

# **KINGSTON FOOTBALL OFFICIALS ASSOCIATION**

## **CONSTITUTION**

### **ARTICLE 1 - Name**

- 1.1 This organization shall be known as the Kingston Football Officials Association, a non-profit organization, affiliated with Football Ontario and Football Canada.

### **ARTICLE 2 - Purpose**

The purpose of this Association shall be:

- 2.1 To encourage, promote and develop a high standard of officiating within the tackle football leagues in the area.
- 2.2 To provide competent officials to those leagues which use the Association's services.
- 2.3 To disseminate knowledge of the Official Rules of Football in order to bring about a standard interpretation of the rules.
- 2.4 To offer support, assistance and protection of mutual interests to all members.
- 2.5 To enhance the future of the Association through the training and development of officials.
- 2.6 To collaborate with other Districts and /or Provincial and National Associations in achieving these ends.

### **ARTICLE 3 - Membership**

The membership of this Association shall include:

- 3.1 Membership of the Association will be comprised mainly of individuals who are currently officiating. Its membership may also include retired officials, as well as those individuals who have expressed a sincere interest in the promotion and development of officiating.
- 3.2 The Executive shall reserve the right to award an Honorary membership to any person who has made an outstanding contribution to football officiating. Such membership shall automatically expire upon the conclusion of the Annual General Meeting of the Association. Such membership shall not entitle the individual to vote at General Meetings of the Association, however, the Individual shall have the rights and privileges of any other member. Such member shall be

exempt from paying any membership fee. Honorary members may be asked to serve in any capacity.

- 3.3 'Members in good standing' shall have written official exams as required, paid their annual membership dues and have attended a majority of all clinics.  
(Amended December 2009)
- 3.4 The Executive shall have the right to accept or decline any applicant for the season. If a candidate shall be declined, they shall be notified in writing of such decision. Such members shall have the right to appeal in accordance with the procedures and guidelines in the Constitution and By-Laws of the Association.
- 3.5 The Executive shall have the authority to reprimand, fine and/or suspend any member whose conduct has been judged detrimental to the interests of the Association. Said members shall have the right to appeal such action in accordance with the procedures and guidelines in this Constitution or the By-Laws of the Association.
- 3.6 Membership fees paid by members and Official's fees charged to leagues will be established by the Executive each year. This recommendation shall be put forward and voted upon by the members at large at the Annual General Meeting of the Association. This revenue is the basis of the Association's working capital. It shall be disbursed by the Executive to finance the operations and activities of the Association and to pay officials for their services.

#### **ARTICLE 4 - Officers**

- 4.1 The Secretary will garner from the Membership prospective candidates for election to the Executive positions – candidates must be members in good standing by the time of the Annual General Meeting of the Association. The complete list of candidates will be finalized at the Association's last scheduled meeting prior to the Annual General Meeting. The final slate of candidates must be provided to the General Membership at least fourteen (14) days prior to the Annual General Meeting.  
(Added November 2008)
- 4.2 The Executive Officers of the Association shall include a President, Vice-president, Past-president, Assignor, Referee in Chief, Secretary and Treasurer. No one person shall hold more than one position on the Executive.  
(Amended December 2009)
- 4.3 The Officers of the Executive with the exception of the Past-president shall be elected by secret ballot at the Annual General Meeting of the Association from the current members in good standing. The term of office shall be for two (2) years and shall commence at the conclusion of the Annual General Meeting. The election of the Executive shall be staggered with the President, Assignor, and Secretary elected on even numbered years while the Vice-president, Referee in Chief, and Treasurer elected on odd numbered years.

