

Central Massachusetts
Conference of Football Officials

By-Laws

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CMCFO

THE BY-LAWS OF THE CENTRAL MASSACHUSETTS CONFERENCE OF FOOTBALL OFFICIALS

INDEX

ARTICLE I - NAME OF ASSOCIATION

ARTICLE II - OBJECTIVES OF ASSOCIATION

ARTICLE III – MEMBERSHIP

- Sec. 1 Classes of Members: Charter, Active/Officiating,
Active/Non-Officiating, Honorary,
 - A. Active/Officiating (AO)
 - B. Active/Non-Officiating (AN) Inactive Members
 - C. Honorary and Lifetime Members
- Sec. 2 Admission to Membership
 - A. New Applicants
 - B. Transfers
- Sec. 3 Dues and Assessments
- Sec. 4 Uniform
- Sec. 5 Lists of Members
- Sec. 6 Officiating Standards
- Sec. 7 Resignation
- Sec. 8 Forfeiture
- Sec. 9 Reinstatement
- Sec. 10 Fees

ARTICLE IV – OFFICERS

- Sec. 1 Officers and Terms
- Sec. 2 Elections
- Sec. 3 Duties

ARTICLE V – MEETINGS

- Sec. 1 Annual
- Sec. 2 Regular
- Sec. 3 Special
- Sec. 4 Quorum
- Sec. 5 Order of Business

ARTICLE VI – COMMITTEES

- Sec. 1 Executive Committee
- Sec. 2 Membership Committee
- Sec. 3 Publicity Committee
- Sec. 4 Training Committee
- Sec. 5 Program Committee
- Sec. 6 Scholarship Committee
- Sec. 7 Ethics Committee
- Sec. 8 By-Laws Committee

ARTICLE VII – PARLIAMENTARY AUTHORITY**ARTICLE VIII – AMENDMENT OF BY-LAWS****ARTICLE IX – APPEALS BY A MEMBER**

- Sec. 1 Appeal Process
- Sec. 2 Acting On The Appeal

THE BY-LAWS OF
THE CENTRAL MASSACHUSETTS CONFERENCE OF FOOTBALL OFFICIALS

Adopted November 9, 1960

Last Amended September 8, 2021

ARTICLE I – NAME OF ASSOCIATION

Sec. 1. Name: The name of this Association shall be the CENTRAL MASSACHUSETTS CONFERENCE OF FOOTBALL OFFICIALS (CMCFO).

ARTICLE II – OBJECTIVES OF ASSOCIATION

Sec.1. Objectives: The objectives of this Association are to stimulate the independent and competent officiating of football games; to cooperate with any persons, groups of persons, or institutions in the dissemination of information regarding the football rules and ethical playing standards; and to advocate for its members regarding High School Football assignments.

ARTICLE III - MEMBERSHIP

Sec. 1. Classes of Members: There shall be four classes of membership: (A) Active/Officiating (AO); (B) Active/Non-Officiating (AN), (C) Inactive (D) Honorary/Lifetime Members.

A. Active/Officiating (AO): Active member – duly registered to officiate and meeting requirements of Article III, Section 8.

B. Active/Non-Officiating (AN): Active/Member/Non-Officiating – Members who no longer officiate, but who wish to maintain contacts with the Association, may become Non-Officiating members upon written request and may maintain Non-Officiating membership upon payment of one-half of the annual dues. Such member shall be entitled to all of the privileges of an Active/Officiating member but shall be exempt from the requirements of Article III, Section 8 regarding attendance at meetings.

C. Inactive : An Inactive Member is a previously Active Member who has chosen Inactive status family, health, academic or occupational concerns. The request to go inactive shall be sent to the Secretary/Treasurer, and shall be granted for a period of one year, with renewals subject to the discretion of the Executive Committee. Individuals, requesting extension beyond the one-year period will be subject to a \$20 fee per year.

D. Honorary/Lifetime Members: Honorary or Lifetime Membership shall be limited to persons prominent in the football world on the basis of their voluntary contribution without gratuity to football or to any members of this Association in good standing who have been active officials for a minimum of 20 years and have withdrawn from active membership.

