

NEW JERSEY FOOTBALL OFFICIALS ASSOCIATION
CENTRAL JERSEY CHAPTER

BY-LAWS

ARTICLE I: NAME:

1. The name of this organization shall be the Central Jersey Chapter of the New Jersey Football Officials Association. (Chapter).

ARTICLE II: PURPOSE:

1. The purpose of this Association shall be:
 - a. To promote the welfare of the American game of football, its players and officials;
 - b. To improve the standard of officiating; j
 - c. To train and properly qualify capable officials;
 - d. To encourage the spirit of fair play and sportsmanship;
 - e. To cooperate with the New Jersey State Interscholastic Athletic Association, Inc. in activities which concern both organizations.

ARTICLE III: THE ADMINISTRATION OF THE CHAPTER:

1. The governing body of this Chapter shall be the Chapter Council composed of the Chapter and District Officers, the appointed officers, the Immediate Past Chairman, and eligible Past Chairmen.
2. The general business pertaining to the administration of this Chapter shall be transacted during duly constituted meetings of the Chapter Council.

The Chapter Officers and District Vice-Chairmen shall form an Executive Committee with powers to act for and in the name of the Chapter Council when such action is taken after the majority vote of all those officers who are present and eligible to serve on it. All actions shall be timely reported to the Chapter Council.

3. The annual General Meeting of this Chapter shall be on the first Thursday following Labor Day, unless otherwise set by Chapter Council. The Chapter Chairman, with the

consent of the Executive Committee may call a Special General Meeting of the membership of this Chapter at any other time.

- a. The agenda for any General Meeting shall be approved in advance of the meeting by the Chapter Council of the Executive Committee.
 - b. Not less than thirty (30) days written notice shall be given by the Secretary-Treasurer for any General Meeting.
4. It shall be the policy of this Chapter that meetings of members, except those which have been called as a General Meeting, shall be restricted to the interpretation and study of rules, mechanics of officiating, and the training of members and cadets.
 5. A quorum for meetings of the Chapter Council shall be one more than 50% of the members thereof. A majority vote of the members present, provided there is a quorum, shall be necessary for the approval of any business brought before it.
 6. A quorum for a General Meeting shall be two-thirds of the active members in good standing, and registered with the Secretary-Treasurer, *or his designee*, on the date that the meeting was called. A majority vote of the members present, provided that there is a quorum, shall be necessary for the approval of any business brought before it.
 7. The Chapter Council shall be convened not less than once annually during the first calendar half of the year.
 - a. The Chairman may call other meetings as may be required.
 - b. Notice of any meeting shall be given in writing to the members thereof by the Secretary-Treasurer not less than fifteen (15) days prior to the date of the scheduled meeting.
 8. The Executive Committee may be convened at the pleasure of the Chapter Chairman upon not less than forty-eight (48) hours verbal or written notice by the Secretary-Treasurer.
 9. Honorariums and Administrative Expenses.
 - a. The Chapter Council may authorize the payment of honorariums to the Secretary-Treasurer.
 - b. The Secretary-Treasurer is authorized to pay reasonable traveling expenses, personal expenses related to the performance of designed duties of officers and committee members, and expenses of meetings of the Chapter Council,

the Executive Committee, the Board of Review, the Nominations and Elections Committee, the Cadet Training Committee, and other duly constituted committees of this Chapter.

ARTICLE IV: SUBDIVISION OF THE CHAPTER:

1. The Chapter shall be subdivided into three Districts to be known as the Mercer District, the Raritan District and the Shore District.
2. The purpose for which the District shall have been established is to facilitate the training of members and cadets. The Districts shall not have autonomy but shall be governed by these Articles.

ARTICLE V: OFFICERS, NOMINATIONS, AND ELECTIONS:

1. The Chapter officers shall consist of a Chairman, Secretary-Treasurer, Representative to the NJFOA Council, Chief Interpreter, and the Immediate Past Chairman.
2. The officers of each District shall be a Vice-Chairman, Assistant Secretary-Treasurer, and one member-at-large to the Chapter Council.
3. Each Past Chairman, provided he is an active member in good standing, shall be a member of the Chapter Council.
4. The Chairman shall appoint the Cadet Supervisor.
5. The Chairman may appoint to the Chapter Council an active member who is a licensed Attorney-at-Law of the State of New Jersey as the Law Member thereof.
6. Terms of Offices:
 - a. The term of the Secretary-Treasurer, the Chief Interpreter, and the Representative to the NJFOA Council shall be four years.
 - b. The term of office of all other elected and appointed officers shall be two (2) years except for the Chapter Assignor whose term shall be four years.
 - c. The term of office shall begin:
 - (1) For officers elected by the regular elections:
January 1st following the date of the election.