(Amended December 2009)

- 4.4 A quorum for Executive meetings of the Association shall consist of a minimum of Four (4) Executive Officers attending each meeting.  
(Amended December 2009)
- 4.5 Should an Officer of the Association tender their resignation, that position may be declared vacant. Any vacant position or a position that remains unfilled for any reason shall be filled for the remainder of the year by a member in good standing of the Association appointed by the remaining members of the Executive. Should the appointed position have a term of office remaining such that it would not normally be elected at the next Annual General Meeting the position shall be elected by secret ballot, immediately following the normal election order of Officers at the next Annual General Meeting. If the position of Past-president shall be declared vacant, that position shall remain vacant until the retirement of the current President.  
(Amended December 2009)
- 4.6 In the event that an insufficient number of Officers remain in office to form a quorum an 'Extraordinary' General Meeting of the Association shall be called, at which time elections shall take place as prescribed by the Constitution and By-Laws of the Association. Such Officers shall hold office until the next Annual General Meeting.
- 4.7 Any Officer failing to properly discharge the duties of any designated office may have that position declared vacant by a sixty-six and two-thirds (66 2/3) per cent majority vote of the membership at an 'Extraordinary' General Meeting.
- 4.8 No Executive Member may serve in the same capacity, for more than two (2) consecutive terms (maximum of four years) in one office, provided however that following a break in continuous service of at least one year the same person may be re-elected or re-appointed to any office. An Executive Member may serve for more than two (2) consecutive terms in one office if acclaimed or if a majority vote of at least sixty-six and two thirds (66 2/3) of the members present at an Annual General Meeting so appoint or elect.  
(Added December 2009)
- 4.9 Members of the Executive shall be eligible to have the KFOA portion of their dues paid for by the Association as an honorarium.  
(Added November 2003)

## **ARTICLE 5 - Executive**

The duties of the Executive Officers of this Association shall be as follows:

### **5.1 President:**

5.1.1 The President shall insure that the expressed wishes of the membership

are carried out and that the best interests of the Association are given primary consideration.

5.1.2 The President shall preside at Executive and General Meetings with the usual privileges of the office.

5.1.3 The President shall have the power to vote on any matter only when there is a tie vote among the eligible members voting.

5.1.4 The President shall exercise, in addition to his own powers conferred upon him by the Constitution and By-laws of the Association, all duties and powers of the Executive when it is impossible to obtain a vote of the Executive in an emergency.

**5.2 Past President:**

5.2.1 The Past President, in the absence of the President and Vice-President shall assume the chair and perform such duties as are generally assigned to the President and any other duties as assigned by the Executive. The Past President will chair the election of Executive Officers at the Annual General Meeting.

(Amended December 2009)

**5.3 Secretary:**

5.3.1 The Secretary shall be responsible for recording and maintaining accurate minutes of the proceedings of all meetings. The Secretary shall keep a permanent record of the minutes which can be examined by members upon reasonable notice and shall be handed over to a successor.

5.3.2 The Secretary shall maintain an accurate and current copy of the Constitution and By-Laws of the Association. In the event of any discrepancies of the documents and any other copies, those maintained by the Secretary shall be deemed to be the official and operative documents of the Association.

5.3.3 The Secretary shall be responsible for maintaining records of correspondence and other administrative matters pertaining to the Association.

5.3.4 The Secretary shall be responsible for developing and maintaining an accurate membership roster and recording attendance at the Annual General Meeting, 'Extraordinary General Meetings' and General Meetings of the membership.

**5.4 Treasurer:**

- 5.4.1 The Treasurer shall maintain an accurate and complete set of books, vouchers, receipts and records of the finances of the Association detailing all expenses, liabilities and debts in addition to all sources of funds, revenues and monies received or due the Association, and to pay all expenses of the Association as authorized and directed by either the Executive or duly passed motions of the membership.
- 5.4.2 The Treasurer shall have 'signing authority' for all fiscal matters of the Association.
- 5.4.3 The Treasurer shall present an annual financial report at the Annual General Meeting and financial reports at regularly scheduled meetings of the Association when significant changes in the financial position of the Association occur. The Treasurer shall be responsible for preparing financial reports at the request of the President.
- 5.4.4 The Treasurer shall make available for examination the books, records and summaries of all financial transactions of the Association upon request by the Executive or membership.

