

CONSTITUTION OF THE HAMILTON FOOTBALL OFFICIALS ASSOCIATION

Article 1 – Name

The Association shall be known as the Hamilton Football Officials Association (herein referred to as the HFOA).

Article 2 - Purpose

The H.F.O.A. shall:

- 1) recruit and train officials and ensure that they maintain the standards set by the H.F.O.A.
- 2) act as the sole agent of its members.
- 3) contract with recognized conferences, leagues or other groups for the providing of competent football officials.
- 4) endeavor to contribute to the progress and evaluation of the game of football in all ways and in particular by suggesting amendments, additions and modifications to the playing rules in force.
- 5) communicate and cooperate with other similar associations throughout Canada.

Article 3 – Membership

There shall be 2 categories of membership in the H.F.O.A., each with its respective qualifications as follows:

- 1) Touch Active: any person having a minimum of 5 Touch completed assignments the fiscal year of the vote.

Tackle Active: any person having a minimum of 5 Tackle completed assignments the fiscal year of the vote.

Only Touch active members shall be entitled to vote for Referee-In-Chief of Touch
Only Tackle active members shall be entitled to vote for Referee-In-Chief of Tackle

All active members shall be entitled to vote.

- 2) Social - former active member who wishes to receive our mailings, attend any of our membership meetings, and be invited to our Social functions. A nominal fee will be charged for this membership to cover costs. Social fee set by the executive for everyone.

Any member in either category is subject to removal for cause:

- 1) determined by and voted on by the Executive.
- 2) doing games within our jurisdiction not assigned to by the Referee-In-Chief.

Article 4 – Executive

The purpose and business of the H.F.O.A. shall be carried out by an Executive which is empowered to make all the necessary bylaws.

A) Composition

The Executive shall consist of 10 members as follows:

Past President
President
Vice President
Secretary
Treasurer
Referee-In-Chiefs (2): Tackle, Touch
Directors (3)

B) Term of Office

The members of the Executive shall only hold office for 2 years. The President, Secretary, Referee-In-Chief Tackle and 2 directors are elected in odd years. The Vice President, Treasurer, Referee-In-Chief Touch and 1 director are elected in even years. The term of office for the Past President will be one year. Any vacancies on the Executive shall be temporarily filled for the balance of the fiscal year by an active member as appointed by the remaining Executive members, immediately following occurrence of such vacancy. All vacant positions will be officially filled, for the balance of their respective term, by vote at the AGM.

If at any time there remains less than 6 Executive members, elections shall be called.

C) Qualifications

Past President - the most recent former President. Should the Past President not be willing to serve, or wishes to serve in another position, the Past President position shall remain vacant.

President, Vice President - an active member having previously served on the Executive in any capacity.

Secretary, Treasurer, Directors - an active member in two fiscal years.

Referee-In-Chiefs - an active member having served on the executive in any capacity, a member who has had a minimum of 10 completed assignments (rating, timing, on-field) in each of the past three years in that discipline.

D) Responsibilities

Past President - the responsibility of the Past President shall be as follows:

- a) to serve in a resource and guidance capacity.
- b) other responsibilities to be fulfilled as deemed necessary by the Executive.

President - the responsibilities of the President shall be as follows:

- a) to chair all general and executive meetings.
- b) supervise and coordinate all H.F.O.A. activities.
- c) the President and his endorsed representatives shall be the sole liaison with all third parties (with the exception of Referee-In-Chief responsibilities).
- d) to exercise alone all the powers of the Executive in cases of evident necessity. All actions taken to be ratified at the next Executive meeting.
- e) exercise voting privilege only in case of tie.

Vice President - the V.P. responsibilities shall be as follows:

- a) replace President when he is unable to act by reason of absence or otherwise.
- b) automatically appointed President should the latter resign or be removed from office for cause.
- c) other responsibilities to be fulfilled as deemed necessary by the Executive.

Secretary - responsibilities of the Secretary shall be as follows:

- a) record minutes of all meetings with the exception of training meetings.
- b) mail copies of minutes to Executive and general membership as required.
- c) receive and file all communications in (or copies).
- d) all mailings must go out through Secretary and be endorsed by the Executive of President (copies to all parties concerned).
- e) give notice of Executive and all general meeting specifics to respective groups.
- f) prepare yearly, updated membership listings.
- g) other responsibilities to be fulfilled as deemed necessary by the Executive.

Treasurer - the responsibilities of the Treasurer shall be as follows:

- a) preparation of annual budget projection and receipts/expense report.
- b) maintenance of receipts/disbursements journal.
- c) maintenance of adequate receipts for all expenses.
- d) accountable for all cash disbursements endorsed by the Executive.
- e) accountable for all billing and collection of game fees.
- f) preparation of individual member pay sheets.

- g) deduction of all member dues as set by the Executive.
- h) hold in trust all moneys received by the H.F.O.A. in a recognized financial institution.
- i) make available all records for auditing by 2 auditors selected at the Annual General Meeting.
- j) make available auditors' report at first Executive meeting and subsequently to the general membership.
- k) be prepared to relinquish all records to a new Treasurer upon adjournment of Annual General Meeting.
- l) other responsibilities to be fulfilled as deemed necessary by the Executive.

Referee-In-Chiefs - the responsibilities of R.I.C. shall be as follows:

- a) to have fulfilled all game assignments.
- b) assistants may be appointed by R.I.C. as he sees necessary, DIRECTLY answerable to the R.I.C.
- c) interpretation of the rules.
- d) training (positioning and application of rules).
- e) setting and enforcing standards for performance while in uniform. Such standards to be ratified by the Executive.
- f) liaison with league convenors in accordance with By-Laws set by Executive.
- g) establish standard fee schedules for approval by Executive.
- h) to have performance ratings submitted.
- i) recruitment.

