

**BYLAWS OF THE  
CAPITAL AREA CHAPTER  
OF  
PENNSYLVANIA INTERSCHOLASTIC ATHLETIC  
ASSOCIATION FOOTBALL OFFICIALS**

**ARTICLE I**

**Name**

The name of this Chapter is the Capital Area Chapter of Pennsylvania Interscholastic Athletic Association Football Officials, Inc.

**ARTICLE II**

**Objectives**

The following are the objectives of the Chapter as nonprofit corporation:

- (1) To promote, strengthen, and enhance the welfare of the game of the game of Football, its players, officials.
- (2) To provide a forum for the exchange of information, ideas, techniques, procedures, and needs for the best possible training of officials to enable each official to benefit from the knowledge and experience of others.
- (3) To establish and maintain the highest ideals of amateur sportsmanship by encouraging the spirit of fair play in connection with the game of Football.
- (4) To develop among all football officials a thorough understanding of the rules of the game.
- (5) To encourage every official to accept the responsibility of enforcing the spirit as well as the letter of the rules promptly and consistently.

**Article III**

**Membership**

1. An individual who has passed the PIAA exam, is PIAA compliant and has paid their chapter dues is eligible for membership.
2. An official who transfers from another chapter is eligible for membership once he/she has completed:
  - a. Receipt of a letter of good standing from the secretary of his/her old chapter
  - b. Payment of chapter dues
  - c. Provided proof of compliance with all PIAA requirements.
3. Membership is contingent upon attendance at a minimum of six meetings as established by the PIAA. Eligibility for chapter playoff assignments requires a member to attend a minimum of ten chapter meetings.

4. Inactive members will not be eligible for PIAA, non-PIAA, chain crew and clock operation assignments.

#### **Article IV Officers**

1. Chapter officers are:
  - a. President
  - b. Vice President
  - c. Secretary
  - d. Recording Secretary
  - e. Treasurer
  - f. Interpreter
  - g. Six Delegates at Large. (each to serve a two-year term)
  
2. Executive Board:
  - a. All chapter officers listed above
  - b. Ex-officio members:
    1. Immediate Past President
    2. Training and Recruitment Officer (appointed)
    3. Youth Football Assignor (appointed)
    4. Adult/Recreational League Assignor (appointed)
    5. Parliamentarian (appointed)
    6. Web Master (appointed)
  
3. Duties and powers of the elected officers of the chapter:
  - a. President
    - 1) To preside over chapter and executive board meetings
    - 2) To appoint standing and other committees as necessary for the operation of the chapter
    - 3) To appoint, with executive board approval, individuals and ad-hoc positions deemed necessary to carryout of chapter duties/functions
    - 4) To appoint a replacement for any officer unable to complete their term.
  - b. Vice President
    - 1) To perform duties of the President in his absence
    - 2) To chair the banquet committee
    - 3) To chair the grievance committee
  - c. Secretary
    - 1) To handle chapter correspondence
    - 2) To maintain attendance records per PIAA requirements
  - d. Recording Secretary

- 1) To maintain chapter records
- 2) Provide minutes of the previous business meeting to the members at least one week prior to each business meeting to the members at least one week prior to each business meeting
- e. Treasurer
  - 1) Handles all financial matters of the chapter
  - 2) Provides a detailed report to the chapter one week prior to each business meeting
- f. Interpreter
  - 1) Prepares and presents rules, interpretations at chapter meetings.
  - 2) Represent the chapter at district, state and national meetings with the approval of the executive board.

4. Duties and powers of ex-officio members of the E-Board:

- a. Youth Football Assignor
  - 1) Assign youth football games.
- b. Adult/Recreational League assignor
  - 1) Assign adult/recreational league football games
  - 2) Assist Youth Football assignor as needed
    - a. An additional back-up assignor shall be appointed but not serve as a member of the E-Board.*
- c. Web Master
  - 1) Maintains chapter website
  - 2) Submits semi-annual expenses to the Treasurer
- d. Parliamentarian
  - 1) To rule on all points of order at a CACPFO meeting

5. The following shall be standing committees of the chapter. They are to be appointed by the President prior to the first meeting of each year. Each committee to have a chairperson and 2 additional members.

- a. Audit
- b. Awards/Service
- c. Banquet
- d. Grievance
- e. Nominating

6. Expenses incurred by any individual listed above to be reimbursed with the approval of the executive board

- a. The Secretary, Recording Secretary and Treasurer are eligible for honorariums

b. The Secretary, Recording Secretary and Treasurer honorarium to be recommended by the EB and approved by a majority of members at the last business meeting of the current season.

## **Article V Meetings**

1. Attendance – meeting credit
  - a. Arrival within 10 minutes of the starting time
  - b. Stay for the entire meeting
  
2. Business meetings
  - a. There shall be at least 2 business meetings each year
  - b. A quorum shall consist of 33 1/3 % of the members
  - c. Nominating committee candidates
    - 1) Presented to the recording secretary for reading to the members at 2 meetings prior to the last business meeting
    - 2) Nominations from the floor can be made following the reading by the Recording Secretary at the meeting. This is the only opportunity for nominations from the floor

## **ARTICLE VI DUES**

Dues and assessments shall be established by the Executive Board and payable by February 1 of each year for the following season. A member who does not pay dues by March 15 shall be recommended to the PIAA for suspension.

## **ARTICLE VII PENALTIES**

### Section 1.

- (a) A member who misses an accepted game assignment shall pay the Chapter a penalty in the amount of the fee for the missed assignment.
- (b) There shall be no penalty under subsection (a) if either of the following apply:
  - (1) The member notifies the assignor 24 hours in advance of the assignment.
  - (2) The Executive Board determines that acceptable extenuating circumstances exist.

### Section 2.

(a) Executive Committee has discretion to review and recommend disciplinary action to the PIAA and Non-PIAA Assignors for conduct unbecoming of an registered official.

## **ARTICLE VIII GRIEVANCES**

### Section 1.

The Grievance Committee has the power and duty to receive, review, investigate, and adjudicate grievances filed by members.

### Section 2.

The Grievance Committee is composed of the Vice—President, who shall serve as Chairman, and four other members, appointed by the President, who must not be members of the Executive Board.

### Section 3.

(a) The grievance procedure is as follows:

- (1) A member who has a grievance shall submit the grievance in writing to the Chairman of the Grievance Committee.
- (2) The committee shall schedule a hearing on the grievance within 30 days of submission under paragraph (1)
- (3) The committee shall rule on the grievance within 30 days of the hearing under paragraph (2)

(b) Any party affected by the ruling under subsection (a) (3) may appeal the ruling to the Executive Board.

- (1) The appeal must be made in writing within 30 days.
- (2) The Executive Board shall rule on an appeal within 30 days of submission under paragraph (1).

## **ARTICLE IX AWARDS**

The Executive Committee shall have the discretion to determine and establish chapter awards.

**ARTICLE X  
APPROVAL AND AMENDMENT OF BYLAWS**

Section 1.

The bylaws must be approved by a vote of 2/3 of the members present at a business meeting.

Section 2.

The bylaws may be amended by a vote of 2/3 of the members present at a business meeting. A vote to amend the bylaws must take place at a business meeting preceded by notice in one of the following forms:

- (1) Written correspondence by the Secretary.
- (2) Announcement at the immediately preceding business meeting.

**ARTICLE XI  
Bylaws**

These chapter bylaws are formulated and adopted to guide local administration. They shall not however, supersede nor conflict with any provision of the constitution and bylaws of the PIAA, which are attached and incorporated herein by reference.