**5.5 Assignor:**

- 5.5.1 The Assignor shall have the responsibility for assigning officials for all games within the jurisdiction of the Association. The Assignor shall communicate with the Conveners of the leagues with which the Association is normally associated.
- 5.5.2 The Assignor shall be responsible for the assignment of Officials who are members in good standing with the Association to all user groups that come under the jurisdiction of this Association. The assignor shall, wherever possible, ensure that officials assigned to games have been assessed, and have the ability to officiate at the assigned level and position. The Assignor shall endeavor to assign games in a fair and equitable manner given the constraint of individual official's availability, experience and competence.
- 5.5.3 The Assignor shall keep a permanent record in writing of the number and types of games officiated by each member, which can be examined by any member upon reasonable notice.
- 5.5.4 The Assignor shall be paid for each official assigned to a regulation

game. The amount of remuneration shall be established and recommended by the Executive each year. This recommendation shall be put forward and voted upon at Annual General Meeting of the Association.

- 5.5.5 The Assignor shall invoice all leagues covered in the Association's jurisdiction and keep a record of all monies owing to each member.

(Added November 2002)

#### 5.6 **Referee-in-Chief:**

- 5.6.1 The Referee-in-Chief shall arrange discussions, rule interpretations, clinics, the writing of examinations, and demonstrations for the benefit of the Association, its members and others interested in football in general.
- 5.6.2 The Referee-in-Chief is responsible for the supervision of officials. The Referee-in-Chief may delegate other 'senior' members of the Association to assist as they see fit.
- 5.6.3 The Referee-in-Chief shall be responsible to provide a classification list of officials to the Assignor as deemed necessary.
- 5.6.4 The Referee-in-Chief shall be responsible for the administration of discipline within the Association. The Referee-in-Chief or his delegate shall chair all disciplinary matters.

#### 5.7 **Vice-President**

- 5.7.1 The Vice-President, in the absence of the President shall assume the chair and perform such duties as are generally assigned to the President.
- 5.7.2 The Vice-President in conjunction with the Referee-in-Chief, will plan and coordinate clinics and information sessions as well as schedule on-field evaluations.
- 5.7.3 Other duties as assigned including the assistance of other members of the Executive as necessary.

(Added December 2009)

## **ARTICLE 6 - Meetings**

- 6.1 Executive meetings shall be held as determined by the President. There shall be minutes and attendance recorded for each Executive meeting. A quorum shall consist of three or more officers being present.
- 6.2 General Meetings shall be called by the President, with the agreement of the majority of the members and will be held on a regular basis during the season. Members shall be required to attend on a regular basis. Preference for assignments will be given to those officials attending regular meetings. There shall be minutes and attendance recorded for each meeting. A quorum for General meetings of the Association shall be the 'members in good standing' attending each meeting. The meeting shall be open to all members of the Association, league officials, and others interested in the promotion of football.
- 6.3 The end of the season meeting shall be known as the Annual General Meeting (AGM). The Annual General Meeting shall be for the purpose of amending the Constitution and By-Laws, the election of officers, receiving of reports, the setting of Membership fees paid by members, the setting of Official's fees and travel fees charged to leagues, the setting of any remuneration to be paid to the Assignor, and attending to general business which may arise. The membership shall be notified a minimum of two weeks in advance and encouraged to attend. A quorum shall be those 'members in good standing' of the Association present. There shall be minutes and attendance recorded for the Annual General Meeting.
- (Amended November 2002)
- 6.4 'Extraordinary' General meetings may be called by the President or any Officer at any time. Such meetings may also be called when sixty-six and two-thirds ( $\frac{66}{2/3}$ ) of the 'members in good standing' demand such a meeting. Every effort shall be made to contact all members one week in advance prior to these meetings. The quorum for such a meeting will be those 'members in good standing' of the Association present. There shall be minutes and attendance recorded for all 'Extraordinary' General meetings held.

