

Berkshire County Football Officials Association Constitution 2024

ARTICLE I NAME

This Association shall be known as the Berkshire County Football Officials Association herein referred to in the Constitution and By-Laws as the BCFOA.

ARTICLE II PURPOSES

1. To perpetuate and promote the welfare of the game of football, its players and officials.
2. To preserve the high ethical standards which the public has the right to expect.
3. To prohibit all forms of unnecessary roughness, unfair tactics and un-sportsmanlike conduct.
4. To recruit and train an adequate number of officials to meet the requirements of Berkshire County schools.
5. To cooperate with all organizations who promote or sponsor football.

ARTICLE III MEMBERSHIP

1. **Active:** Those officials who have met all of the requirements to become working officials and in fact, are available to work games on assignment. Such members have full voting rights.
2. **Inactive:** Those officials who have been qualified as active but are not available to work games on assignment but who may operate the official game clock on the field. Such members have full voting rights.
3. **Probationary:** One who has passed the written examination and is working towards active membership. These members do not have voting rights.
4. **Associate:** Those members who attend the activities of the organization but are not permitted to work games or work game clocks. These members do not have voting rights.

ARTICLE IV DUES

The annual dues shall be set forth in the By-Laws of the BCFOA and are payable at the annual meeting.

ARTICLE V OFFICERS AND THE EXECUTIVE BOARD

1. The officers shall consist of the President, Vice-President and Secretary/Treasurer
2. The Executive Board shall consist of the officers and two At-Large delegates.

ARTICLE VI COMMITTEES

The standing committees shall be:

1. **Interpretation.** A chairman and two members.
2. **Examining.** A chairman and not less than four members
3. **Program.** Made up of the members of the Interpretation and examining committees.
4. **Constitution.** A chairman and two members.
5. **Nominating.** A special standing committee consisting of three voting members, one each from North, South and Central Berkshire County, whenever possible.

ARTICLE VII MEETINGS

1. The annual meeting shall be held in the month of November each year, or rescheduled based on unforeseen circumstances, and communicated to the membership. Four meetings shall be held prior to the first scheduled high school game.
2. A minimum of two other meetings shall be held, the first of which shall be two weeks after the first high school game, and the second at the discretion of the Program committee.
3. The President shall have the power to call special or supplementary meetings, or they may be called by written request from at least five voting members sent to the Secretary-Treasurer. There must be at least seven days written notice of all special meetings mailed or emailed to all voting members to their addresses as listed in the records of the Secretary-Treasurer.
4. One third of the total voting membership shall constitute a quorum for the transaction of business.
5. Meetings of the Executive Board shall be called by the President at such times as he deems necessary or upon written request of two members of the Executive Board sent to the Secretary-Treasurer.
6. A majority of the Executive Board shall constitute a quorum for the transaction of business by the Executive Board.

ARTICLE VIII AMENDMENTS

This constitution may be amended by a two thirds vote of the voting membership, (in good standing), only at the annual meeting, but no amendment shall be voted upon without at least a seven day notice in writing (email is acceptable) to the voting membership.

ARTICLE IX AFFILIATIONS

The BCFOA may become affiliated with other boards of official's organizations as the need may arise. In no case, however, will such affiliations override the spirit or content of this constitution. Representation of the BCFOA with such organizations shall conform to the procedures as set forth in the BCFOA By-Laws.

Berkshire County Football Officials Association

By-Laws 2024

ARTICLE I DUTIES OF THE OFFICERS AND EXECUTIVE BOARD

1. **President.** The President shall preside at all meetings of the BCFOA, shall be an ex-officio member of all committees, shall preside at all meetings of the Executive Board, and shall perform all duties as are incidental to the office of the President and are properly required of him.
2. **Vice-President.** In the absence of the President, he shall exercise all of the functions of the President and shall be vested with all of his powers.
3. **Secretary-Treasurer.** The Secretary-Treasurer shall have control of all papers and funds of the association, shall conduct its banking business and audit all accounts, shall keep such records, make such reports and perform such duties as are incidental to the office and properly required of him by the organization. Checks drawn will be signed either by the President or by the Secretary-Treasurer.
4. **Developer/Observer of Officials.** The Developer/Observer of Officials shall be responsible and accountable to the Executive Board for overall development, improvement, and evaluation of the on-field active and probationary officials in the BCFOA. The Executive Board will appoint the Developer/Observer of Officials annually from the ranks of the BCFOA and can be either an active or inactive member of the BCFOA. The position does not vote with the Executive Board but serves in an advisory role to the Executive Board. The Developer/Observer of Officials may not hold any other elected position on the executive board while serving as the Developer/Observer of Officials.
5. It shall be the duty of the President and the Secretary-Treasurer to serve as representatives to any group with whom the BCFOA is affiliated. A temporary vacancy in either case may be filled by any member of the Executive Board. These representatives should seek voting instructions from the general membership by way of a simple majority vote of those present at any regular or special membership meeting. If this is impossible or impractical, the representatives must have any action that they have taken ratified by a simple majority vote of the general membership at any regular or special meeting.
6. It shall be the duty of the At-Large delegates to represent the general membership on the Executive Board. In the absence of all of the officers, the At-Large delegate appointed by the President shall exercise all of the functions of the President and shall be vested with all of his powers.
7. It shall be the duty of the Executive Board to hear and decide all charges brought against any member. The vote of the majority of the Executive Board shall be the vote of that Board. Any member of this board who is personally affected by a pending judgment shall not be allowed to rule in such a case. He shall be temporarily replaced by one of the committee chairman.
8. The order of the committee chairmen to be used for such purposes shall be: Developer/Observer of Officials, the Constitution, Interpretation, and Examining. If a committee chairman is utilized in this regard the chairmen of each committee will be the most senior active official of each committee followed by the next most senior active official according to the length of service of each official.
9. Any remedial or punitive action that is decided upon by the Executive Board may be appealed to the general membership. This must be done by way of written request to the President within one week of the Executive Board's decision. In order to be ratified, any decision so appealed must receive a two-thirds majority vote of the Active members present at the next regular or special membership meeting.