(2) For officers appointed by the Chairman:
During the regular term of the Chairman.

(3) For officers elected by the Executive Committee, as provided in
Section 12 hereof, shall be announced by that Committee.

7. The Chapter Assignor shall be appointed by the Chapter Council. The term of the Chapter Assignor shall be four years, and the position shall not have voting status with the Chapter Council or Executive Committee.

8. Nominations shall be made by:

a. For Chapter officers.

(1) By the Nominations and Elections Committee

(2) By petition.

b. For District officers.

By nominations received at a regular meeting of each District on a date designated by the Chapter Council.

9. The Nominations and Elections Committee shall prepare the ballot, listing thereon all nominations duly and properly made or received. A separate ballot shall be prepared for each District. Each ballot shall list the Chapter officers and District officers. A space shall be provided for write-in votes for each office in election. A ballot box shall be made available in each election site. The vote shall be counted and the tally shall be forwarded to the Chairman of the Nominations and Elections Committee within forty-eight (48) hours after the date of the election. The Committee Chairman shall announce the result of the election not later than the date of the annual banquet.

10. Nominations may be by petition for Chapter offices, when such a petition is made in writing and is signed by not less than fifteen (15) per cent of the eligible voting members of the Chapter. The petition shall be addressed to the Chairman of the Nominations and Elections Committee and shall be received by the Chapter Secretary-Treasurer not later than October 1st, immediately prior to the election. The Secretary-Treasurer shall deliver the petition, if *it* is in good form and certified by him, to the Chairman of the Nominations and Elections Committee. Should a petition be rejected by the Secretary-Treasurer the petition shall be returned, with proper written explanation as to why *the petition* is defective, within forty-eight (48) hours after the receipt of the petition.

11. Any member of the Chapter in good standing, who has been a member of this Association for not less than five (5) years prior to the year of the election is eligible for nomination and election to any office except as may otherwise be provided herein.
 - a. The Chapter officers, with the exception of the Chairman, District officers and Members-at-Large to the Chapter Council may be elected to succeed themselves.
 - b. The Chairman shall not be eligible to succeed himself until the full term of office of that Chairman who has immediately succeeded him has expired.
12. In the event of any vacancy of an elected or appointed office, the Executive Committee shall nominate and elect any active member to serve the unexpired term.
13. In the event of the resignation, removal or death of the Chairman, the Secretary-Treasurer shall be empowered to call a meeting of the Executive Committee for the purpose of electing a Chairman. Such a person elected as Chairman shall be eligible to succeed himself.
14. The Chapter Council may, by two-thirds vote of the members who are eligible to serve on it remove any officer or Member-at-Large and may declare such office or position to be vacant.

ARTICLE VI: DUTIES OF THE OFFICERS AND MEMBERS OF THE EXECUTIVE COMMITTEE:

The duties of these officers shall be as necessary and proper for the conduct of the administration of this Chapter and/or as shall be specifically provided by the By-Laws.

1. The Chairman shall preside at all meetings of the Chapter Council, Executive Committee, *Ethics Committee*, and General Meetings of this Chapter, and shall administer the affairs of this Chapter as are provided in these Articles.
2. The Secretary-Treasurer shall keep and maintain such records as may be determined necessary for the proper administrative conduct of the office. Annually, unless otherwise directed by the Chapter Council, publish a roster of members. Receive and reply to correspondence. Rule on matters of attendance and attendance requirements and grant inactive membership status. Publish information bulletins to members as may be required. Receive applications for membership by transfer. Report annually to the Chapter Council and to the general membership.

The Secretary-Treasurer shall be responsible for all funds belonging to the Chapter or held in trust for all members. Shall keep such records and accounts as may be

determined to be necessary for the proper conduct of the affairs *of the Chapter* and maintain the dues records of all members. Shall establish *and maintain* a bank depository in the name of the Central Jersey Chapter New Jersey Football Officials Association. Shall report annually to the Chapter Council and to the general membership.

