responsibility of the applicant to insure that all materials, including paying an application fee established by the Executive Committee, along with letters of recommendation are submitted to the Secretary by the date indicated on the application form.
- H. Admission to full membership of the Southern Chapter shall further signify his/her intention in writing to the EAIFO Secretary-Treasurer, together with an application fee established by the Board of Directors of the EAIFO, which fee shall be returned if the applicant is refused the opportunity to take the required examinations. If the applicant fails to be recommended for membership his/her application fee shall not be returned.

A successful applicant may become a member of the EAIFO if recommended by the Membership/Screening Committee. If an applicant is not selected for membership into the EAIFO he/she shall become/remains an associate member of the Southern Chapter for no more than a two (2) year period until a time when he/she is recommended for full membership into the EAIFO. If an associate does not become an EAIFO member within two (2) years he/she must repeat the application process.

The Southern Chapter will not discriminate against any member or applicant for membership because of race, creed, color, national origin, age or sex.

Article III Termination of Membership

Membership shall be forfeited at the discretion of the Executive Committee either on its motion or at the instance of an EAIFO recommendation, at any duly constituted meeting by a majority vote thereof, after due consideration of the facts and circumstances presented. Such action of the Committee shall be prompted by but not limited to a member's failure to pay dues timely, repeated inattention to Chapter/Association obligations and responsibilities, violation of required meetings and/or examination attendance, conduct not deemed to be in the best interests of the Chapter/Association and conduct or practices bringing discredit to the organization. A member so terminated may appeal the decision to the EAIFO Board of Directors.

Article IV .Inactive Status

Any Chapter member may request to become inactive pursuant to Article IV of the EAIFO By-Laws.

Article V .Eligibility

Applicants who have obtained membership pursuant to Article 11(H) shall become members of the EAIFO when recommended by the Membership/Screening Committee.

Article VI- Loss of Eligibility

No member shall officiate during the year for which he/she has not taken the rules and manual examination, run a timed mile, and fulfilled Chapter meeting requirements unless waived by the Southern Chapter's Executive Committee.

Article VII .Transfers

The transfer of officials in "Good Standing" from other EAIFO Chapters shall be approved. Transfer of officials from other recognized collegiate football associations shall be approved by the Executive Committee, in conjunction with EAIFO By-Laws.

Article VIII .Honorary Membership

Honorary membership in the EAIFO shall be governed by Article VIII of the EAIFO By-Laws.

Article IX .Dues

Annual membership dues for the Southern Chapter shall be established by the Executive Committee after due consideration by the membership and shall be over and above the EAIFO dues, established and governed by Article IX of the EATFO By-Laws.

Chapter dues shall be payable from the date of the annual business meeting through June 1 of the following year. Other financial indebtedness incurred by a member must be fulfilled by the annual business meeting. Outstanding fines or other monies will subject a member to be not in "Good Standing" in the Southern Chapter and therefore he/she may not be eligible for rights and privileges in the Chapter.

Article X .Duties of Officers and Directors

A. Officers

The President shall preside at all meetings of the Chapter and the Executive Committee. The President shall, under the direction of the Executive Committee, conduct all negotiations on behalf of the Chapter and shall make every reasonable effort to further the policies adopted by the Chapter. The President shall appoint all permanent and specially authorized committees in consultation with the committee chair.

The Vice President shall perform the duties of the President in his/her absence or inability to act, and such other duties as may be required by the By-Laws or the Executive Committee.

The Secretary shall keep all records and minutes of the Chapter and Executive Committee meetings. The Secretary shall send out all communication, notices on behalf of the Chapter. The Secretary shall act as liaison officer between the Chapter and the various Chapters of the EAIFO. The Secretary shall maintain a roster of all members and new candidates, and shall notify each applicant of his/her election or rejection. If accepted, the Secretary shall furnish him/her with the necessary publications of the Association, including the Constitution and the By-Laws. The Secretary shall investigate all complaints against members and shall present to the Executive Committee all evidence he/she may procure.

The Treasurer shall send out all notices and bills on behalf of the Chapter. The Treasurer shall keep all records, collect all dues, pay all bills, have charge of all funds and place such funds in the name of the Chapter in a bank approved by the Executive Committee. The Treasurer shall sign all checks. The Treasurer shall notify all members with respect to payment of an annual dues pursuant to Article IX. The Treasurer shall present to the Chapter at all meetings a financial report on Chapter funds and expenditures. The Treasurer shall present an annual report on the Chapter's fiscal assets and projections for the upcoming year.

