

**CONSTITUTION 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.

(6) To adhere to the policy on nondiscrimination on the basis of gender set forth in Articles XIV, §§ 4 and 5, and XV, §§ 1 and 2, of the Constitution and Bylaws of Chapters of PIAA-Registered Officials, set forth in Appendix C.

### **ARTICLE III**

### **MEMBERSHIP**

#### **Section 1.**

An individual who submits an application and one year's dues is eligible for membership.

#### **Section 2.**

(a) Upon receipt of the request and dues under section the official individual will be placed on probationary membership until does all of the following:

(1) Successfully completes the Chapter School Officiating.

(2) Works one football season as an official.

(b) At the end of the probationary period under subsection (a), the official is eligible for active membership upon majority vote of the members present at a business meeting.

**Section 3.**

An official who transfers from another chapter is eligible for membership upon all of the following:

- (1) Submission of a letter of good standing from the secretary of the chapter from which the official is transferring.
- (2) Payment of one year's dues.
- (3) Majority vote of the members present at a business meeting.

**Section 4.**

Membership is contingent upon payment of dues and attendance at the number of meetings required by the Pennsylvania Interscholastic Athletic Association per season.

**ARTICLE IV**

**OFFICERS**

**Section 1.**

- (a) The following are the officers of the Chapter:
  - (1) President.
  - (2) Vice—President.
  - (3) Secretary.
  - (4) Recording Secretary.
  - (5) Treasurer.
  - (6) Interpreter(s).
  - (7) Six Delegates at Large, in accordance with Appendix

B:

(i) Two to serve for three years.

(ii) Two to serve two years.

(ii) Two to serve for one year.

(b) Collectively, the officers of the Chapter, the immediately preceding President, the Training and Recruitment Officer under subsection (c), and the Parliamentarian under subsection (d) constitute the Executive Board.

(c) The Executive Board shall appoint a Training and Recruitment Officer and a non P.I.A.A. Assignor. The Training and Recruitment Officer shall be an *ex officio* member of the Executive Board. The non-P.I.A.A. Assignor shall be an *ex officio* member of the Executive Board.

(d) The President shall appoint a Parliamentarian. The Parliamentarian shall be non-voting *ex officio* member of the Executive Board.

## **Section 2.**

(a) The following are the powers and duties of the Executive Board:

(1) President:

(i) To preside over meetings of the Chapter and the Executive Board.

(ii) To appoint standing and other committees as necessary for the operation of the Chapter.

(iii) To appoint, with the approval of the Executive Board, such individuals and ad hoc positions deemed necessary to carry out the functions or

duties that are necessary to the operation of the chapter.

(iv) To appoint a replacement for any officer who is unable to complete his term of office.

(2) Vice-President: To perform the duties of the President in the absence of the President, to chair the Banquet Committee, and to succeed to the office of President in the following year.

(3) Secretary:

(i) To handle correspondence.

(ii) To assist with game assignments.

(4) Recording Secretary: To maintain the records of the Chapter.

(5) Treasurer:

(i) To be the financial officer of the Chapter.

(ii) To handle all financial matters.

(iii) To make an annual report to the Chapter.

(6) Interpreter(s):

(i) To prepare programs for rules study and interpretation.

(ii) To represent the Chapter at regional, state, and national meetings.

(7) Delegates at Large: To represent the membership on the Executive Board.

(8) Training and Recruitment Officer:

(i) [Repealed]

(ii) To set up and conduct the Chapter School of Officiating, in order to supervise training of probationary members.

(iii) To make recommendations to the members as to the qualification

of probationary members.

(iv) To organize and supervise the recruitment of new members.

(8.1) Non-P.I.A.A. Assignor: To assign non-P.I.A.A. games

(9) Parliamentarian: To rule on points of order at meetings.

(b) The Executive Board shall set and execute the policies of the Chapter in accordance with this constitution and with the will of the membership.

(c) The following shall be standing committees of the Chapter:

(1) Audit.

(2) Awards/Service.

(3) Banquet.

(4) Grievance.

(5) Training.

(6) Nominating.

(7) Ratings.

### **Section 3.**

(a) The original slate of officers shall serve as provided in Appendix A.

(b) Beginning with the 1991 season, officers other than the President shall be elected for a one-year term by majority vote at the last business meeting of the season; and the Vice-President shall succeed the President each year.

**Section 4.**

(a) The individuals mentioned in this section shall be reimbursed for expenses incurred in the discharge of duties.

