

COLORADO FOOTBALL OFFICIALS ASSOCIATION CONSTITUTION

ARTICLE I -NAME

The name of this organization shall be the Colorado Football Officials Association.

ARTICLE II –MISSION

Section 1. To foster a high standard of ethics through the encouragement of fair play, good sportsmanship and better understanding among officials, coaches, and the general public, required to effectively and professionally officiate the game of high school football.

Section 2. To maintain and improve the standards of officiating within the Colorado Football Officials Association, by the maintenance of a membership consisting of both experienced and new officials. The standards of officiating include exceptional knowledge of rules and mechanics as well as maintaining a physically fit condition suitable for officiating the game of football.

Section 3. To support the Colorado High School Activities Association in their pursuit of excellence by striving to create a positive and equitable environment in which all qualified student participants are challenged and inspired to meet their highest potential.

Section 4. To provide an environment that enhances personal development through sporting behavior, character education, teamwork, leadership, and citizenship while increasing values that partner the educational standards of the state of Colorado.

Section 5. Serve as the Colorado High School Activities Association sanctioned football officials association.

ARTICLE III –OFFICERS

Section 1. The Board of Directors of this Association shall consist of the President, President-Elect, Past-President, Area Directors, the Rules Interpreter, and a representative of the Colorado High School Activities Association who shall be an ex-officio member without voting privileges.

Section 2. The President-Elect shall be elected (in even-numbered years) for a term of two years with the understanding that he/she will succeed; to the office of President for a term of two years and then succeed to the office of Past-President for a term of two years. At their pre-season meeting prior to the expiration of the President's term, the Board of Directors shall nominate at least two of their current members or a prior CFOA Director no more than two years removed from the position for the office of President-Elect of the Association. The President, the President-Elect, and Past-President shall take office on January 1st following the election.

Section 3.

(a) The Area Directors shall be elected at a called meeting within each Area, and shall serve for a term of three years. The newly elected Area Directors shall take office on January 1 following their election.

(b) An Area Director may be recalled by a vote of the membership of the area he/she represents. A petition calling for the recall must be signed by 20% of the active membership of that area. Only active members may vote in the recall election and a simple majority of those present at the vote will determine the outcome. Voting for a recall of an Area Director must be in a written form secret ballot, electronic voting cannot be utilized for a recall vote. Should an Area Director be recalled, those present at the vote will vote to elect a new Area Director to serve the remainder of the term of the recalled Area Director. Removal as an Area Director will not affect the official's membership in the Association.

Section 4. The Rules Interpreter shall be appointed by the Board of Directors and approved by the ex-officio member representative of the Colorado High School Activities Association.

Section 5. The Secretary-Treasurer shall be nominated by the President for a four-year term and ratified by the Executive Committee. He shall be paid a fee for his services as determined by the Board of Directors.

Section 6. No member may hold two offices in the Association concurrently.

ARTICLE IV -MANAGEMENT

Section 1. The management of this Association shall be vested in the Board of Directors. The Executive Committee shall assist in strategic planning and in preparing issues for presentation to the Board of Directors.

Section 2. The Board of Directors shall have a pre-season and a post-season meeting to conduct the business of this Association. Other special meetings may be called at the discretion of the President.

Section 3. The President, with the Secretary-Treasurer, shall arrange the time and date for all meetings of the Board of Directors and the Executive Committee. The President shall preside over all meetings.

Section 4. The Executive Committee shall consist of the President, the President-elect, the Past President, the Rules Interpreter, and two at-large members. The at-large members shall be Area Directors at the time of their election to the Executive Committee. They shall be elected in even-numbered years by the Board of Directors for four year terms, which shall overlap. One at-large member shall be elected from one of the smallest eight areas and one from one of the largest nine areas. Neither shall be from the same area as the President, the President-Elect, or the Past President.

Section 5.

(a) At the time of the nomination, the nominees for President-Elect shall not be from the same Area as the President-elect, or the President.

(b) All notices by the Association and the election for the President-Elect shall be by electronic means. Notices will be sent to the email address registered by the official during the registration process with the Colorado High School Activities Association. Each official is responsible for updating this information. The election of the President-Elect shall be conducted by electronic means approved by the Executive Committee and shall be from November 1, to 12 Noon, December 1st. All local elections with the exception of a Recall Vote of an Area Director which must be a secret written ballot, can be held either written or electronically with the determination of such at the discretion of the Area Directors or their Policies and Guidelines.