## **ARTICLE 7 - Order of Business**

- 7.1 The order of business for Executive and General meetings shall be conducted in the following manner and shall include but not be limited to the following:

Meeting called to Order – President's remarks  
Minutes of previous meeting

Business arising from the minutes  
Reading and consideration of correspondence  
Unfinished business from previous meetings  
Executive reports and committee reports  
General business and new business  
Clinic and technical discussions  
Next meeting date  
Adjournment

- 7.2 The business of the Annual General Meeting shall be conducted in the following manner and shall include but not be limited to the following:

Meeting called to Order  
Minutes of previous AGM  
Business arising from the minutes  
Reading and consideration of correspondence  
Amendments to the Constitution and By-Laws  
Reports of Executive Officers  
Setting of Membership fees, Officials fees, travel fees and Assignor rates  
Unfinished business and general business  
Election of Executive body in the following order,  
- *President, Assignor, and Secretary shall be elected on even numbered years.*  
- *Vice-President, Referee in Chief, and Treasurer shall be elected on odd numbered years.*  
Adjournment

(Amended December 2009)

### **ARTICLE 8 - Rules of Order**

The following are the regulations for government of the affairs of the Association during the time of business, and the business shall be disposed of in the following manner:

- 8.1 The rules contained in "Robert's Rules of Order" shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with the Constitution and By-Laws of this Association.
- 8.2 The presiding officer shall ensure that the discussion is kept orderly. The presiding officer has the power to adjourn the meeting in the event of a serious disruption.
- 8.3 Any 'member in good standing' with the Association can present agenda items for discussion and/or voting.

- 8.4 No motion shall be received unless properly moved and seconded, and said motion shall not be open for discussion until so stated by the presiding officer.
- 8.5 There shall be no further debate, or discussion of any motion after that motion has been 'put to a vote' by the presiding officer.
- 8.6 The right to vote is available to all members who are 'in good standing' with the Association. When a vote is called for from the members with voting power, a vote shall be taken in accordance with Robert's Rules of Order. Votes shall be taken by a show of hands, unless a secret ballot is requested in the original motion by the mover, or deemed advisable by the presiding officer, or prescribed elsewhere in the Constitution or By-Laws of the Association.
- 8.7 A majority vote of fifty (50) per cent plus one (1) of the members present is required for a motion to be passed, unless otherwise stated in the Constitution or By-Laws of the Association.
- 8.8 Matters not covered in the Constitution or By-Laws of the Association shall be at the discretion of the Executive. Such topics may be dealt with as needed at an Executive Meeting. Any decisions shall be recorded in minutes and presented to the membership. Where a decision requires any change in the operating policies and procedures of the Association, it will be put to a vote at a General Meeting. Where a decision requires a Constitutional Amendment, it shall be put to a vote at the Annual General Meeting.

## **ARTICLE 9 - Amendments**

- 9.1 Amendments to the Constitution may only be made at the Annual General Meeting. A two-thirds (2/3) majority of the eligible votes cast are required in order to amend the Constitution. Proposed amendments to the Constitution are to be submitted in writing to the Secretary, at least two (2) weeks in Advance of the Annual General Meeting. Any amendments or changes to the Constitution duly passed shall take effect immediately following the conclusion of the Annual General Meeting.
- 9.2 Changes to the By-Laws may be made at the Annual General Meeting or at any 'Extraordinary' General Meeting. A fifty (50) per cent plus one (1) majority of the eligible votes cast are required in order to amend the By-Laws. Proposed amendments to the By-Laws are to be submitted in writing to the Secretary at least two (2) weeks in advance of a meeting. Any amendments or changes to the By-Laws duly passed shall take effect immediately following the conclusion

of the Annual General Meeting or 'Extraordinary' General Meeting.

- 9.3 Amendments to either the Constitution or the By-Laws must be submitted in writing by a 'member in good standing' with the Association to the Secretary so that a list of all proposed amendments can be established prior to the meeting. Any submissions for amendments shall also be signed by at least two (2) other 'members in good standing'.
- 9.4 A copy of the current Constitution and By-Laws of the Association shall be available upon request to any 'member in good standing' not later than the first General Meeting of each season.

### **ARTICLE 10 - Absentee Voting**

- 10.1 Voting in one's absence shall be limited to matters before the Annual General Meeting of the Association or an Extraordinary' General meeting. In such case, it shall be available when the absent 'member in good standing' has granted such authorization in writing (proxy) to an eligible voter who shall be present at the meeting to exercise this privilege. Such privilege will be limited to all matters with the exception of the election of Officers.

