

**CONSTITUTION AND BY-LAWS OF
THE PHILADELPHIA CHAPTER OF THE
EASTERN ASSOCIATION OF INTERCOLLEGIATE FOOTBALL
OFFICIALS**

CONSTITUTION

Article I

Name

The name of this Association shall be THE PHILADELPHIA CHAPTER OF THE EASTERN ASSOCIATION OF INTERCOLLEGIATE FOOTBALL OFFICIALS

Article II

Purpose

The purpose of this Association, in compliance with and subject to the Constitution and By-Laws of the EAIFO, (and any additions, supplements or revisions thereof), shall be: to promote the welfare of the American intercollegiate game of football, its players and officials; to maintain the highest standards of football officiating; to encourage the spirit of fair play and sportsmanship; to have available at all times an adequate number of thoroughly trained and capable officials for use by the various appointing authorities; and, to cooperate with all other organizations officially connected with the American intercollegiate game of football in furthering its interests and ideals.

Article III

Territory

The Philadelphia Chapter shall cover the territory encompassing Eastern Pennsylvania, Southern New Jersey and Delaware.

Article IV

Membership

The requirements for membership shall be in accord with Article I of the By-Laws of The Philadelphia Chapter EAIFO.

Article V

Officers

The officers of the Philadelphia Chapter shall be a President, First Vice-President, Second vice-President, Division II/III Representative, Secretary-Treasurer, Assistant Secretary-Treasurer and two Directors elected to represent the Chapter on the Board of Directors of the EAIFO. The Executive Committee shall consist of the officers of the Chapter and the immediate Past President.

Article VI

Elections and Qualifications

1. The President shall appoint a Nominating Committee. This Committee, shall report at the next to the last regular meeting in, October at which time it shall present the names of candidates for the offices of President, First Vice-President, Second Vice-President, Division II/III Representative, Secretary-Treasurer and Assistant Secretary-Treasurer. They shall also present the names of candidates for the office of Director in such years as required.
2. Candidates for the aforementioned offices must be active members of the Chapter. Candidates for Director must also have at least ten years active EAIFO membership. Excluding Directors, officers shall serve for a period of one (1) year and shall not, except for the Secretary-Treasurer and Assistant Secretary-Treasurer, succeed themselves.
3. Additional nominations may be made from the floor either at this meeting or at the next regular meeting of the Chapter.
4. An election shall be held and the officers shall be elected by ballot at the last Regular Weekly Meeting before the Annual Banquet Meeting by a majority of the whole number of votes cast. The new Directors shall take office at the first meeting of the EAIFO Board of Directors following the Chapter's Annual Banquet Meeting. Should a vacancy occur during the unexpired term of a Director the same voting procedure will be carried out by the Chapter to fill such vacancy for the remainder of the unexpired term.
5. The terms of such officers, exclusive of Directors, shall commence on the first day of January following their election and such officers shall

assume their positions and duties at that time.

6. If any office other than that of Director shall become vacant during the term, the Executive Committee shall have the power to fill the vacancy by appointment.
7. The election of a Chapter Director shall take place each biennium according to Article VI of the EAIFO Constitution. Such election shall take place in even numbered years. Directors shall be elected for a four (4) year term by the Active Members of the Chapter.

Article VII

Duties of officers and Executive Committee

1. The President shall: preside at the Chapter meetings of the Association and Executive Committee meetings; appoint all Committees unless otherwise provided for; and, perform such other duties as pertain to the office.
2. The First Vice-President shall, in the absence or inability of the President, perform the duties of the President.
3. The Second Vice-President shall, in the absence or inability of the First Vice-President, perform the duties of the President.
4. The Division II/III Representative on the Executive Committee shall represent the interests of Division II/III members and perform such other tasks and duties as delegated to him by the President.
5. The Secretary-Treasurer shall keep the minutes of all Chapter business meetings as well as minutes of the meetings of the Executive Committee. He shall issue all notices as required, conduct the correspondence of the Chapter, keep all records and have them available when required. As the Treasurer, he shall collect and receive all moneys and assessments due to the Chapter and, under the direction of the President, pay all bills. He shall place all

Chapter funds in accounts in the name of the Chapter in a bank approved by the Executive Committee. The Secretary-Treasurer shall receive an annual salary of Five Hundred Dollars (\$500.00) per year.