Nominations for Honorary or Lifetime Membership may be made at any regular meeting, but elections to such Honorary Membership shall be by the majority vote of all members present. Honorary Members may attend meetings and speak, but they cannot vote, make motions nor nominate any member for office. They may continue to work as clock operators, and will not be subject to dues. Names of Honorary or Lifetime Members shall be posted conspicuously on the CMCFO Website.

Sec. 2. Admission to Membership

A. New Applicants

- (1) Attendance at 60% of the meetings of the new candidates clinic during the session in which the exam is to be given.
- (2) Pass a written examination in the official NFHS rules and Officiating Manual with a mark of 84% or better on both Rules and Mechanics.
- (3) Pay an examination fee in the amount established by a vote of the members of the Association plus one year's dues in advance. (Note: Should the candidate fail to pass his examination, the only the dues will be refunded.)
- (4) Each successful candidate must attend one of two field clinics the following fall, the June mechanics session and participate in the Mentor program conducted jointly by the Training and Membership Committees.

B. Transfers

- (1) Submit through the Secretary a letter or email from his former board that he is a member in good standing with that board.
- (2) Satisfy attendance requirements under Article III, Sec. 8.

Sec. 3. Dues & Assessments: Dues shall be equivalent of a high school varsity game fee, payable for the ensuing year on or before the date of the Annual Meeting. Such dues will include the cost of the annual banquet. Membership cards shall be issued upon such payment. The Association shall have the right to make any additional assessments on the members it deems advisable to carry out its purpose, not to exceed the annual dues in any one year. Exceptions

- A. Active/Non-Officiating Members will pay one half of a Varsity game fee unless retired.
- B. Inactive Members will pay a \$20 maintenance fee after the first year if approved by the Executive Committee.

Sec. 4. Uniforms: For High School and Prep School Varsity games, officials shall wear a uniform as prescribed in an approved National Federation of High School (NFHS), including shirts with 2" stripes. For sub-varsity games, black short pants may be worn as part of the game official's uniform under the following guidelines: (1) Short pants shall not be worn by an official wearing any type of leg brace or support unless such brace or support is totally concealed by the short pants.

- A. Sec. 5. Lists of Members: A directory of all Active members shall be made available to Athletic Directors of MIAA registered schools in Central Massachusetts and to commissioners and assignors. The directory will be maintained and available to all CMCFO members via the CMCFO Website. The Secretary is responsible for communicating any change to a member's eligibility to work games to any commissioner and MIAA.

Sec. 6. Officiating Standards:

- A. No member of this Association may refuse to officiate in any regularly scheduled game, after having definitely accepted appointment to such game, unless released by the parties concerned. Effective with the 2022 football season and for each season thereafter, varsity high school games must be officiated by a minimum of five approved officials. It is also recommended that an official clock is used.
- B. All Active Officiating members are required to register with the MIAA for background check on a yearly basis if working High School football at any level.
- C. All Active Officiating members are required to take the NFHS Concussion Course for Officials. Note that this may be offered to the board during an early season meeting.
- D. No member of the Association may criticize in public the rulings of any official of the Association or reflect upon his integrity as an OFFICIAL. Violations of this principle will be referred to the Ethics Committee who will investigate and review the case. The Committee will then recommend appropriate action.
- E. Questions of rules or judgment may be brought up at the regular meeting. Following discussion, the matter shall be referred to the Interpreter for final action.
- F. Any unusual incident at any game officiated by members of this Association shall be communicated to the President and to the Commissioner/Assignor, giving all details. This includes all ejections and/or post-game altercations.
- G. Any incident requiring referral to the Ethics Committee shall be submitted in writing to the Secretary and Chairperson of the Ethics Committee.
- H. All members shall be fully equipped and properly attired when appearing to officiate.

Sec. 7. Resignation: Any member of this Association in good standing may voluntarily withdraw his membership at any time he desires, either by written resignation or by such other means as the Association deems sufficient. A refund of dues may be requested prior to September.