(Amended November 2008)

- 10.2 With respect to the election of Officers, any 'member in good standing' has the option to seal their ballot without identification and return it to the Secretary prior to the Annual General Meeting or Extraordinary General Meeting. The Secretary will compile a list of member(s) who have submitted early ballots. All completed ballots will then be brought forward to the Annual General Meeting or Extraordinary General Meeting where they will be counted without identification with other cast votes.

. (Amended November 2008)

### **ARTICLE 11 - Interpretation of the Constitution**

- 11.1 Wherever used in this Constitution, By-laws, and Rules and Regulations of this Association the masculine includes the feminine, the singular includes the plural and vice versa, whenever the context requires or permits. All provisions, paragraphs, sub-paragraphs, and terms of the Constitution, By-laws and Rules and Regulations shall be deemed to be severable one from the other, and if such provision, paragraph, sub-paragraph or term is ever found or declared by competent authority to be void or invalid, same shall be deemed to be stricken from the Constitution, By-laws, or Rules and Regulations, as the case may be, without affecting the validity of any other provision, paragraph, sub-paragraph, section or term.



## **KINGSTON FOOTBALL OFFICIAL'S ASSOCIATION**

### **BY-LAWS**

#### **By - Law 1.0 - Officials Dress**

- 1.1 All members must conform to uniform dress as required: black / white vertically striped shirt, black shorts / white long pants, white socks with horizontally black top stripes, black hat with white piping (Linesmen and Umpires), white hat with black piping (Head Referee), and black shoes with white laces. During occasions of inclement weather, the crew chief can decide that the crew will wear Association approved standard black wind pants instead of the white long pants.

(Amended November 2008)

#### **By - Law 2.0 - Officials Duties**

- 2.1 The Referee and his crew will be designated by the Assignor. All members of the Association shall adhere to the on-field procedures as recommended by the C.F.O.A. manual and clinics.
- 2.2 Members shall only accept tackle football games which have been assigned by the Assignor. All games worked by members of this Association shall be assigned by the Assignor. Failure to comply with this may result in discipline being taken against the member involved by the Association.
- 2.2 Once a member has accepted a game it shall be that individual's responsibility to appear at the designated time and place. If the individual is unable to appear at the scheduled time and if more than forty-eight (48) hours remain before the game, the member shall phone the assignor and the assignor shall reassign the game to another member of the Association. If less than forty-eight (48) hours remain before game time the individual member shall be responsible for obtaining a suitably qualified replacement to take the scheduled game, both members shall be responsible for advising the Assignor of the change.
- 2.3 Any official who misses an assignment shall report the reason and circumstances to the Assignor. Failure to appear for a scheduled game shall result in forfeiture of the game fees, plus a fine payable to the Association in the amount of the game fee and any other disciplinary actions the Executive may see fit. Such fines shall be deducted by the Treasurer from any monies due the member.

### **By - Law 3.0 - Officials Conduct**

- 3.1 When acting in any capacity as a member of the Association, officials shall, at all times, be courteous and respectful of their fellow officials, players, coaches and fans.
- 3.2 During any on field discussions with players regarding rule interpretations or infractions, officials shall remain calm and respectful at all times. Where possible, such discussions shall be limited to the Referee and team Captains only. Officials should report any penalty infractions directly to the Referee and avoid discussing the matter with the players involved.
- 3.3 Any on field disagreement between officials shall be discussed in private in a calm respectful manner away from the players. Where the disagreement cannot be satisfactorily resolved during an official's time-out, the matter shall be resolved at half-time or after the game. Where the matter cannot be resolved among the officials working the game, it shall be addressed by the Referee-in-Chief at the next Association meeting to ensure that there is a consistent understanding / interpretation among all members of the Association.