6. The Assistant Secretary-Treasurer shall serve as an aide to the Secretary-Treasurer and shall help to maintain both the secretarial and financial records of the Chapter.
7. The Executive Committee shall act as the governing body of the Philadelphia Chapter EAIFO. It shall have full power to adopt all regulations that are necessary for the welfare of the Chapter; however, its authority and actions are subject to the Constitution and By-Laws.

Article V111

Order of Business

1. Parliamentary procedure under the Association's Constitution and By-Laws shall be governed by Roberts' Rules of Order. Except when special order of business shall have been adopted by the Executive Committee for any meeting, the order of business shall be:

Roll Call
Reading of Minutes of Previous Meeting
Treasurer's Report
Report of Executive Committee
Report of Directors
Communications
Unfinished Business
New Business
Reports of Committees
Election of Officers
Adjournment

2. Chapter meetings will be devoted to discussion of rules, mechanics, interpretations and play situations. Progress reports of committees may be asked for by the President and presented by committee representatives. The final Chapter Regular Weekly Meeting will be designated as a business meeting at which time any items other

than rules, mechanics, interpretations and play situations may be brought up for discussion.

Article IX

Amendments

No amendments or alterations to the Constitution of this Association shall be made unless the same be proposed in writing by a majority of the Executive Committee or ten active members of the Chapter and a copy sent to the entire membership two weeks before the meeting for the consideration thereof, and no such amendments or alterations shall be made except by a majority vote of the Active Members of the Association present.

BY-LAWS

Article I

Membership

1. There shall be five (5) classes of membership in the Philadelphia Chapter: Division I, Division II and Clock operators, Division III, Associate and Honorary. All members of the above classifications, except Honorary Members, shall be classified as Active Members.
2. An Active Member is one who has attained and continues to meet the minimum requirements of his respective classifications as defined in the By-Laws of the EAIFO and who cooperates and complies with the regulations of the Philadelphia Chapter.

The classifications of Active Members are as follows:

A. Division I

All Chapter members who have been selected by the Eastern College Athletic Conference Commissioner, or his authorized representative, to officiate Division IAA Eastern College Football

Association football games.

B. Division II and Clock Operators

All Chapter members who have been selected by the ECAC commissioner, or his duly authorized representative, to officiate ECFA football games other than Division IAA games. Clock operators assigned to Division I, II & III games.

C. Division III

All Chapter members who aspire to obtain the status of Division I and II classifications. This would include new applicants who are accepted as members.

D. Associate

All Chapter members who are members of other collegiate officiating groups who wish to associate themselves with the EAIFO.

3. An Honorary Member shall be any member of the Association who ceases to be an active EAIFO official after having been a member of the Association in good standing for a period of ten (10) years or more.

In order to attain Honorary Member status a member must be nominated for this member classification by the Chapter and approved by the EAIFO Board of Directors. When so approved, said member shall become an Honorary Member without the right to vote or the obligation to pay assessments.

4. NEW CANDIDATES: The Philadelphia Chapter will observe the entrance requirements for new members as set forth by the parent EAIFO organization and require the following procedures for admission:
 - A. An applicant must submit an application form between January 1st and March 15th of the current year.
 - B. An applicant must be a member of a recognized football officials' organization.
 - C. An applicant must have officiated interscholastic or intercollegiate

varsity football for at least five (5) years and have worked at least twenty-five (25) interscholastic or intercollegiate varsity football games. An applicant must have worked a minimum of five (5) interscholastic or intercollegiate varsity games in a particular year in order for that year to qualify as a year in satisfying the five (5) year requirement.

D. An applicant must provide letters of recommendation from two (2) Active EAIFO Members who have seen him work and from two (2) high school or college football coaches for whom he has worked. An Active Member may only sponsor one (1) applicant each year.

E. An applicant must appear for a personal interview before the Membership Committee.

F. upon consideration by the screening committee, an applicant will be classified as: (1) an Eligible Candidate; or, (2) a Probationary Candidate; or, (3) a Rejected Candidate.

i . AN ELIGIBLE CANDIDATE shall qualify for Division III membership. He must pay a Twenty Five Dollar (\$50.00) application fee to the Philadelphia Chapter EAIFO payable to the Secretary-Treasurer of the EAIFO and become an Active Member of the EAIFO.

ii. A PROBATIONARY CANDIDATE shall:

a be responsible for the payment to the Philadelphia Chapter EAIFO of all other assessments for the current year (i.e., dues, dinners, Bob Evans Clinic and banquet),

b submit their schedule of all high school varsity games to be worked during the current year which will be subject to observation by representatives of the Philadelphia Chapter,

c attend a least four (4) dinner meetings of the Philadelphia Chapter during the current season, and

d upon acceptance by the screening committee and approval of the Executive Committee, applicant will be classified as an Eligible Candidate.

iii. A REJECTED CANDIDATE shall have the privilege of reapplying

in any future year. If an applicant is rejected twice, he shall not be considered for membership thereafter.