ARTICLE II COMMITTEES AND THE DEVELOPER/OBSERVER OF OFFICIALS

1. The President shall appoint all standing committees. The terms of all standing committees shall terminate at the annual meeting.
2. The Interpretation committee shall interpret Official NFHS, NCAA and MIAA Football rules and or any other football rules as they may arise and are used throughout Berkshire County proper. Their interpretations shall be recognized and enforced by the BCFOA. This committee will correspond with the Editors of the respective Football rulebooks on any unresolved question of the rules.
3. The Examining committee shall conduct clinics to instruct and train members and prospective members in the rules of football and the mechanics of officiating. They shall prepare and administer examinations to prospective members and certify in writing to the Secretary-treasurer that the prospective members have qualified to become Active members of the BCFOA.
4. The Program committee shall provide interesting and instructive programs pertinent to the rules of officiating and the mechanics of football at every regular meeting or clinic.
5. The Developer/Observer of Officials shall formally evaluate member officials based on in person evaluations, game comments from referees, media, an official game observer and or other trusted sources for the purpose of improving the quality of the officiating within the association.
6. The Constitution committee shall coordinate all proposed constitutional and by-law changes of the BCFOA. They shall also provide for constitutional and by-law interpretation upon request of any BCFOA member. The Chairman of the Constitution committee shall also serve as parliamentarian of the BCFOA. In the event of his absence any Constitution committee member may act as parliamentarian.
7. The Nominating Committee shall create a slate of candidates for the purposes of the election to the Executive Board in the event an opening exists. The committee will be comprised of a member of the BCFOA from each region of the county, north, south, and central.
8. All other committees shall be appointed by the President as he sees the need or on the majority vote of the members present at any regular meeting. The President shall appoint such committees as they direct. These committees shall serve only to fulfill the need for which they were appointed. In no event will these committees exist beyond the annual meeting.
9. The vote of the majority of any committee shall be the vote of that committee.

ARTICLE III ELECTIONS OF THE OFFICERS AND THE AT-LARGE DELEGATES

1. The election shall take place at the annual meeting.
2. The President shall appoint a nominating committee no less than one month prior to the annual meeting, whose duty shall be to present to the membership a slate of candidates for all elective positions at the annual meeting.
3. Such a slate of candidates shall not be binding on the membership. Any voting member may make nominations from the floor.
4. All nominees shall be voting members and any member serving in the capacity of football coach at the varsity, junior varsity or freshman level, commissioner, athletic director or faculty manager of schools, within the jurisdiction of the BCFOA shall be ineligible to hold elected office while serving in that capacity.
5. All nominees so elected will take over the duties of their offices once the election has become final.
6. In case of the resignation or other vacancy in the Executive Board except that of an officer, the President shall appoint a voting member to fill the un-expired term.
7. In case of the resignation or a vacancy in any of the offices, the Executive Board shall elect a voting member to fill the vacancy for the duration of the un-expired term.