### **By - Law 4.0 - Complaint Procedure**

- 4.1 Where a formal complaint is filed against a member of the Association for inappropriate conduct, the matter shall be addressed by the Executive using the following procedures:
  - 4.1.1 To be valid, formal complaints must be made in writing to the Referee-in-Chief / President and / or Assignor within 72 hours of the incident and be accompanied by a full written report from the person or team making the complaint.
  - 4.1.2 Within 48 hours of receipt of the complaint, the Referee-in-Chief shall obtain a written report from the Referee and/or other officials working the game during which the incident occurred.
  - 4.1.3 Within 48 hours of receipt of the complaint, the Referee-in-Chief shall also request a written response to the complaint from the official / officials involved.
  - 4.1.4 Following receipt of all required documentation and no later than seven (7) days after the receipt of the complaint, the Referee-in-Chief shall convene a meeting of the Association Executive to address the matter. The official named in the complaint, representatives of the teams involved in the game, and the other officials who worked the game may be requested to attend the meeting.
  - 4.1.5 Where the Referee-in-Chief is not available to deal with the matter, or is directly involved in the incident, another member of the Executive or a 'member in good standing' may be appointed by the Executive to assume their duties and to ensure that the matter is dealt with promptly and fairly.

- 4.2 Following a complete review of the matter, if the Executive determines that the official's conduct was inappropriate, the official may be subject to one or more of the following disciplinary actions:
- 4.2.1 A suspension during which time the official will not receive any game assignments, and/or a period of probation during which time the official's on field performance will be evaluated by the Referee-in-Chief, and/or a loss of any further game assignments for the balance of the season should the incident occur during the play-offs.
  - 4.2.2 Where a formal complaint is made near the end of the season, any period of probation or suspension or any loss of further game assignments may carry over to the beginning of the next season at the discretion of the Association Executive.
  - 4.2.3 Any further incidents resulting in a formal complaint while an official is on probation will result in immediate suspension.

#### **By - Law 5.0 - Appeal Procedure**

- 5.1 Members shall have the right to appeal any fine, suspension or disciplinary action or process. The method for any appeal shall be by an application in writing to the Referee In Chief of the Association or his delegate within in seven (7) days of receiving notification of discipline outlining the reason for the appeal, and any mitigating factors concerning the situation. Upon receiving written notification of an appeal, the Referee In Chief or his delegate shall convene a committee of three members, one of which shall be appointed by the Executive, another one of which shall be appointed by the member launching the appeal, and a third member to act as 'Chairman' of the committee. This third member shall be agreed upon by the two appointees of the respective parties. If the two appointees are unable to agree upon a neutral Chairman, the members 'in good standing' shall elect a member who shall act as Chairman. The decision of this tribunal shall be binding in all matters to the parties concerned.

#### **By - Law 6.0 - Cancelled Games**

- 6.1 When officials are assigned to a game(s) and upon arrival at the game, and it is discovered that the game(s) has been cancelled or rescheduled to a different start time, the officials will be paid the full game(s) fee plus travel expenses where applicable.

#### **By - Law 7.0 - Withdrawal of Services**

- 7.1 Officiating services of the Association may be withdrawn from a League, a team, or a coach of a team, or a player on a team should conditions warrant. Initial action will be taken by the Executive and followed up within 48 hours. The terms of the withdrawal of services will vary with each situation and shall be decided by a majority vote of the members present at a meeting convened to consider this matter.

#### **By - Law 8.0 - Awards**

- 8.1 Awards are presented to acknowledge outstanding achievement by the officials of the Association, and will only be awarded when the Executive feels that the necessary criteria have been fully met.
- 8.2 Wayne Norris Silver Whistle Award - The recipient of this award is one who, throughout their officiating career, has demonstrated leadership, integrity, a degree of commitment and a dedication to upholding the standards of the Association far beyond the expectation of the Association.

To preserve the prestige of this award, its presentation is at the discretion of the Executive, and not necessarily on an annual basis. Nominations for this award must be received from the membership four weeks in advance of the Annual General Meeting in any given year.

- 8.3 Horse's Ass Award - This prestigious honour shall be bestowed annually upon a member who has either screwed up more times than they care to remember, or has been involved in such a magnanimous event that it can not possibly be overlooked. It should be noted that previous recipients are not exempt from winning this award more than once in their career.

#### **By - Law 9.0 – Fees and Rates**

- 9.0 The business of the Annual General Meeting under Article 7.2 shall include the setting of Membership fees, Officials' fees, travel fees and Assignor rates. Such rates as passed at the Annual General Meeting shall form the basis of this By-Law and be governed by the terms and conditions of a By-Law.

(Added December 2009)