Sec. 8. Forfeiture: No member shall be compelled to forfeit his membership unless:

- A. He has failed to comply with attendance requirements as provided in these By-Laws.
 - (1) An Active/Officiating (AO) Member must attend 75% of the scheduled meetings including the mandatory and the social meeting. (2) Attendance at the Annual Interpretation Meeting will be MANDATORY.
 - (3) All AO members who have been on the board for three (3) years or less must attend an *additional mandatory* supervised MECHANICS Scrimmage to be held during the preseason.
 - (4) Failure to comply with requirements for mandatory attendance and Mechanics Scrimmages will result in disciplinary action by the Executive Committee.
 - (5) Attendance at a meeting of another recognized board, however, will be recognized as a makeup if member provides written evidence from the Secretary of said board relative to his attendance. Members desiring special consideration for non-attendance at required meetings due to compelling reasons such as illness, work, etc.,

shall submit their reasons in writing to the Secretary for review with the Executive Committed for appropriate action.

- B. He shall have failed to pay his annual dues or assessments during the current season as provided in these By-Laws. Any member who has failed to pay all dues and assessments when due shall not be allowed to vote or to hold office, nor shall his name appear on the published list of Active Officials.
- C. No member shall have officiated knowingly with a suspended member of this or any Board, having had this knowledge in advance of reporting to the place of the game. If the fact that an official is a suspended member is not determined until arrival at the site of the game, the member of this Association shall officiate at the game, then register a protest to the assigning commissioner concerned and shall report without delay, all the circumstances and pertinent facts to the President of this Association.
- D. Members accused of actions warranting suspension shall be granted a hearing by the Ethics Committee.
 - (1) The Ethics Committee will access the activity and consider relevant testimony. The Committee will then notify the affected member and the Executive Committee of its decision.
 - (2) The Executive Committee will validate the finding and recommendation.
 - (3) The member may choose to appeal the suspension. No member of the Association shall be suspended except by a two-thirds vote by secret written ballot of the members present at a regular meeting, provided notification of such a vote be given in writing to all members at least five days before such meeting.

Sec. 9. Reinstatement: Former members who were in good standing at the time of their withdrawal may be reinstated by:

- A. Making formal application to the Executive Committee.
- B. Payment of current year's dues.
- C. A majority favorable action being taken by the Executive Committee
- D. A member who has forfeited his membership for non-payment of dues may be reinstated on the payment of an assessment equal to one year's annual dues plus the current year's dues in advance. However, should such delinquency extend beyond two seasons, he shall be reinstated only as a new applicant subject to all requirements thereof.

Sec. 10. Fees: Minimum fees for varsity football games and Thanksgiving Day shall be those as established by the vote of the recognized association in the area in which the game is played in agreement with the (MIAA) Massachusetts Interscholastic Athletic Association.

Sec. 11 Other Affiliations

- A. Massachusetts State Football Officials Association (MSFOA): This is the state board that serves to coordinate mechanics, interpretations and dealings with the MIAA. When requested by the MSFOA, the Secretary-Treasurer will submit dues to the MSFOA with the approval of the Executive Committee. The Interpreter and President are generally

recognized as CMCFO's representatives, however, other members may be identified to support this association

- B. National Football Foundation (NFF) – Joseph Mewhiney Chapter: This important organization provides scholarships and directs the Central Massachusetts Football All-Star Game. CMCFO shall support this organization with yearly dues and appoint members(s) to attend meetings and support Scholarship Breakfast. CMCFO should also work with this organization to provide Central Massachusetts Coaches with a Rules Clinic.
- C. Massachusetts Interscholastic Athletic Association (MIAA) – the CMCFO shall participate in MIAA committees when requested or warranted.

ARTICLE IV - OFFICERS

Sec. 1. Officers & Term: The officers shall be a President, a Vice-President, a Secretary-Treasurer, and an Interpreter. Each officer shall serve from his election through the next annual meeting or until his successor is elected and qualifies. The Secretary-Treasurer shall receive a yearly stipend as with the amount established by the vote of the members of the Association.

Sec. 2. Election: Nominations for office may be made from the floor at any regularly scheduled meeting or submitted in writing to the secretary within seven calendar days of the meeting scheduled for nominations for office. Nominations for office shall be closed at the end of the scheduled nominating meeting. Officers shall be elected at the annual meeting of the Association by ballot, except that any officer may be elected at any regular meeting to fill a vacancy caused by death, resignation, disability, or inability to serve. Any member, except Honorary or Suspended members, shall have the right to nominate any member for office. No member so nominated shall be elected to any office until he has received a majority vote of the members present at such meeting. The President, Vice President and Interpreter shall be elected in even years and the Secretary-Treasurer shall be nominated and elected in odd years. Terms for all offices shall be two (2) years.