- iv. A TRANSFER CANDIDATE shall qualify for classification in the above categories after his credentials are examined and Chapter recommendations are made at the April EAIFO Director's meeting. He will become a member only after approval by the Directors of the EAIFO.
5. All members (Active and Honorary), Eligible candidates, Probationary Candidates and Transfer Candidates are independent contractors and not employees of the Philadelphia Chapter EAIFO. It is the obligation of the member and/or candidate to pay state and federal taxes based upon the receipt of game fees and expenses for services rendered. The Philadelphia Chapter EAIFO shall not; (1) set or in any way limit the days of which a member and/or candidate can work; (2) limit the number of games an official can work on a particular day, week, month or season, (3) limit the right of a member and/or candidate to join and receive assignments from as many official's associations as the member and/or candidate would like; and (4) provide the member and/or candidate with any officiating gear, but may act as a conduit for the sale of that gear. Members and/or candidates shall be paid for services rendered by each hiring institution for which an assignment is performed. Any game fees and/or expenses for services rendered by members and/or candidates deposited in the Treasury of the Philadelphia Chapter **EAIFO and subsequently distributed** to members and/or candidates shall be considered to have been done for administrative convenience only and shall not, in any way, be deemed to create an employee/employer relationship. It is acknowledged herein that assigners who assign games to members and/or candidates of the Philadelphia chapter EAIFO are not compensated through a system whereby each member and/or candidate gives a percentage of each game fee to the assigner.

Article 11

Meetings

1. There shall be a Spring Meeting, Pre-Clinic (Rules Interpretation) Meeting, Annual Chapter Clinic Meeting, Regular Weekly Dinner Meetings during the football season, Regional Meetings (during the football season) and an Annual Banquet Meeting. Attendance at the Spring Meeting, Pre-Clinic (Rules Interpretation) Meeting, and the Annual Chapter Clinic Meeting is

mandatory. Presence at any of the above meetings shall count toward satisfying the chapter minimum meeting requirements. The number of Regular Weekly Dinner Meetings, Regional Meetings and Regular Weekly Dinner Meeting requirements will be set by the Executive Committee.

2. Active Members who reside within a fifty (50) mile radius of Philadelphia must attend a minimum of eight (8) Philadelphia Chapter meetings, four (4) of which must be Regular Weekly Dinner Meetings (one each in August, September, October and November) during the year. Attendance at the Regular Weekly Dinner Meeting designated Old Timers Night, if any, shall not count as credit for attendance at one of the mandatory Regular Weekly Dinner Meetings.
3. Active Members who reside outside a fifty (50) mile radius of Philadelphia must:
 - a. attend a minimum of seven (7) Philadelphia Chapter meetings during the year; the Spring Meeting, Pre-Clinic (Rules Interpretation) Meeting, Annual Chapter Clinic Meeting, and four (4) Regular Weekly Dinner Meetings (one each in August, September, October and November). Attendance at the Regular Weekly Dinner Meeting designated Old Timers Night, if any, shall not count as credit for attendance at one of the mandatory Regular Weekly Dinner Meetings; and,
 - b. attend one (1) Philadelphia Chapter Regional Meeting or a meeting of their local football officials' organization in lieu of one (1) Philadelphia Chapter meeting. Evidence of attendance at one (1) Philadelphia Chapter Regional Meeting or local football officials' organization meeting must be certified by the designated Regional Meeting representative or the respective Secretary of the local football officials organization to the Secretary-Treasurer, Philadelphia Chapter EAIFO.
4. The Annual Chapter Clinic Meeting will be organized and conducted under the direction of the Executive Committee.
5. Any Active Member of the Philadelphia Chapter who fails to meet the minimum meeting requirements will have such fact reported to all assignors for whom the Active Member works by the Secretary-Treasurer, Philadelphia Chapter EAIFO, and such failure will further result in such other corrective and/or punitive action against the Active Member as the Executive Committee shall deem appropriate.