3. The Representative to the NJFOA Executive Council shall represent this Chapter and vote in the name of this Chapter in the conduct of the affairs of this Association. He shall vote as he has been instructed to do so by the Executive Committee or the Chapter Council; in the absence of any specific instructions, he shall vote as he shall deem to be in the best interest of this Chapter. He shall report annually to the Chapter Council and the general membership. Immediately following a Council meeting, he shall file a summary report with the members of the Executive Committee.
4. The Chief Interpreter shall act in liaison between this Chapter, the Association, and the New Jersey Interscholastic Athletic Association, on matters of rules and mechanics of officiating. He shall issue bulletins as required.
5. The Cadet Supervisor shall be coordinator of cadet training for the Chapter; he shall receive and screen, with the assistance of the Cadet Training Committee, applications for cadet training; shall conduct the prequalification examination; shall establish uniform standards of training consistent with the regulations and *constitution* of the NJFOA. He shall report annually to the Chapter Council and the general membership.
6. The District Vice-Chairman shall conduct meetings of any such District and assist the Chairman as may be required.
7. The District Assistant Secretary-Treasurer shall assist the Chapter Secretary-Treasurer as may be required or delegated.
8. The Chapter Council is authorized to bond any officer of this Chapter and to pay the expenses of such bond.

ARTICLE VII: COMMITTEES:

1. Except as may otherwise be provided in these Articles, the Chairman shall appoint the following committees:
 - a. Membership
 - b. Cadet Training
 - c. Awards
 - d. Banquet
 - e. Nominations and Elections

- f. Interpretation
- g. Regulations and By-Laws Revision.

2. The Chairman is empowered to appoint other committees as he may deem to be necessary.
3. The Chairman shall be a member, ex-officio, of all committees except the Nominations and Elections Committee.
4. The Secretary-Treasurer shall be Chairman of the Membership Committee.
5. The Secretary-Treasurer shall be a member of the Banquet Committee.
6. The Cadet Supervisor shall be Chairman of the Cadet Training Committee and a member of the Membership Committee.
7. The Nominations and Election Committee shall be appointed by the Chairman with the consent and affirmation of the Executive Committee and shall be announced to the general membership at the General Meeting preceding the date of the election. It shall be comprised of not less than one member from each District. The Secretary-Treasurer shall be a member of this committee.
8. Unless otherwise provided in these Articles, the Chairman shall, when announcing the membership of a committee, designate one member thereof as Committee Chairman who shall be responsible for the administration of the affairs of the Committee. The Committee Chairman may designate a member of the Committee as Committee Secretary.

ARTICLE VIII: MEMBERSHIP:

1. Any person of good moral character who is at least eighteen (18) years of age, *who has completed the Cadet Training Program or applied for Membership by Transfer*, and is a resident of New Jersey, is eligible for membership.
2. *Cadet Training Program: All candidates will be prequalified for the Association certification examination according to those procedures and standards established by the Cadet Training Committee and the NJFOA Cadet Guidelines. Standards and qualifications shall be uniform for all candidates. The full Cadet training program shall last for a minimum of five years. After this five year period cadets are eligible to have their names submitted for full membership by the Cadet Training Committee. Cadets may be removed from consideration for membership at any time during the five year minimum training period.*

3. Membership By Transfer: Members of recognized football officials organizations in other states who establish a residence in New Jersey and apply for membership in this Association by transfer shall first satisfy the Membership Committee as to his knowledge of rules and other qualifications as an official; but, no such transfer shall be accepted unless (a) he was an active member in good standing in the other organization as of the date of his original request; (b) such members admitted members only by examination, and (c) unless such other organization will grant reciprocal privileges in this respect to members of this Association should they establish residence in that area. Such candidates accepted shall be placed on probation for not less than one *year prior to being accepted as a member*.
4. A certified official in good standing from a neighboring state, may qualify himself to officiate in New Jersey in any game played between two interstate schools by registering through this Chapter with the New Jersey State Interscholastic Athletic Association. This registration must be renewed each year.
5. Each Active Member *and each Cadet who has been a Cadet for one year and who has passed the Association examination and*, upon payment of his dues, shall become duly registered as an official of football with the New Jersey State Interscholastic Athletic Association.
6. Active members who retire after a total of fifteen (15) years of active membership in this Association, may be designated a "Retired Member". Members who retire after a total of twenty (20) years of active membership in this Association may be designated "Life Members".

