

CONSTITUTION
of the

EASTERN ASSOCIATION OF
INTERCOLLEGIATE FOOTBALL OFFICIALS, INC.
(Up-dated as of May 20, 2006)

May 20, 2006

I-NAME

1. The name of the Corporation shall be the "Eastern Association of Intercollegiate Football Officials, Inc." (EAIFO).

II-PURPOSE

1. The purpose of the Corporation shall be to promote the welfare of the American intercollegiate game of football, its players, coaches 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.

III - TERRITORY

1. The Corporation shall cover the territory embracing the states of Maine, New Hampshire, Vermont, Massachusetts, Connecticut, Rhode Island, New York, New Jersey, Pennsylvania, Delaware, Maryland, West Virginia, Virginia, the District of Columbia. Individual chapters of the Corporation may be established anywhere in this territory under provisions prescribed in the By-Laws.

IV - MEMBERSHIP REQUIREMENTS

1. The requirements for membership shall be provided for in the By-Laws.

V - OFFICERS AND DIRECTORS

1. The officers of the Corporation shall consist of a President, First Vice-President, Second Vice-President and a Secretary-Treasurer. A rotation system of chapter representation shall be established in the election of President and Vice-Presidents. These officers shall hold the same office for one year only, the First Vice President succeeding the President and the Second Vice-President succeeding the First Vice-President in the following order: Southern, Philadelphia, Metropolitan, Western Pennsylvania, Boston, Empire, Connecticut and Western New England. The rotation of any additional chapters, duly created per Section XV, Article 2 of the EAIFO By-Laws, shall be determined by the Board of Directors at the board meeting at which the additional chapter is admitted.

2. Effective December 31, 1995, (December 31, 1996 for Western New England Chapter), the Board of Directors shall consist of two members from each existing chapter of the Corporation. Any additional chapter, duly created per Section XV, Article 2 of the EAIFO By-Laws, shall be entitled to be represented by one director only. The duties of the officers and directors shall be described in the By-Laws.

3. The Executive Committee shall consist of the Officers of the Corporation.

VI - ELECTION TO OFFICE

1. The President shall be elected for a one year term and his term shall commence January 1 of that year. He shall be succeeded at the close of his term by the First Vice-President. On such occasions when the First Vice-President is not available or eligible, the Second Vice-President shall advance to the position of President. If neither the First Vice-President nor the Second Vice-President is available or eligible, the President shall be elected from and by the Board of Directors at their annual meeting by a majority vote of those Directors present and voting. However, the candidates for President shall be limited to those from the chapter represented by the First and Second Vice-Presidents.

2. The First and Second Vice-Presidents shall be elected for a one year term from and by the Board of Directors at their annual meeting by a majority vote of those Directors present and voting. The candidates shall be limited to those from the chapter which insures the following rotation of chapter representations: Southern, Philadelphia, Metropolitan, Western Pennsylvania, Boston, Empire, Connecticut and Western New England. The rotation of any additional chapters, duly created per Section XV, Article 2 of the EAIFO By-Laws,

shall be determined by the Board of Directors at the board meetings at which the additional chapter is admitted.

3. The Secretary-Treasurer shall be nominated and elected annually by the Board of Directors at their annual meeting of said Board by a majority vote of the Directors.

4. All officers of the EAIFO shall be elected by the Board at their annual meeting and their respective terms of office shall commence January 1 of that year.

5. The two directors shall be elected by each chapter from active members of their chapter who have at least ten years of active EAIFO membership. Each chapter shall elect one director for a four year term each biennium, to take office in accordance with the following schedule.

Connecticut, Empire and Philadelphia, the even numbered years; and Boston, Western Pennsylvania, Southern, Metropolitan and Western New England, the odd numbered years. Directors shall continue in office until the end of the fiscal year (December 31st). A member chapter of this Corporation shall neither prescribe the number of years of service of any Director nor restrict the term or terms of office of any Director. Any additional chapter duly created per Section XV, Article 2 of the EA.IFO By-Laws, shall elect one director every four years. The year, odd or even, shall be determined by the Board of Directors at the board meeting at which the additional chapter is admitted

VII - AMENDMENTS

1. The Constitution may be amended by an affirmative vote of a majority of the EAIFO membership . The Board of Directors shall present the amendment to their chapter members for a vote, at a chapter meeting, and then report the results of that vote at the next board meeting so that the votes of all chapters may be tallied.

BY-LAWS
OF THE

EASTERN ASSOCIATION OF
INTERCOLLEGIATE FOOTBALL OFFICIALS, INC.

(Up-dated as of September 20, 2017)

(Underline indicates a revision since May 18, 2007)

I - CLASSIFICATION OF MEMBERS

Membership in the Corporation shall consist of all members of duly authorized EAIFO Chapters. The classification of members are as follows:

A. Division I (*Field Official*)

All EAIFO members who officiate Division I Football Games.

B. Division II (*Field Official*) and Clock Operators

All EAIFO members who have been selected to officiate football games other than Division I games. Clock operators assigned to Division I, II & III games.

C. Associate

All EAIFO members who are members of Division I Collegiate Officiating groups who wish to associate themselves with the EAIFO.

II -APPLICATION AND MAINTENANCE OF MEMBERSHIP

1. **Applicants** for membership shall be at least 21 years of age as of January 1st of the year for which **they apply** for membership. **They** shall have been a member of a recognized football officials association. **They** must have written recommendations from two active or retired EAIFO officials, comply with uniform screening procedures and **be** physically fit to meet the demands of football officiating. Any other membership qualifications or requirements shall be at the discretion of and be determined by the respective EAIFO Chapters.