Article III

Fees, Assessment& and Insurance

1. The amount of and due dates for the payment of fees and assessments will be determined by the Executive Committee.
2. The nature and extent of insurance for chapter members will be determined by the Executive Committee.
3. Failure to pay the assessments by October 15th of each year will result in a Twenty-Five Dollar. (\$25.00) fine.
4. Failure to pay any fees, assessments and/or fines will result in loss of membership in the Chapter. Any member may apply to the Executive Committee for, and the Executive Committee shall have the authority to authorize, the late payment of fees and assessments, and the waiver of fines on the basis of personal hardship.

Article IV

Vote and Quorum

1. A total of twenty-five (25) Active Members present at a regular meeting shall constitute a quorum to conduct business.
2. A quorum for the Executive Committee shall be four (4).
3. A majority vote at a Chapter or Executive Committee meeting is necessary to transact business.

Article V

Committees

1. The President shall appoint the following committees and such other committees as authorized by the Executive Committee, or by the membership, in general meeting:
 - A. Banquet and Meeting Committee who shall be responsible for

making all arrangements for the Regular Weekly Meetings, the Annual Banquet Meeting, the Spring Meeting and the Pre-Clinic meeting.

- B. Awards Committee who shall be responsible for the determination of and arrangement for suitable awards to eligible members as provided in Article X.
- C. The Chapter Clinic Committee who shall be responsible for the location, program and all other arrangements for the Annual Chapter Clinic Meeting. This Committee shall act under the direction of the Executive Committee.
- D. Membership Committee who shall be responsible for the supervision, screening and classification of all new applicants. This committee will be composed of the Executive committee and Active Members appointed by the President.
- E. Nominating Committee who shall be responsible for the selection of eligible candidates for the election of chapter officers and directors. They shall supervise all Chapter elections.
- f. Public Relations Committee who shall be responsible for the promotion and improvement of Chapter public relations.
- G. Rules and Interpretation Committee who shall be responsible for the preparation of a program of discussion based on the Rule Book and Manual of Intercollegiate Football to be presented at the Regular Weekly Meetings, Spring Meeting, Pre-Clinic Meeting and Annual Chapter Clinic Meeting. Questions involving rules and techniques will be handled by this committee and the committee members shall serve as official interpreters for the Chapter.
- H. Welfare Committee who shall be responsible for the recognition of the well being of the members of the Chapter and their immediate family and the social obligations connected therewith.

Births - Appropriate card and flowers

Marriage - Appropriate card and gift

Deaths - Appropriate card and contribution or flowers (retired member, member or

immediate member of family, i.e., wife, child
or parent).

Illness Appropriate card and flowers or fruit
(member or wife)

- I. Constitution and By-Laws Committee who shall be responsible for keeping the Constitution and ByLaws up to date and considering any suggested amendment for presentation to the Executive Committee.
- J. Finance Committee who shall be responsible for making recommendations for changes in dues, expenditures and any other fiscal matters which might be referred to this Committee for consideration.

Article VI

Dues and Assessments

1. The Executive Committee has the right to levy special or permanent assessments when necessary for the-conduct of Chapter business.

Article VII

Impeachment

1. Any member may initiate impeachment proceedings against an officer(s) for conduct unbecoming an intercollegiate football official, or for conduct which may bring discredit upon the Association, by preparing written charges against the officer(s).
 - A. The charges shall be submitted to the Executive Committee who shall direct the Secretary-Treasurer, to notify, in writing, the officer (s) being charged of the charges being brought against him; to provide the officer(s) being charged with a written copy of the charges; and provide the officer(s) being charged with an opportunity to reply in writing and make a written request for a hearing on the charges within ten (10) days from the receipt thereof.
 - B. In the absence of a reply to the charges in writing and a written request for a hearing, the Executive Committee shall examine the matter in a spirit of fairness and, after conscientiously weighing the

evidence, shall recommend the appropriate sanction to include, but not be limited to, reprimand, removal from office, suspension from membership, expulsion from membership or acquittal.