The Directors, elected pursuant to Article X of the EAIFO By-Laws, shall represent the Chapter as liaisons with the EAIFO as well as the Commissioner's office. In that regard, they shall act in accordance with the best interests of the Chapter, as promulgated by the membership.

Article XI Meetings

A. Business Meeting

An annual business meeting of the Chapter shall be held. The location, time and date shall be established by the Executive Committee. Any official business of the Chapter shall be handled at that meeting including but not limited to the election of officers and amending the Constitution and By-laws.

B. Executive Committee

Executive Committee meetings shall be held at the call of the President either on his/her own motion or when requested by a majority of the Committee.

C. Chapter Meetings

A minimum of eight (8) chapter meetings shall be held during each year, at such time and place as shall be designated by the Executive Committee of the Chapter, and shall be for the purpose of discussing NCAA football rules and interpretations, the methods and techniques to be used in officiating, and to transact such other business as may properly

come before such meetings. Such meetings shall be under the supervision and control of the officers or their designees. Meeting locations shall be established by the Executive Committee and should try to reflect a central location(s) with due consideration to the sharing of travel requirements on all members. Other regional meetings not in conflict with chapter meetings may also be held under the supervision of a chapter officer or designee.

Attendance is required at a minimum of eight (8) meetings, four (4) of which must be Chapter meetings. Four (4) may be at designated regional meetings. Attendance at the Commissioner's New Rules Interpretation meeting, the Division II Clinic, and the annual business meeting shall be mandatory. An excused absence from one (1) meeting may be allowed if prior notification is presented by a member in writing to the Chapter Secretary or another Executive Committee member. The Executive Committee will render a decision upon the written excuse and notify the member whether the absence is excused. Non compliance with attendance requirements will cause a member to be not in "Good Standing" with the EATFO and the Southern Chapter.

Article XII .Vote and Quorum

Four members of the Executive Committee shall constitute a quorum for that committee.

One half of the EAIFO members of the Chapter in "Good Standing" shall constitute a quorum to conduct business. Associate members and applicants may not vote. A majority of those members present shall be required to conduct business.

Article XIII .Expenses

The expenses of the officers in attending special meetings or expenses for conducting the business of the Chapter shall be paid from the funds of the treasury when, in the opinion of the Executive Committee, the financial condition of the Chapter justifies such expenditures.

Article XIV .Committees

The President shall appoint the following committees and such others as may be authorized by the Executive Committee.

A. Rules Committee: To be composed of a chairman and at least three (3) members who shall present rules sessions and interpret the NCAA Football Rules at established Chapter meetings. Their interpretations shall be recognized and enforced by the Chapter membership in accordance with EAIFO By-Laws. The chairman shall be designated by the President.

B. Membership/Screening Committee: To be composed of the Executive Committee whose duties shall be to review all applications for membership into the Chapter. The committee shall be chaired by the President.

C. Banquet Committee: To be composed of a chairman and two (2) members from the Chapter. They shall be responsible for all aspects of the annual Chapter banquet/business meeting. The committee shall be chaired by the Vice President.

D. Constitution/ By-Laws Committee: To be composed of a chairman and two (2) members and be responsible for development, interpretation and maintenance of the Southern Chapter's Constitution and By-Laws. This shall include reviewing, comments and preparation of any proposed amendment thereto. The committee shall be chaired by the Secretary.

E. Division H Clinic: To be composed of a chairman and not less than two (2) members and be responsible for the scheduling and content of the annual Division H Clinic. The chairman shall be designated by the President.

F. Mechanics Committee: To be composed of a chairman and at least three (3) members who shall present mechanics sessions at established Chapter meetings. Their application and interpretations shall be recognized and enforced by the Chapter membership in accordance with EAIFO By-Laws. The chairman shall be designated by the President.

Article XV .Amendment of the By-Laws

The Chapter By-Laws may be amended by an affirmative vote of a majority of the EAIFO Chapter membership present at the annual business meeting.

Article XVI- Order of Business

Parliamentary procedures under the Chapter Constitution and By-Laws shall be governed by Robert's Rules of Order Revised.

For purposes of the annual business meeting, the order of business shall be:

- (a) Roll Call
- (b) Reading of Minutes of Previous Meeting
- (c) Treasurer's Report
- (d) Directors' Report
- (e) Report of Committees
- (f) Communications
- (g) Unfinished Business
- (h) New Business
- (i) Election of Officers
- (j) Adjournment

For all other meetings, the order of business shall be established by the President as chair, with due consideration for all matters which need to be addressed.