(c) Notices from the Association are not offered as a mailed option. It is the responsibility of the official to keep abreast of current requirements to maintain membership. The Association is not liable for incorrect, inactive, or non-current contact information.

ARTICLE V -MEMBERSHIP

Section 1. Membership shall be classified into Active, Inactive and Provisional status as hereinafter set forth. Members may register with only one Area and shall be governed by the policies of that Area.

Section 2. Active members carry the privilege of voting in such meetings. They may also hold office in the Association and officiate in any games, including playoffs, so assigned, which are sanctioned

by the Colorado High School Activities Association.

(a) Active Members must: 1) pay annual dues; 2) take and pass with an acceptable score an annual on-line exam approved by the Executive Committee; this test must be completed individually and not in a group/crew setting; 3) attend the minimum number of meetings as prescribed by their Area Directors; 4) conform with the requirements indicated in Articles IX and X of the Constitution. 5) Meet the physical performance standards as set forth by a policy of the Board of Directors.

(b) Transferring Officials: An official who moves to Colorado and is a member in good standing in the Football officials Association of another state may apply for transfer of his/her membership at the discretion of the local Area Director and become an Active Member in this Association by agreeing and adhering to the requirements for active membership.

(c) Returning Officials: An official who was formerly an active member in good standing may apply for membership at the discretion of the local Area Director and become an Active Member in this Association by agreeing and adhering to the requirements for active membership without any reinstatement fee or penalty, to include eligibility for varsity games.

Section 3. Application for active membership by New Members or Active Members whose membership was terminated for not meeting the Association requirements shall be accomplished in person by contacting an appropriate Area Director.

(a) The applicant shall pass a football rules examination given at the beginning of the season. The Board of Directors shall determine the passing score at the winter meeting.

(b) If the applicant fails to pass the examination, he/she may, at the discretion of the local Area Directors, become a provisional member.

(c) In order for an active member to remain in good standing and be eligible to renew their membership the following year, the member shall pass the online rules examination by the dates established by the Board of Directors. Those that fail to do so shall have their status reviewed on a case-by-case basis in accordance with the current policy and may have their membership terminated.

(d) The applicant must agree to provide the following:

- (1) a unique email address for CHSAA registration and establishment of an Arbiter account;
- (2) a background check that meets CHSAA requirements; and
- (3) an ArbiterPay account to facilitate payment if the official works for a school utilizing electronic payment.

Section 4. Membership shall begin annually on January 1st, or when an applicant successfully completes the first requirements for membership.

Section 5. Inactive membership may be granted to any previously active member who desires to maintain membership status, but who does not wish to officiate games which are sanctioned by the Colorado High School Activities Association during the period this membership status is effective. This membership status can only be granted to a person who has been an active member for at least three years immediately preceding his application for such status. Inactive members:

(a) Shall have privilege of attending all meetings open to members and shall have the privilege of voting,

(b) Shall not be eligible to hold office within the Association,

(c) Are not required to meet attendance or examination requirements,

(d) Shall be eligible for honorary membership recognition,

(e) Shall be on the publication list for announcements.

(f) Annual dues for inactive members shall be one-half that of the active membership dues.

Section 6. Persons selected for the CFOA Hall of Fame shall have the privilege of attending all meetings, but do not carry the privilege of voting. Hall of Fame status may be extended to any person in any field of endeavor who has made outstanding contributions to football in this region. Active members of this Association desiring to recommend persons for the Hall of Fame should submit such names, with their accomplishments, in writing to the Secretary-Treasurer for consideration of the Board of Directors. The CFOA Hall of Fame induction ceremonies shall be managed by a Committee with the chair appointed by the President. Committee members shall be appointed and serve at the discretion of the Chair. Any membership type may serve on this Committee.

Section 7. Retired Officials shall have the privilege of attending all meetings, but may not vote or hold office. Retired members may be called upon to mentor new officials, to observe officials, and to assist the local Area Directors as they see fit

Section 8. Provisional membership may be granted at the discretion of the Area Directors of the Area in which they seek membership, (to individuals who have not achieved a passing score on the current football examination) and shall be qualified to officiate subject to the following restrictions:

(a) Provisional members shall not have voting privileges in the Association.

(b) Provisional members shall not be eligible to officiate any varsity or playoff games in Colorado.

ARTICLE VI - DUES

Section 1. The annual dues of this Association shall be established annually as a policy at the pre-season meeting of the Board of Directors and shall cover the year beginning the following January 1st.