- C. When a reply to the charges in writing and a written request for a hearing are made by the officer(s) within ten (10) days from the receipt thereof by the officer (s) , the Executive Committee a hearing on the charges. The hearing shall be scheduled within ten (10) days after the receipt of the officer's (s)' reply in writing and written request for hearing. The Secretary-Treasurer shall give either written and/or verbal notice of the location, date and time of the hearing to all interested parties at least three (3) days prior to the scheduled hearing date.
- D. Prior to or at the beginning of the hearing, the Executive Committee members shall review the charges, supporting documents and any reply thereto. The format for the hearing shall be determined by the Executive Committee; however, the proponent or proponents of the charges shall have the burden to proceed initially with their proofs. Evidence or proofs shall not be limited
- E. The form of (i.e. documents, written statements, testimony, etc.)... Formal rules of evidence shall not apply and the Executive Committee shall have the discretion to determine -what evidence or proofs is/are admissible as well as the weight to be given thereto. The right of cross examination shall be afforded to the proponent(s) of the charges as well as the officer(s) charged. All parties, to include the Executive Committee, shall have the right to be **represented**.
- F. At the end of the hearing, the formal record thereof shall be closed. Within five (5) days after the closing of the record, the Executive Committee shall examine the matter in a spirit of fairness and, after conscientiously weighing the evidence, shall recommend the appropriate sanction to include, but not be limited to, reprimand, removal from office, suspension from membership, expulsion from membership or acquittal.
- G. Any recommendation for sanction by the Executive Committee, shall be supported by a majority of the Executive Committee members present and voting; however, a recommendation for removal from office, suspension from membership or expulsion from membership shall be supported by a three-fourths (3/4) majority of the Executive Committee members present and voting.

- H. Any recommendation, other than for acquittal or reprimand, shall be presented before the membership of the Chapter, at the next regularly scheduled meeting, for final action. The recommendation of the Executive Committee shall be sustained only when approved by a three-fourths (3/4) majority of the Chapter members present and voting.

Article VIII

Discipline of Members

1. The Chapter, through its Executive Committee, shall have the right to discipline its members on its own initiative or on the basis of information, received in writing, from any member(s).
2. Disciplinary proceedings may be initiated for cause, to include but not be limited to:
 - A. Failure to comply with established authority or regulations of the Chapter and/or Association,;
 - B. Delinquency in the payment of dues, assessments or satisfying any obligation of the chapter to include attendance at the required number of Chapter meetings; and
 - C. Any conduct contrary to the best interests of Chapter or Association.
3. Disciplinary proceedings against a member(s) shall be initiated by the Executive Committee,, who shall direct the Secretary-Treasurer, within (10) days thereof, to notify, in writing, the member(s) being charged of the charges being brought against him; to provide the member(s) being charged with a written copy of the charges; and provide the member being charged with an opportunity to reply in writing and make a written request for a hearing on the charges within ten (10) days from the receipt thereof.
4. Thereafter, the procedure to be followed shall be that which is heretofore set forth in Article VII, paragraphs b through h.

Article IX

Change in By-Laws

1. No change in the Constitution and/or By-Laws shall be made unless such change is proposed in writing by a majority of the Executive Committee or ten (10) active members of the Chapter.
2. A notice of the proposed change must be put in writing and sent to the entire membership two (2) weeks prior to the meeting at which it is to be voted upon.
3. Changes in the Constitution and/or By-Laws must be by a majority, vote of those present.

Article X

Awards

1. The Awards Committee shall at the beginning of each season determine who is eligible for any of the following awards and arrange to secure them in time for presentation at the Annual Banquet Meeting or Spring Meeting.

A. Silver Platter Retirement Award. This Award was established in October, 1954 with the following recommendation:

"To be eligible for this award from The Philadelphia Chapter of the EAIFO at the time of his retirement, a member should have the following qualifications:

- i. (12) years as a member of the EAIFO
- ii. A member must have officiated in fifty (50) varsity college games. (The retiring member shall be responsible for the verification of his games.)
- iii. In exceptional cases, the Executive Committee shall have the

power under extenuating circumstances to render a decision on individual merit.

- iv. The foregoing award shall be presented to eligible members at the Annual Banquet Meeting, provided that such member notifies the Chapter of his retirement prior to November 1 of the year in which he plans to retire. If such notice is not given the award shall be presented at any time designated by the Executive Committee.

- B. Annual Presidential Award. The retiring President, who has served his position well, shall be presented with a suitable memento in recognition of his services to the Philadelphia Chapter EAIFO at the Annual Banquet Meeting.

- C. President of EAIFO Award. In recognition of his service, the Philadelphia Chapter EAIFO shall present a memento to any Chapter Director who serves as President of the EAIFO. This presentation shall be made upon the expiration of his tenure as President of the EAIFO.

- D. Director of EAIFO Award. In recognition of his service, the Philadelphia Chapter EAIFO shall present a memento to any member of the Chapter who serves as a Director of the EAIFO. This presentation shall be made upon the expiration of such member's tenure as Director of the EAIFO.