Sec. 3. The President, shall preside at all meetings of the Association, shall appoint all committees provided for herein and such other committees as shall be deemed advisable to forward the objectives and aims of this Association, and shall exercise all other powers which are incidental to the office.

The Vice President, in the absence of the President, shall preside at meetings and exercise all other powers of the President. He shall also be the Chair of the Program Committee.

The Secretary-Treasurer shall keep a record of all meetings of the Association. He shall read and file all resolutions and papers which may come before the Association and allow none to go from his custody without due authority. He shall post all notices required to be sent to the members and perform the usual duties conferred upon his office. He shall collect all dues and assessments and make the necessary disbursements. He shall keep an account at each annual meeting, and at such times as called upon by the Association. The Secretary/Treasurer shall receive a stipend to support incidentals like travel, mailings, paper and website maintenance. A separate webmaster may also be appointed and provided a stipend.

The Interpreter will conduct the annual interpretation meeting for members. He will render interpretations in the interest of uniformity and the strict interpretation of the rules, the

mechanics and the techniques of proper officiating. He will conduct the interpretation meeting for coaches.

ARTICLE V - MEETINGS

Sec. 1. Annual: The Annual Meeting of this Association shall be held on a date not later than the second Wednesday of November. The Annual Banquet may be held on the day recommended by the Banquet Committee providing it is in the week before Thanksgiving Day.

Sec. 2. Regular: The meetings of the Association shall be held on Wednesday evenings beginning in August and as announced by the President. The mandatory Interpretation meeting will not be held prior to the last Wednesday in August. These meetings shall be open to visitors except as hereinafter provided.

Sec. 3. Special: Special meetings may be called at any time, either by the President or by the written request of any five members. It shall be the duty of the Secretary to notify the members of such call and the time and place of such meeting.

Sec. 4. Quorum: One third of the Active members shall constitute a Quorum for the transaction of business that may legally come before such meeting; and unless otherwise specifically provided, a majority vote of such members shall govern.

Sec. 5. Order of Business

- A. Roll Call
- B. Reading and adopting of minutes of previous regular meetings and of any special meetings which may have intervened
- C. Reports of Committees
- D. Election of new members
- E. Report of Treasurer, if at Annual Meeting, or is such report is demanded by the Association.
- F. Unfinished Business
- G. New Business
- H. Nomination and Election of Officers (Annual Meeting)
- I. Adjournment

ARTICLE VI – COMMITTEES

Sec. 1. Executive Committee: This Committee shall consist of the regularly elected officers, and the two immediate past President. Meetings shall be at the call of the President. The Committee shall have general charge of directing the activities of the organization as defined during the Spring Planning Meeting or as otherwise determined to be necessary. was and as provided by these By-Laws.

The Executive Committee shall meet to act on the violation of the provisions of Article III, Section 8, prior to 1 March of the following year.

Sec. 2. Membership and Training Committee: This Committee shall consist of a chairperson and members appointed by the President who shall be responsible for planning and conduct of training, preparation of appropriate training programs and scheduling of classes for new candidates. It shall be the responsibility of this committee to conduct all written, oral examinations and field tests and report the results at a regular meeting.

Sec. 5. Program Committee: This Committee shall be directed by the Vice President and shall be responsible for the procuring and utilizing of modern training aides (appropriate training films, projection equipment, etc.) and the presentation of an interesting and productive training program. Such training as is presented by this Committee shall pertain to the football rules as they apply to preparatory and high schools.

Sec. 6 Scholarship Committee: This Committee shall consist of a chairperson (the Secretary/Treasurer) and members appointed by the President who shall be responsible for advising concerned schools of the availability of scholarship aid, assisting in filing of one application from each school and selecting the most deserving candidate or candidates for the award.

Sec. 7. Ethics Committee: This Committee shall consist of a chairperson and a minimum of two members appointed by the President who shall deal with all matters concerning the ethical conduct of our members and the ethical conduct of school utilizing the services of our Association. This Committee shall hold hearing, make necessary investigation and shall recommend appropriate action to the Association. This committee may be addressed as an ad hoc committee, where the Secretary-Treasurer serves as the Chair ex-officio.