(b) The Secretary, Recording Secretary, Treasurer, and Parliamentarian shall receive annual honorariums. Honorariums for a season must be recommended by the Executive Board and approved by a majority vote of the members present at the last business meeting of the preceding season.

(c) Honorariums for other positions, duties; or individuals appointed by the President for Chapter responsibilities may be established under subsection (h)

**ARTICLE V**

**MEETINGS**

**Section 1.**

The Chapter shall meet at times and places chosen by the Executive Board.

**Section 2.**

At least two meetings each year shall be business meetings. At the business meetings a quorum shall consist of 33 1/3% of the active members. The Nominating Committee's slate of nominated candidates must be presented to Recording Secretary for reading to the membership at

two meetings prior to the last business meeting of the year. Nominations from the floor must be presented to Recording Secretary for reading to the membership two meetings prior to the last business meeting of the year.

## **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. Dues paid after February 1 are subject to a \$10 penalty up to March 1 and to a \$25 penalty up to April 1. A member who does not pay dues by April 1 shall be suspended.

## **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.

(c) A member shall be assessed a fine for late payment of dues. The fine shall be



determined by the Executive Board.

**Section 2.**

(a) A member may be disciplined for any of the following:

(1) Failure to maintain professional competence. A member fails to maintain professional competence if any of the following apply:

(i) The member has been fined under section 1 more than once in a three-year period.

(ii) The member has:

(A) received unsatisfactory composite performance ratings from coaches and officials; and

(B) failed to work with the Training Committee to improve those ratings.

(2) Failure to maintain professional ethics. A member fails to maintain professional ethics if any of the following apply:

(i) The member is sentenced for a criminal offense which involves an individual under 18 years of age.

(ii) The member engages in conduct which damages the reputation of the Chapter.

(3) Failure to pay dues.

(b) Discipline shall be imposed by the Discipline Committee. The Discipline Committee is composed of five members appointed by the President, one of whom shall be appointed Chairman. No members of the Committee may be members of the Executive Board.

(c) The discipline procedure is as follows:

- (1) The procedure is initiated by a complaint as follows:
  - (i) For a violation of subsection (a) (1) (i), the complaint must be made by the Secretary.
  - (ii) For a violation of subsection (a) (1) (ii), the complaint must be made by the Chairman of the Training Committee.
  - (iii) For a violation of subsection (a) (2), the complaint must be made by a member of the Executive Board.
  - (iv) For a violation of subsection (a) (3), the complaint must be made by the Treasurer.
- (2) A complaint must be brought within one year of the date of the occurrence which is the basis of the disciplinary action.
- (3) The committee shall schedule a hearing on the complaint within 20 days of receipt of the complaint.
- (4) Within 30 days of the hearing, the committee shall rule on the complaint as follows:
  - (i) Dismiss the complaint.
  - (ii) Impose a sanction against the member. Sanctions are as follows:
    - (A) An order to the member to rectify the situation.
    - (B) Suspension from Chapter scheduling of games for a stated time.
    - (C) Permanent expulsion from Chapter scheduling of games.
- (5) Failure of the committee to act within 30 days constitutes dismissal of the

complaint.

(d) A member who is sanctioned under subsection (c) (4) may appeal the ruling to the Executive Board.

(1) The appeal must be made in writing within 30 days of the imposition of the sanction.

(2) Within 30 days of the receipt of the appeal, the Executive Board shall rule on the appeal as follows:

(i) Affirming the decision of the Discipline Committee.

(ii) Reversing the decision of the Discipline Committee.

(iii) Modifying the decision of the Discipline Committee.

(3) Failure of the Executive Board to act within 30 days of receipt of the appeal constitutes reversing the decision of the Discipline Committee.

(e) A decision of the Executive Board under subsection (d)(2)(i) or (iii) must be ratified by a majority of the membership at the first business meeting following the decision. Failure of ratification constitutes reversing the decision of the Discipline Committee.

(f) Once a complaint is dismissed under subsection (c) (4) (i) or (5), subsection (d) (2) (ii) or (3), or subsection (e), a subsequent complaint may not be brought for the same occurrence.

## 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**

## ARTICLE X

### APPROVAL AND AMENDMENT OF CONSTITUTION

#### Section 1.

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

#### Section 2.

This constitution may be amended by a vote of 2/3 of the members present at a business meeting. A vote to amend the constitution 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.

Adopted August 25, 1988. Amended August 3, 1989; November 8, 1990; August 13, 1992; August 19, 1993; November 10, 1994; August 1, 1996; August 14, 1997; August 6, 1998; August 17, 2000; August 15, 2006.