Retired or Life Members may not officiate football, may not vote or hold office, and shall not be obligated to pay dues, fees or assessments.

7. The Secretary-Treasurer shall be empowered to grant inactive membership status to any member in good standing. Inactive members may not officiate at football.
8. An inactive member seeking active status after two years of inactive membership shall apply in writing by April 1st of the given year to the executive committee through the Secretary-Treasurer for activation in that year. The applicant shall be certified as an active member to the executive committee provided that the applicant has successfully passed a written examination administered at a time and place as specified, but in no case later than April 15th of a given year.

ARTICLE IX: RESPONSIBILITIES OF MEMBERSHIP:

1. Members who fail to meet their obligations to the Association of this Chapter, or who fail to abide by any regulation, rule or directive established or issued by the Chapter

Council may be suspended, expelled, or otherwise sanctioned by the Chapter Council upon the recommendation of the Ethics Committee.

2. Members of this Chapter pledge themselves to be bound by the rulings of the Association or the Chapter and by these Articles shall be subject to suspension or expulsion *by the Chapter Council upon the recommendation of the Ethics Committee.*

ARTICLE X: MEETINGS, MEETING REQUIREMENTS:

1. The Chapter Council shall set the dates, sites and times of Chapter and interpretation meetings. Notice shall be given by the Chapter Secretary-Treasurer not less than thirty (30) days prior to the date of such meetings.
2. Active members are required to attend General Meetings.
3. The Chapter Council shall designate, prior to each session, the minimum number of interpretation meetings that an active member shall be required to attend.
4. Attendance at other interpretation meetings may be used to fulfill the minimum attendance requirements. "Other interpretation meetings" shall include: meetings of any other chapter or district of the NJFOA, meetings of the Eastern Association of Intercollegiate Football Officials, or meetings of any recognized association of football officials in another State. Proof of such attendance shall be filed with the Secretary-Treasurer. A banquet, dinner, or social affair may not be counted for purposes of meeting minimum attendance requirements.

ARTICLE XI: DUES AND ASSESSMENTS:

1. The Chapter Council shall set the dues for each class of membership and is empowered to levy uniform assessments.
2. Members shall satisfy their financial obligations to the Chapter on or before the last regular scheduled interpretation meeting:
 - a. A late fee of fifty (\$50) shall be assessed members who have not paid their dues, fees, and assessments by the last regular scheduled interpretation meeting. Thereafter, if a member has not paid his dues by January 1st, the late fee shall be increased to 100% of the amount unpaid as of January 1st.
 - b. The Executive Committee may expel any member who has not satisfied his financial obligation by January 1st.
 - c. The Secretary-Treasurer is empowered to make arrangements for the payment

of dues after the last scheduled meeting date, provided that such arrangements were requested prior to that date.

3. Should the NJFOA, its Chapters and/or Districts, enter into a contract for group insurance, all active members, not then covered by the insurer, must subscribe to it.
4. One half of the examination fee paid by a cadet shall be applied toward the following year's dues should such a candidate be certified as a member of this Association.

ARTICLE XII: FILING SCHEDULES: NOTICE OF ROSTER CHANGES:

1. Members shall file their *availability* schedules with the Assignor on or before April 1st and shall report any subsequent changes immediately.
2. Members shall timely report to the Secretary-Treasurer and Assignor any change of address, telephone numbers, or other change in roster information.

ARTICLE XIII: OFFICIATING UNIFORMS

1. The NJFOA Council shall announce from time to time, regulations related to a prescribed official's working uniform. All officials are obligated to adhere to and abide by these regulations.

ARTICLE XIV: GAME ASSIGNMENTS:

1. This Chapter shall offer the services of assignment of officials. Such function shall be delegated to the Assignor.
2. Game assignments offered to a member shall be considered an option; the member may accept or reject the assignment without prejudice. *The Assignor's assessment is due for each game offered to an official through this assignment process. The Assignor shall not offer assignment on those dates an official has indicated that he is not available to officiate.*
3. It shall not be the obligation or responsibility of the Chapter to provide a working schedule for any member.
4. Game assignments offered to any member are offered in the name and at the request of a school, institution, association, or organization; no guarantee of fee or other arrangement is assumed or warranted by this Chapter.
5. The Assignor is authorized to establish such procedures as shall be determined to be necessary to facilitate this function.