Directors - all responsibilities to be fulfilled as deemed necessary by the Executive.

It shall be the responsibility of each Executive member to submit a written report to the membership at least 14 days before the Annual General Meeting.

E) Authority to Sign

All money accounts of the H.F.O.A. require joint signatures of the President and Treasurer. All legal contractual agreements entered into by the H.F.O.A. require joint signatures of the President and Secretary. If in either case one is unable to sign, i.e., long-term absence, another member of the Executive may take their place.

F) Removal for Cause

Any member of the Executive may be removed from office for cause. Cause may be determined by the majority of the executive. A written motion for removal must be received in duplicate by the Secretary and President. The motion must be signed by at least 7 active members or 5 Executive members. The motion will be dealt with by the executive. Any grievance to the decision may be dealt with via the grievance procedure.

G) Grievance

Any member having a grievance concerning any facet of the H.F.O.A. is charged to follow the Grievance Procedures as follows:

- 1) Attempt to resolve with person concerned verbally.
- 2) Approach R.I.C. verbally if concerns his duties and responsibilities.
- 3) Approach President verbally.
- 4) Submit in duplicate to President and Secretary, written grievance stating all avenues taken.
- 5) Request Special General Meeting as outlined in Article 6.
- 6) Grievance procedures must begin within two weeks of occurrence.
- 7) Response shall be received within one week at each step.

Article 5 - Fiscal Year

The fiscal year commences and terminates upon adjournment of the Annual General Meeting.

Article 6 - Meetings

A) Categories

There shall be 4 categories of meetings as follows:

1) Annual General Meeting - the AGM shall be held each year on the first Friday of December. The purpose is to carry out the business of the H.F.O.A., ratify the actions of the Executive through their reports and the holding of the elections for the coming fiscal year.

2) Special General Meeting - a SGM may be held at any time during the fiscal year. The purpose is to carry on the business of the H.F.O.A., removal from office for cause, amendments to the constitution, or for any other reason deemed sufficient. A SGM may only be called upon by a petition in duplicate to that effect addressed respectively to the President and Secretary and signed by at least 7 active members of the H.F.O.A. Notice of such meeting to be sent out by Secretary within two weeks of receipt of petition.

3) Training Meetings - a training meeting may be held as often as deemed necessary by the Executive during the fiscal year. The purpose is to carry out the business of the H.F.O.A., give notice of assignments to officials in addition to training of officials. Attendance at these meeting may be made mandatory with penalties incurred for non-attendance.

4) Executive Meetings - the Executive shall meet as often as deemed necessary. The purpose is to carry out the business of the H.F.O.A.

B) Notice of Meetings

The Secretary is to give notice to each member in writing at least 14 days prior to annual General Meeting or 7 days prior to Special General Meeting or Training Meeting.

C) Quorum

The quorum at any Executive Meeting shall be 5 members.

D) Procedure

All meetings of the H.F.O.A. shall be held according to Parliamentary Procedure.

E) Voting

Simple majority rules. President votes only in case of tie.

F) Motions

All motions must be ratified by Executive.

Article 7 - Constitutional Amendments

This constitution may only be amended at the Annual General Meeting or at a Special General Meeting called for the purpose. Motions to amend must be received in writing by the Secretary and President 14 days prior to SGM or 21 days prior to AGM. The Secretary will forward to the general membership notice of the motion to amend and notice of the appropriate meeting. The motion to amend must be signed by at least 7 active members and be as precise as possible. A pre-appointed constitutional committee comprised of three members, one of those members with a long standing history of the association, shall deal with all constitutional matters. The committee shall be appointed by the President. In order for the Motion of Amendment to be adopted, a two-third majority vote of those present at the meeting is required.

Article 8 – Committees

The Executive shall at its discretion form any and all committees it deems necessary to carry out the business of the H.F.O.A. The Nominating Committee, however, shall be formed on an "annual" basis as follows:

The Nominating Committee shall be formed on or before October 16 of the current fiscal year. It shall be composed of 5 members.

- 1) Past President, serving as Chairman.
- 2) Two other members of the Executive.
- 3) Two other active members not qualifying under 1 or 2.

Should there be no Past President, an additional member shall be appointed from among the active membership. The chairman shall be appointed from the members of the Nominating Committee.

Article 9 – Elections

Elections to the Executive shall take place at the Annual General Meeting.

The Nominating Committee shall propose its slate and advise the membership of the H.F.O.A. at least 14 days before the AGM. Further nominations may be presented at the AGM.

Any qualified member may be nominated by an active member and seconder jointly.

Article 10 - C.F.L. Support Crew

The C.F.L. Support crew shall be voted on annually by the Executive. Recommendation: If it is not a stated requirement of the C.F.L. to move from sticks to on field, a maximum term of 3 years on support crew is recommended.

Article 11 - C.F.L. and C.I.A.U. Nominations

The nominees shall be put forward by the Referee-In-Chief Tackle and approve by the Executive.

Constitutional Amendments

- 1989

Article 4 A) C) D) Referee-In-Chief = Referee-In-Chief Tackle + Touch Article 11

- 1993

Article 3 doing games within our jurisdiction

Article 4 B) executive shall hold office for 2 years

Article 4 D) submit a written report

Article 7 committee appointed by President

- 1995

Article 4 B) any vacancies on the Executive

Article 4 F) by the majority of the Executive

- 1996

Article 4B) The term of office for the Past President will be one year.

- 1998

Article 3 1) redefining Active Member

Article 4 C) add Referee-In-Chief qualifications

Article 6 A) 1) 2nd last Friday of November

- 2005

Article 6 A) 1) 1st Friday of December