ARTICLE IV MEMBERSHIP

1. Dues of this association for the next year shall be equal to one varsity game's worth of the current year's game fee. (i.e. 2023 dues are \$100 as that is the game fee for 2022, clock operators will pay their 2022 game fee \$75 for 2023). Dues shall include a set amount for the current season's annual dinner meeting.
2. Proposals for either Associate or Active membership shall be made to the membership at any regular meeting and shall be presented to the voting members.
 - A. Prospective members, to qualify for active membership must pay an initiation fee as determined by the Secretary-Treasurer, which qualifies him as a prospective member and entitles him to a rulebook and to attend clinics conducted by the BCFOA and all other meetings of the BCFOA. In no event shall a prospective member have the right to vote. The Executive Board may waive the initiation fee requirement based on individual circumstances such as a financial hardship, recruiting incentives and or other situations that may come before the board.
 - B. He must satisfy all of the attendance requirements of the BCFOA.
 - C. He must attend all clinics and pass a written exam.
 - D. He must satisfy all MIAA requirements.
 - E. After passing the written examination he will be placed on a probationary status. While in either prospective or probationary status he must actively officiate in either five recognized junior football or junior varsity football games under the direct supervision of an active member of the BCFOA and be certified to have satisfactorily met these requirements within two years of being placed on probationary status by the examining committee. Having met all of these requirements, the member may be voted to an active membership at any regular meeting of the BCFOA.
 - F. The following individuals: any official who has 50 or more years of service to the BCFOA, the Developer/Observer of Officials, and the Secretary/Treasurer shall not pay dues during their term of service starting with the season after which they have served or are appointed/elected.
3. Inactive members, after two years in this category of membership, to qualify for active membership, must pass a written examination administered by the Examining Committee and actively officiate in two recognized games on the junior football level, and be certified to have satisfactorily completed these requirements by the Examining Committee. Any inactive member may be accepted as an active member at any regular meeting of the BCFOA by a simple majority vote at any regular meeting.
4. An active official from another Massachusetts association may be accepted as an active member of the BCFOA by vote of two thirds of the membership present at any regular meeting provided that in advance of such meeting he has made a request, in writing, and presented to the BCFOA a written statement from his former association which states that he was a regular member of that association at the time of transfer, was active and in good standing. If outside of Massachusetts, he must also pass a written entrance examination that has an order of difficulty equivalent to that given to BCFOA prospective members.
5. Members who have resigned may be reinstated to any status to which they are qualified by the By-Laws by election of two-thirds of the members present at any regular meeting.
6. It shall be the duty of the Secretary-Treasurer to maintain a current list of membership status, which shall be available at all regular meetings, and to the Assignors. Changes in membership status shall be reported to the membership at every regular meeting and to the Assignors.
7. Members whose dues are in arrears will not be eligible to participate in the activities of the BCFOA including game assignments. The Executive Board will determine the eligibility based on the circumstances of the individual.
8. Any active, inactive, probationary, or associate member of the BCFOA who occupies a position of athletic director, commissioner, or football coach shall be permitted to retain his status in the association and vote on any and all matters that are before the membership. In the event, however, that such a vote constitutes a conflict of interest, the Executive Board shall have the authority to disallow the vote.

ARTICLE V MEETINGS

1. All voting members and those who aspire to such status are expected to attend all meetings for at least a one-hour period per meeting.
2. Any voting member and those who aspire to such status who miss two meetings shall be referred to the Executive Board for the appropriate review unless such person notify the Secretary-Treasurer, in writing (or email), within forty-eight hours after the meeting and state the reason for the absence. Attendance at no more than two optional rules meetings conducted by the BCFOA shall be accepted as a recognized meeting to satisfy the attendance requirements of the By-Laws.

ARTICLE VI APPROVED LIST OF MEMBERS

Any member of the BCFOA who works with a known suspended member of the BCFOA, or who works in a contest outside of the BCFOA jurisdiction, or where there is a contractual dispute, without approval of the Executive Board, is himself subject to disciplinary action by the Executive Board of the BCFOA.

ARTICLE VII ROBERT'S RULES OF ORDER

Robert's Rule of Order shall govern in all matters not covered by the constitution and By-Laws.

ARTICLE VIII LIABILITY OF MEMBERS

1. No officer or member shall be personally liable for any bills or obligations of the BCFOA, past or present, except for payment of his own dues, fees, or assessments.
2. No officer, member, or employee of the BCFOA shall disperse any funds or monies in his keeping or belonging to the BCFOA without authorization of the Executive Board.
3. No person shall use the name, mailing list or official insignia of the BCFOA for other than Association purposes, which is to be confirmed in writing, by the President or the Secretary-Treasurer.

ARTICLE IX OPERATING POLICY

1. The BCFOA agrees to work through the Assignors to make assignments of the BCFOA personnel to county high school football teams and to furnish qualified football officials for such assignments. Assignors are provided by the Athletic Directors in Berkshire County and need not be active or inactive members of the BCFOA.
2. The BCFOA by its own vote shall determine the uniform to be worn by its members. The official uniform shall be as outlined **in the BCFOA mechanics** handbook, the Collegiate Commissioner's Association Manual of Football Officiating, or the official uniform of the NFHS or MIAA handbook of five man crews. Any variation of this uniform is prohibited unless ordered by a football league or as approved by the membership. The referee of each assigned contest will determine the uniform for that event.
3. All officials must meet at the game site at least ninety minutes before the kick-off. The Referee shall be responsible for all pre-game conferences for officials working in that game and is responsible for compiling any game data associated with that game.
4. When there is an official clock on the field, an active or inactive member of the BCFOA will be assigned to operate the clock and such member shall be paid at the current rate for the assignment.
5. Probationary officials may be used in varsity or junior varsity games at the discretion of the Assignors.

No Member, (any status), of the BCFOA shall accept an assignment to work in a varsity football game to which less than five on-field member officials are assigned unless approved by the Executive Board. Members who are in violation of this article shall have their cases reviewed by the Executive Board