Registration notices for the coming football season shall be published electronically on or before November 1st and all registrations must be completed and dues paid no later than 12 Noon, December 1st. Any Member whose registration are not current by March 1st prior to the upcoming season will forfeit their membership in the Association, forfeit the opportunity to officiate playoff games, varsity games and must re-apply for membership as a "New Official" in the Association.

Section 2. Payment of the annual dues includes benefits associated with registration with the Colorado High School Activities Association and the Colorado Football Officials Association. The Board of Directors shall be empowered to levy any special assessments needed to conduct the business of the Association.

ARTICLE VII - DUTIES OF OFFICERS

Section 1. President: The President shall:

(a) Serve as a member of the Executive Committee and the Board of Directors and preside at all meetings of this Association.

(b) Under the direction of the Board of Directors conduct all negotiations on behalf of this Association and make every reasonable effort to further the policies adopted by this Association.

(c) At his discretion, appoint committees to conduct Association business.

(d) Upon assuming the office of the presidency, the President will review the constitution and present any adjustments to the Board.

Section 2. President-Elect: The President Elect shall:

(a) Serve as a member of the Executive Committee and the Board of Directors.

(b) In case of absence or disqualification of the President, immediately assume the responsibilities and duties of the President.

(c) When the President has served his term of office, or if he should be unable to complete his term, the

President-Elect shall assume the office of President for the remainder of that term, and then assume and continue as President for his normal term of that office.

(d) Should the office of the President-Elect become vacant, it shall remain so until it can be filled by a special election.

Section 3. Past-President: The Past-President shall:

(a) Serve as a member of the Executive Committee and the Board of Directors and serve as an advisor to the President, President-Elect, and Secretary-Treasurer.

(b) Should the office of the Past-President become vacant for any reason it shall remain so until it can be filled by the normal succession of the President to the office or at the discretion of the President, the previous past President may retain or return to the position.

Section 4. Area Directors: The Area Directors shall:

(a) Serve this Association as members of the Board of Directors and assist in performing the business of the Association as described in the Constitution.

(b) In case of the absence or inability of both the President and President-Elect to act, the Board of Directors shall appoint one of their members to fulfill the duties of the President during his absence.

(c) Establish the time and place for a meeting for the election of Area Directors and for all seasonal Area and local meetings and study sessions and be responsible to notify their membership in advance of such meetings.

(d) Make appointments and establish such local committees as are necessary to best further the interests of this Association within their Area.

(e) Provide a program and an order of business for all Area meetings of this Association.

(f) Keep the minutes of all Area meetings and surrender these minutes to his successor in good condition.

(g) Make a record of the membership attendance at all Area meetings and forward names of those members who have not met the minimum membership standards to the Secretary-Treasurer of the Colorado Football Officials Association.

(h) Perform such other duties within the Area as are requested of him by the Area organization at regular meetings, such duties not to conflict in any way with duties assigned to other officers as described in this Constitution.

(i) Shall inform and encourage prompt payment of dues. This avoids late fees, absence of rulebooks prior to clinics, and absence of names to be printed in the Association's Football Directory.

(j) Attend or send a representative from their Area to every meeting of the Board of Directors. Areas with multiple Directors need only have one Director present. Exceptions must be approved by the President in advance. Unexcused absences may result in sanctions imposed by the Executive Committee.

Section 5. Secretary-Treasurer: The Secretary-Treasurer shall:

(a) Keep the minutes of all meetings of the Board of Directors.

(b) Send out any applicable bills.

(c) Keep all necessary records, pay all bills authorized by the Board of Directors, and have charge of all funds and place such funds in the name of this Association in the depository approved by the Board of Directors.

(d) Submit all books and records for audit by an outside professional accounting agency approved by the Board of Directors.

(e) Be responsible for submitting necessary tax report forms.

(f) Shall assist the President with arranging the time and date for all meetings of the Board of Directors and notify the directors by mail of such meetings.

Section 6. Rules Interpreter: the Rules Interpreter shall:

- (a) Attend the national football rules interpretation meetings on behalf of CFOA; and
- (b) Serve as the official rules person at state tournaments and seasonal play.

Section 7. The President, President-Elect, Past President, and Secretary-Treasurer of the Association shall fulfill the duties of his their offices as described above (Article VII). In the event any one of these listed officers does not fulfill his duties, or is not able to fulfill his duties, he may be removed from office by a 2/3-majority vote of the Board of Directors. Removal from office does not affect the official's membership in the Association.

