
LAKE REGION FOOTBALL OFFICIALS ASSOCIATION (LRFOA)
CONSTITUTION

ARTICLE I **Name:** LAKE REGION FOOTBALL OFFICIALS ASSOCIATION

ARTICLE II **Objective:**

- A. To provide standardized training for all members of the Lake Region Football Officials Association (LRFOA).
- B. To promote good fellowship and comradery among its membership.
- C. To promote the spirit of sportsmanship and fair play.
- D. To serve the membership by securing game assignments, and providing training and education opportunities for improvement.

ARTICLE III **Membership: He/she always refers to a member**

- A. A membership year shall begin on July 1st and end June 30th.
- B. Annual applications are required for all prospective members, with information to be submitted on forms prescribed by the Board.
- C. Prospective members may apply to the LRFOA at any time during the membership year. Prospective members are highly encouraged to apply prior to the start of seasonal assignments (which takes place in late August).
- D. Each returning member or prospective new member must be registered with and in good standing with the Florida High School Athletic Association (FHSAA).
- E. All active members are eligible to be assigned to high school competition (including JV). For a member to be eligible for a sanctioned FHSAA varsity contest, the member must score a minimum of 75 on the FHSAA state rules exam.
- F. Only active, primary members shall be allowed to vote or hold office.

ARTICLE IV **Uniforms:**

- A. Dress shall be prescribed by the FHSAA for contests sanctioned by the FHSAA and per Board direction for all other contests. All crew members will wear identical uniforms as defined by the crew chief (Referee).

ARTICLE V **Meetings and Clinics:**

- A. Meeting dates are defined by the Board.
- B. Attendance credit will not be granted for attendance at meetings of other sanctioned associations.
- C. Attendance credit shall be granted for officiating an FHSAA sanctioned event that conflicts with that association meeting.
- D. LRFOA will attempt to sponsor a state authorized field clinic every four years.

ARTICLE VI Elections:

- A. Elections shall be held during the last regularly scheduled meeting of the season, and active members in good standing must be present in order to cast their votes. The Board has authority to decide the method of distributing and collecting the votes.
- B. The President may appoint a nomination committee to contact members to serve as prospective Board Members. All nominations must be made to the Secretary by 11:59pm five days before the date of the meeting at which the election will be held.
- C. Ballots will be counted by the LRFOA Secretary or member(s) selected by the Board. The Secretary will hold election ballots for two months following the election.
- D. To be elected, a simple majority is required. Ties will be settled by another ballot with only those in the tie being voted on in the run-off ballot.

ARTICLE VII Officers:

The officers of the Board shall be the President, Vice President, Secretary and Treasurer.

- A. All officer positions will be up for election every year. The new Board will assume their duties January 1.
- B. If a Board Member or officer other than the President is unable to fulfill his/her term, the Board may appoint a replacement. Should the President be unable to fulfill his/her term, the Vice President will assume the office and the Board will select a replacement for the Vice President from the Board's membership.

ARTICLE VIII Duties of the Officers and Board of Directors

- A. Each Board Member shall be charged with certain responsibilities and duties. These responsibilities include, but are not limited to:
 - 1. The President shall:
 - a. Preside at all meetings of the LRFOA.
 - b. Maintain good public relations with schools served by the LRFOA, the FHSAA, and the news media.
 - c. Have no vote except to break a tie or when a quorum of the Board is needed for a vote.
 - d. Appoint all committees with the advice and consent of the Board. The committees will be announced by September 1st.
 - 2. The Vice President shall:
 - a. Assume the duties and responsibilities of the President in his/her absence or resignation.
 - b. Handle all matters as directed by the President or the Board.
 - 3. The Secretary shall:
 - a. Record the minutes of meetings at which voting is conducted and Board meetings.
 - b. Make the minutes available to members.
 - c. Maintain the rating sheet in concert with the Recommendations Committee and the Booking Commissioner.
 - d. Maintain records of field clinic and meeting attendance. This information will be forwarded upon request of the FHSAA. (Dates are given by State for submission).
 - e. Perform such other duties as prescribed by the President or the Board.
 - 4. The Treasurer shall:

- a. Collect, keep records of and disburse all monies of the LRFOA.
 - b. Prepare the end-of-the-year Financial Statement for the Board of Directors at the first Board meeting of the calendar year and have copies for members at the first general meeting of the year.
 - c. Maintain records of the payment of dues and/or fines.
 - d. Perform such other duties as prescribed by the President or the Board.
5. Directors shall:
- a. Assist in scheduling and conducting rules and mechanics training for the membership.
 - b. Assist in preparing and overseeing a system of evaluating all officials.
 - c. Assist in conducting counseling sessions when evaluations indicate the need.
 - d. Perform such other duties as prescribed by the President.
- B. The Board shall resolve any differences regarding booking policy fees and/or fines.
- C. Attendance is expected at a minimum of 50% of meetings of the Board of Directors.
- D. Officers who fail to perform the duties as prescribed in this Constitution may be removed from office by a 2/3 majority vote of the membership present at a meeting called by the Board, providing that the membership has been given notice as to the location, date, and time at which such a vote will take place. Such notice should be provided to the membership no less than seven days before the meeting at which the vote will occur, and this vote shall be considered valid regardless of the percentage of the membership that may attend the meeting or the percentage of the membership that may participate in the vote.

ARTICLE IX Booking Commissioner:

The Board shall select the Booking Commissioner as the need arises.

1. The Booking Commissioner shall:
- a. Assign all scheduled contests with officials best suited for that particular matchup.
 - b. Report any matter of discipline or complaints from schools, coach, or fellow officials to the Board of Directors for administrative action, if necessary.
 - c. Provide all serviced schools with contracts no later than May 1st to be signed and returned in time to complete game booking assignments.
 - d. In the event of last minute changes, have authority to adjust assignments to meet the immediate needs.

ARTICLE X Committees:

LRFOA Committees and their assigned Board Liaisons will be as follows:

- A. **Evaluation:** The Evaluation Committee is responsible for setting up the process and selecting those individuals who will assist the evaluation of member officials within LRFOA. Each official with two or more years of experience will be evaluated once during each season. First year officials will be evaluated periodically throughout the season.
- B. **Assignment:** The Assignment Committee is responsible for overseeing the entire contest assignment procedure within LRFOA. Members are responsible for making the Booking Commissioner aware of any corrections needed.
- C. **Recommendation:** The Recommendations Committee is responsible for reviewing the evaluations of each member official during the regular season. It will be responsible for preparing and

- submitting to the FHSAA Office a list of qualified officials for consideration by the FHSAA for State Series contests. The Booking Commissioner will act on the recommendations of this committee.
- D. **Grievance:** The Grievance Committee is responsible for hearing or receiving complaints and appeals by LRFOA officials. Complaints and appeals shall be in writing to the Committee Chair with a copy to the President. The Chair shall call a meeting of his/her committee members to discuss the situation at hand. The Chair will then give the results to the Board Member that is present during this meeting, who will then bring it back to the Board. The Board will notify the member of the results of this meeting.
 - E. **Education/Training:** The Education/Training Committee will be responsible for overseeing the instructions needed to improve all areas of officiating. This committee will not only be responsible for instructions at Field Clinics, but will also be responsible for the classroom training that is provided to newer officials.
 - F. **Ad Hoc Committees:** The President has the authority to appoint additional ad hoc committees as the need arises.

ARTICLE XI **Qualification and Rating Policy:**

- A. The Board shall have a rating system. It will be used in assigning contests with higher rated officials given first opportunity to work higher rated contests. The Board shall meet and set the system in place before the first general meeting of the year.
- B. Total number of assignments will be as even as possible with consideration to availability and unforeseen circumstances. Any complaints concerning quality or number of assignments shall be directed first, in writing, to the Booking Commissioner, with a copy to the President.
- C. Ratings are subject to change through Board action at any time during the season. An individual may challenge their rating by requesting, in writing, a meeting with the Board.
- D. The Board will submit to the FHSAA a list of officials available for playoffs, as developed by the Recommendation Committee and approved by the membership.
- E. Scratches shall be handled on a case-by-case basis and they will apply to home games and away games if possible. The schools must submit all scratches in writing with details regarding the request.
- F. No official will be guaranteed any number of games. It shall be the responsibility of the Board to provide the best officials for all games. An Assignment Committee will approve each schedule.
- G. Once a schedule is released, any changes shall be done only after notification of and approval by the Booking Commissioner.
- H. The Board shall have the authority to temporarily or permanently curtail the booking of an official because of missed assignments, low evaluations, complaints, or policy violations. Refer to Article XIV (C) for a discussion of how a member may appeal such a penalty.