Sec. 8. By-Laws Committee: This Committee shall consist of a chairperson and two members appointed by the President who shall be responsible for interpreting the By-Laws of the Association, advise committees of their duties and responsibilities under the By-Laws and present to the body for their vote any amendments to the By-Laws proposed by a member of the Association

Sec. 9 Award Committees These committees shall consist of a chairperson, appointed by the President and at least two members chosen by the chair from those expressing interest. Examples of these committees are Sportmanship and Contribution to Football.

Sec. 10 Banquet Committee This committee shall consist of a chairperson appointed by the President and at least two members chosen by the chair from those expressing interest. This committee is responsible for planning and executing the end of season banquet or social event, with the funds collected in yearly dues.

ARTICLE VII – PARLIMENTARY AUTHORITY

Sec. 1. Parliamentary Authority: The rules contained in “ROBERTS RULES OF ORDER” shall govern in all cases to which they are applicable, and in which they are not inconsistent with the By-Laws or the special rules of order of this Association.

ARTICLE VIII - AMENDMENT OF BY-LAWS

Sec. 1. Amendments: These By-Laws may be amended in one of three ways;

- A. By a two-thirds vote of the members present at the Annual Meeting, provided the amendment shall have been proposed at a previous regular meeting and notice of said amendment shall have been given in the call of the Annual Meeting; or
- B. At any time whether or not in meeting assembled on the consent of two-thirds of the members of the Association; or
- C. At any regular meeting by a two-thirds vote of the members present at such meeting of the proposed amendment given in writing to all members at least five days before such meeting.

ARTICLE IX – APPEALS BY A MEMBER

Sec 1. Appeal Process: Any member who is affected by the decision of a committee of the association shall have the right to appeal for up to ten (10) days after notification of the decision of said committee by certified mail. The appeal process shall be done as follows:

- A. Appeal for reconsideration to the committee making the decision. The person making the appeal must submit a letter to the Secretary of the Association, with a copy to the chairman of the committee requesting a reconsideration of the decision.
- B. If the committee making the decision upholds the original decision, the member may then appeal to the membership in the following manner:
- C. File a letter of intent to appeal with the Secretary of the Association within seven (7) days of the reconsideration decision and request time on the next regular meeting's agenda; or
 - 1. Fulfill the requirements to convene a Special Meeting (Art V, Sec. 3.)
 - 2. Appear before the membership at the next available scheduled meeting.

Section 2. Acting on the Appeal: The association shall take the following action in regards to any appeal brought before the membership.

- A. The membership shall hear the appellant's case and then listen to a representative of the committee that made the decision being appealed.
- B. The case shall then be voted on by the membership. The vote shall be by written ballot, with a majority vote of members present carrying the decision.
- C. The votes shall be counted by a committee of three appointed by the President or presiding officer. The member appealing has the option of appointing one counter.
- D. The result of the vote shall be made known to the membership prior to the close of the meeting.
- E. The Secretary shall inform the appellant of the decision and enter the results in the minutes of the meeting, thus ending the Appeal Process in this matter.

ARTICLE X – AWARDS

- A. Scholarships – The Scholarship Committee will award the number of scholarships as provided below: based on the number of dues paying members:
 - a. 60 members – 4 Awards of \$400 each or \$1600
 - b. 48 members – 3 Awards at \$400 each or \$1200
 - c. The Award should be made to selected applicants after completion of the first semester of college with grades. Notification should be done after selection
 - d. The Award can be made to student-athletes who will enter the Military. This award should be processed to the recipient once the recipient has provided orders for verification.
- B. Contribution to Football – Provided to an individual who is identified as being an advocate for High School Football in Central Massachusetts. This recipient may be from coaching, officiating, administrative or media background. The nominees shall be provided to the Contribution to Football Committee for review. It should be noted that the Committee is not required to select a recipient each year if no worthy candidate is identified.
- C. CMCFO Sportsmanship Award – Provided annually to the school displaying sportsmanship at all levels of play. This is determined by a vote of the membership.

As used in these By-Laws, words of any gender shall be construed to include any other gender. Words in singular number shall be construed to include the plural, unless context otherwise requires.