ARTICLE VIII -AREA ORGANIZATION

Section 1. For purposes of organization, the state shall be divided into 16 (Sixteen) approved Areas as follows:

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|---------------------|--------------------|-------------------------------------|
| 1- Denver | 7-Fort Collins | 12- Durango/Cortez |
| 2- Canon City | 8-Boulder/Longmont | 13- Glenwood Springs (Three Rivers) |
| 3- Colorado Springs | 9-Wray | 14- Grand Junction/West Central |
| 4- Pueblo | 10-Greeley | 15- Lamar |
| 5- Trinidad | 11-San Luis Valley | 16- Steamboat Springs/Craig |
| 6- La Junta | | |

Section 2. Area 1 shall have four (4) Area Directors. Area 3 shall have two (2) Area Directors. All other Areas shall have one (1) Area Director each.

Section 3. Restructuring of Areas

(a) The Executive Committee shall review the composition of District Areas on an annual basis and shall have the authority to merge or eliminate District Areas. Such action may be appealed to the Board of Directors. Actions which may result in such action include, but are not limited to:

- (1) Repeated absences of the Area Director from Board meetings.
- (2) Failure to participate in scheduled training events.
- (3) Failure to adhere to the approved mechanics.

(b) The Board of Directors shall have the authority to create new District Areas provided the following are submitted:

- (1) Individual applications from a significant number of members who would like to be part of a new District Area.
- (2) The concurrence of the Director(s) of the current District Area to which the members belong.
- (3) The concurrence of the CHSAA Liaison.

Section 4. The Area is expected to organize for its best functional use and is empowered for such organization within the limits of this Constitution. Each Area may develop, create and enforce local policies and guidelines in order to better manage and uphold the mission and purpose of the CFOA as long as the policies in place support or are in excess of this Constitution.

Section 5. A minimum of five meetings per season shall be called within each Area. All officials must attend a minimum of five meetings. Each Area may set up its own attendance requirements that may exceed the minimum requirements. Failure to attend the minimum number of required meetings as established in the Area may eliminate an official from membership at the end of that year or varsity

eligibility at the end of that year, unless the member is excused from requirements by the local Area Director because of extenuating circumstances which prohibited the member from meeting all requirements. All requests for a waiver from the requirements must be submitted in writing to the local Area Director.

ARTICLE IX –STANDARDS and DISCIPLINE

Section 1. It is the duty of each member of this organization to maintain conduct so that the general public, the participants, the coaches, league commissioners, and member schools of the Colorado High School Activities Association have absolute confidence in the integrity of this organization.

Section 2. Each member of this organization, by the act of becoming a member, hereby agrees to:

(a) Comply with the National Federation of High School Associations Code of Ethics and the policies and procedures of the Colorado High School Activities Association.

(b) Avoid illegal, unethical, or immoral conduct that adversely affects the ability or appropriateness of the official to perform officiating duties in interscholastic athletics or activities. If the member, as an adult, has been convicted of or pleaded “guilty” or “no contest” to any criminal charge, felony or misdemeanor, that impugns the officials’ reputation, integrity or fitness to act as an official it shall be considered unacceptable. Any type of conviction for a crime of domestic violence, financial impropriety, illegal acts involving a weapon, or moral turpitude shall be considered exceptionally serious and grounds for substantial discipline.

(c) Conduct himself or herself in a professional manner consistent with the integrity and respect due the game of high school football, the student athletes, coaches, game management, parents and fans while representing the Association. Professional responsibility of all officials includes: encouraging, promoting, displaying and enforcing sportsmanship, improving rules and mechanics knowledge, avoiding any conflict of interest or appearance of impropriety, communicating with all game personnel in an appropriate manner, completing all reports and required documents whether for game administration or those required by the assignors, schools or CHSAA including for contracting purposes or payment.

(d) Prepare for the game conditions of the games assigned and be free of any injury or impairment that would be detrimental to officiating.

(e) Adhere to the uniform requirements of the Association and strive to obtain and maintain an athletic appearance. Each official is responsible to have appropriate medical examinations prior to officiating to protect their own and other participants’ health. Football requires the ability to properly cover the plays of a game, including mobility, agility, strength and stamina. Physical fitness and appearance may be considered in the selection of officials for regular season and playoff game assignments.

(f) Correctly apply the NFHS rules and utilize the procedures in the CFOA Mechanics Manual.