ARTICLE XII Fees and Compensation

- A. The Board will establish membership dues and booking fees annually.
- B. Booking fees will be split between the Treasurer and the Booking Commissioner. The percentage given to each of these two individuals is determined by the Board. It is possible for the same individual to hold both the office of Treasurer and the Booking Commissioner position.
- C. The payment of membership dues will be taken out of the first paycheck, and fines will be deducted from subsequent paychecks.
- D. Game fees will be determined by the FHSAA, or by the Board for contests that are not under FHSAA jurisdiction.

ARTICLE XIII Conduct of Members

- A. Each member shall:
 - a. Wear the uniform prescribed by FHSAA and keep that uniform clean, neat, and in good repair.
 - b. While wearing the uniform, or representing the LRFOA in any capacity, refrain from acting in a manner that would discredit the Association.
 - c. Attend all required State clinics, unless excused by the FHSAA, if the official desires to participate in State Series contests.
 - d. Use the mechanics prescribed by the FHSAA and the National Federation.
- B. All officials are expected to adhere to the FHSAA Policy on Alcohol and Tobacco Products as specified in the FHSAA Officials Guidebook and FHSAA Bylaws.
- C. Any member who is charged with the commission of a felony shall notify the President or Vice President within 24 hours. Penalties, as discussed in Article XIV, may apply based on Board discretion.
- D. All members must abide by FHSAA Rules of Conduct as stipulated in the General Regulations and Policies, Officials Guidebook. The Board will have the prerogative to review/investigate any complaints regarding non-compliance with FHSAA published Rules of Conduct.

ARTICLE XIV Penalties/Fines

- A. When there is an accusation of a violation of the Constitution, policies, or procedures of the Association, the member will be notified via all available communication methods (personal email, Arbiter email, phone, text message, and certified mail) of the specific allegation against him or her. After all means of communications have been attempted, the Board reserves the right to assess immediate suspension until contact has been established.
- B. The Board will determine penalties on a case-by-case basis considering the situation, severity, and circumstances of the violation. The accused member(s) will be notified of such penalties by certified mail.
- C. A member may appeal any penalty, in writing, to the Board. Such an appeal must be postmarked to the President within seven (7) days of receipt of the certified mail piece. No right to appeal will exist after these seven days. Any penalty assessed will be withheld until the appeal process is completed. However, if an action is perpetrated by an official that is so egregious that a preponderance of the evidence demonstrates his or her culpability, the Board reserves the right to suspend the member to protect the schools, coaching staffs, players, and the Board.

ARTICLE XV Amendments

- A. For a member to bring an amendment, the initiating member must solicit and obtain a minimum of 25 signatures from current, active, primary members. No signature requirement exists for amendments brought to the membership by a majority of the Board.
- B. Proposed amendments must be submitted to the Secretary at least 45 days prior to the last scheduled meeting of the calendar year. The Secretary shall distribute a copy of each proposed amendment to all current members at least 15 days prior to the last scheduled meeting of the calendar year.
- C. This Constitution may be amended only at the last meeting of the year by 60% of the primary members who are present at a meeting in which a quorum is established. Amendments become effective immediately upon ratification.

ARTICLE XVI Rules of Order

Robert's Rules of Order shall govern meetings of LRFOA only when invoked.

ARTICLE XVII Quorum

- A. A quorum shall be more than ½ (51%) of the active primary membership of LRFOA.
- B. A quorum is not needed to adjourn a meeting.
- C. A quorum of the Board shall be five members.
- D. The President can become a voting member in order to create a quorum or to break a tie vote.