6. The Assignor shall appoint, with the approval of the Chapter Council, an Assistance Assignor for sub-varsity games from each District.

ARTICLE XV: STANDARDS AND ETHICS OF OFFICIATING:

1. The members pledge themselves to be bound and to observe the highest standards of ethics and officiating.
2. The Chapter Council is empowered to set and establish standards of officiating and rules of ethics.
3. A member shall honor and be bound by all and every contract of officiating into which he has entered. When a member accepts an assignment from this Chapter and in the event that he cannot work such a game he shall notify the Assignor, or the authorized person who originally made the assignment. When a member accepts a contract directly from a school, his obligation is with that school. Under only the most honorable and exigent circumstances shall an official seek or ask release from a contract to officiate.

ARTICLE XVI: *ETHICS COMMITTEE*:

1. *There shall be an Ethics Committee composed of the members of the Executive Committee. The Ethics Committee shall hear complaints lodged against members, if warranted, regardless of where such complaint originates. The Chapter Chairman shall be the chairman of the Ethics Committee. If at any time the Executive Committee does not include at least one member from each District in the Chapter the Chapter Chairman shall appoint additional members to the Ethics Committee to insure that each District is represented on the Ethics Committee.*
2. *Charges may be brought before the Ethics Committee only in such manner and form as prescribed in the Constitution of the New Jersey Football Officials Association, Inc., Article III, Sections 9-11.*
3. *In addition to the penalty provisions that members are subject to pursuant to Article III Section 8 subsection (e) of the Constitution of the New Jersey Football Officials Association, Inc., the Ethics Committee shall be empowered to enforce the following disciplinary measures'*
 - a. *Expulsion*
 - b. *Suspension*
 - c. *Probation for up to two years. Placing a member on probation allows the*

Ethics Committee to review the performance of an official during the time of probation in order to determine if further sanction is necessary.

d. Monetary fine. This monetary fine can never exceed the fee received for officiating two varsity games.

e. Written warning. A copy of this written warning will be kept by the Chapter Secretary-Treasurer in a confidential file for two years and then will be destroyed. Written warnings are intended to be confidential matters between the member and the Ethics Committee.

f. Unofficial verbal reprimand. Any verbal reprimand issued by the Ethics Committee is meant to be a confidential matter between the member and the Ethics Committee.

ARTICLE XVII: RELATIONSHIP WITH OTHERS:

1. No matter shall be brought before nor shall be filed with the New Jersey State Interscholastic Athletic Association or any member or officer thereof, nor with the NJFOA Executive Council or any member or officer thereof; nor shall any member of this Chapter file charges against any school or other organization in the name of the Central Jersey Chapter that may reflect or is in any way concerned with the action or conduct of that school its staff, coaches students or players, *except in those instances when expulsion of a coach or athlete from a game so requires*, or is concerned with the action or conduct of the conditions or facilities at that school or playing site, or with the contractual obligations of that school or other organization, *unless such action has been authorized by the Ethics Committee*, or when such action is within the scope of the duties of an officer of this Chapter.
2. No member shall make public statements in the name of this Chapter unless such statements have been authorized to be made by the *Ethics Committee* or are within the scope of the duties of officers of this Chapter who may be called upon to make them.

ADMINISTRATIVE NOTE: It shall be the policy of this Chapter and the intent of these By-Laws that members shall not act individually but as the Central Jersey Chapter through its officers, Chapter Council, Executive Committee or Ethics Committee in matters related to the administration and conduct of the activities of this Chapter as officials of football. Except, that this policy does not prevent any member from arranging his own officiating schedule or taking such action as that may be necessary to protect his civil rights.

ARTICLE XVIII: OTHER REGULATIONS, AMENDMENTS:

1. The Chapter Council may establish such other rules, regulations, policies, and/or procedures as may be required for the administration of this Chapter. All such action shall become effective after it is published and made known by the Chapter Secretary-Treasurer.
2. The Chapter By-Laws may be amended by the Chapter Council upon the recommendation of the By-Laws and Regulations Revisions Committee.

ARTICLE XIX: CONFLICTS:

Should any provision herein conflict with the constitution of the New Jersey Football Officials Association, Inc., the Constitution of the New Jersey Football Officials Association, Inc. shall prevail, and conflicting provisions herein are hereby null and void.