(g) Not use alcoholic beverages, marijuana, illegal drugs or impairing medications on the day of participation as an official in any game or event that this Association is a sponsor or a participant. This prohibition shall continue during said day until the game or event is over and the member is no longer identifiable as a representative of this Association.

(h) Not use tobacco or tobacco products on and in the vicinity of the playing field or on school grounds.

(i) Not gamble on any high school sporting event.

(j) Not solicit from, nor pay a fee or provide other benefit to any individual or organization for the purpose of receiving a game assignment.

(k) Abide by any other policies issued by the Board of Directors.

Section 3. Officials who violate Section 2 of this Article shall be subject to discipline. Reports of possible violations will be investigated and, if substantiated, the member may be sanctioned by the Association. Discipline may include probation, supervision, game suspensions, assignment limitations, or membership restrictions to include a lifetime ban.

Section 4. Each member is responsible to report violations of Section 2 of this Article, in writing and signed, to the Area Director(s) of his Area within one week after such violation comes to the attention of the reporting member.

Section 5. Any representative of a CHSAA member school may report a possible violation of Section 2 of this Article to an Area Director, either verbally or in writing. The Area Director may prepare a written summary of the allegation, citing the name and affiliation of the complainant.

Section 6. Each Area Director, upon receipt of any such report must investigate the allegation. If a Director reasonably finds that a violation occurred, the Area Director may assess an appropriate penalty or refer the matter to the Executive Committee for determination of a penalty.

Section 7. Any official disciplined by this Association may petition to have the finding reviewed first by the Executive Committee which shall have the power to affirm, increase or set aside the penalty. If upheld by the Executive Committee, the official may then petition to have the finding reviewed by the entire Board of Directors, at the Board's next scheduled meeting. The Board shall have the power to make a final decision regarding the finding.

Section 8. Any member of this Association whose name is stricken from the rolls may be re-admitted to membership only with the approval of the Board of Directors and the satisfactory completion of Article V, Section 3 of this Constitution.

ARTICLE X - UNIFORMS, PROFESSIONALISM AND PHYSICAL FITNESS

Section 1. The official uniform of this Association shall be that prescribed by the Board of Directors and shall be reviewed periodically.

Section 2. All officials of the Association shall at all times conduct themselves in a professional manner consistent with the integrity and respect due the game of high school football, the student athletes, coaches, game management, parents and fans while representing the Association. Professional responsibility of all officials includes: encouraging, promoting, displaying and enforcing sportsmanship, improving rules and mechanics knowledge, communicating with game personnel in an appropriate manner, adhering to the uniform requirements of the Association, completing all reports and required documents whether game administration or those required by the assignors or schools for contracting purposes or payment.

Section 3. All officials are to be prepared for the game conditions of the games assigned. Each official is highly encouraged to have the appropriate medical examinations to protect their health and those who will be participating in the game with them. Officials should have or strive to obtain and maintain an athletic appearance. Football requires not only the ability to properly cover the plays of a game, but it also requires personal mobility, agility, strength and stamina. Physical fitness and appearance may be taken into account regarding the selection of officials for game assignments and playoffs.

Section 4. Solicitation:

(a) Activities which do not directly promote the officiating of CHSAA sponsored events are not permitted. While there are many worthy causes, the structure and organization of CFOA cannot be used to encourage officials to make donations they would otherwise not entertain.

(b) Leaders must be cognizant that peer pressure, intended or unintended, will cause officials to conform while creating resentment in the long run and become a retention disincentive.

(c) Fund raising events such as golf tournaments to raise funds for the use of the association may be conducted. Such activities can serve to reduce the dues paid by members or enable training and educational opportunities that would otherwise not be affordable. Participation in such events must be voluntary.

(d) Members shall not be solicited for donations to other organizations. Persons in leadership positions cannot use their position to further personal agendas. Members cannot use association events or resources, such as a website, meeting, game, class and other training event to advertise or sell items such as cookies, candy or raffle tickets to benefit other organizations.

(e) The purchase of uniform accessories designed to advertise other organizations shall not be promoted.

ARTICLE XI -AMENDMENTS

This Constitution may be amended at any scheduled meeting of the Board of Directors by a 2/3 vote of the members of the Board of Directors who are in attendance. The amendment will take effect immediately. Amendments may be proposed by any active member. All amendments must reach the office of the Secretary-Treasurer at least 30 days prior to the scheduled meeting of the Board of Directors. The Secretary-Treasurer shall distribute all proposed amendments via email to all Board members at least two weeks prior to the scheduled meeting of the Board of Directors.

Amended Dec 2017