2. **Applicants** for membership shall signify **their** intention in writing to the Chapter Secretary-Treasurer, together with a fee of \$25.00, which fee shall be returned if the applicant is refused the opportunity to take the required examinations. If the applicant fails to earn sufficient credits on the

annual examinations as shall have been established by the Board of Directors, they shall not qualify for membership and their application fee shall not be returned.

3. An applicant and/or member shall, in consideration for membership and continuing membership in the EAIFO, execute a release, in a form to be determined by the Board of Directors of the EAIFO, releasing and holding harmless the EAIFO, its officers and directors from any liability relative to any claim associated with travel to, from, and participation in any collegiate varsity, sub-varsity, preseason or postseason football game or scrimmage. An applicant and/or member of the EAIFO shall also, in consideration for membership and continuing membership in the EAIFO, satisfy such other requirements may be established by the Board of Directors of the EAIFO.

4. A successful applicant shall become a member. of the EAIFO.

5. The Corporation will not discriminate against any member or applicant for membership because of race, creed, color, national origin, age or sex.

6. A member, with the exception of Associate and Clock Operators, must attend a minimum of eight (8) chapter meetings or his membership will be terminated as stated in Section ill, of the EAIFO By-Laws, Termination of Membership.

III - TERMINATION OF MEMBERSHIP

1. Membership shall be forfeited at the discretion of the Board of Directors either on its motion or at the instance of a chapter recommendation, at any duly constituted meeting of the Board, and by a majority vote thereof, after due consideration of the facts and circumstances presented. Such action of the Board shall be prompted by but not limited to a member's failure to pay dues timely, repeated inattention to Corporation obligations and responsibilities, violation of required meetings and/or examination attendance, conduct fairly deemed to be in derogation of the best interests of the Corporation and conduct or practices bringing discredit to the Corporation. A member so terminated may appeal the decision to the Board of Directors.

IV-INACTIVE STATUS

1. Any EAIFO member may request to become inactive by stating his intentions in a letter to the EAIFO Secretary, a copy of which must be sent to the chapter secretary. Inactive members may become active members by writing to the EAIFO Secretary requesting active membership and must fulfill any or all EAIFO membership obligations. Also, a copy of this request should be sent to

the chapter secretary.

V - ELIGIBILITY

1. Eligible applicants who shall obtain required credits on the annual rules and/or manual examination as shall be established by the Board of Directors shall become members of the EAIFO.

VI - LOSS OF ELIGIBILITY

1. No member shall officiate during the year for which he has not taken the rules and manual examination, unless waived by the Board of Directors.

VII – TRANSFERS

1. Transfers from other Associations/Corporations.

The transfer of officials to this Corporation from other recognized collegiate football associations/corporations in the United States shall be subject to the approval of the Board of Directors.

VIII - HONORARY MEMBERSHIP

1. Any member of the Corporation who ceases to be an active EAIFO official, provided they have been a member of the Corporation in good standing for a period of ten years, shall when nominated by his chapter and approved by the Board of Directors, automatically become an honorary member of the Corporation, without the right to vote or the obligation of dues payment. To this end, each chapter shall make a suitable presentation of the award of honorary membership by such ceremony as shall seem appropriate to that chapter.

IX-DUES

1. Annual membership dues in the Corporation shall be set by the EAIFO Board of Directors.

2. Individual member dues shall be collected by the chapter secretaries and shall be paid to the Secretary-Treasurer of the EAIFO on or before April 15th. In the event of a member's failure to pay his dues in full by April 15th his membership shall be terminated.

3. In the event of termination of membership or resignation, the Secretary-Treasurer shall refund the member's dues if such event takes place prior to June 1st.

X - DUTIES OF OFFICERS AND DIRECTORS

1. Officers

a. The President shall preside at all meetings of the Corporation, the Board of Directors and the Executive Committee. He shall under the direction of the Board of Directors, conduct all negotiations in behalf of the Corporation and shall make every reasonable effort to further the policies adopted by the Corporation. He shall appoint all permanent and any specially authorized committees.

b. The First Vice-President shall perform the duties of the President in his absence or inability to act, and such other duties as may be required by the By-Laws or the Board of Directors.

c. The Second Vice-President shall perform the duties of the First Vice-President in his absence or inability to act and such other duties as may be required by the By-Laws or the Board of Directors.

d. The Secretary-Treasurer shall keep the minutes of all meetings of the Board of Directors, the Executive Committee and the Corporation. He shall send out all notices and bills. He shall keep all records, collect all dues, pay all bills, have charge of all funds and place such funds in the name of the Corporation in a bank approved by the Board of Directors. He shall countersign all checks. He shall act as liaison officer between the Corporation and the various Commissioner's offices. The Secretary-Treasurer shall notify each applicant of his election or rejection. If elected, he shall furnish him with all necessary publications of the Corporation, including the Constitution and By-Laws. He shall investigate all complaints against members and shall present to the Board of Directors all evidence he may procure.

The Secretary-Treasurer shall receive an annual salary to be decided upon by the Board of Directors.

2. Directors

a. The Board of Directors shall act as the governing body of the Corporation. It shall receive all

complaints against any member, order such investigation as is necessary, and hear and take what action it deems advisable, including suspension and expulsion of any member. It shall hear and pass upon all suggestions which in any way affect the game of football or the Corporation.

b. The Board of Directors shall, during their annual meeting, elect a President, First and Second Vice-President from their membership and a Secretary-Treasurer - all of these officers shall serve for one year. In such years when the Vice-Presidents are not available or eligible to advance to the presidency, the Board of Directors shall elect a president from their membership for one year. This section is subject to the provision of Section VI of the Constitution.

c. The Board of Directors shall have full power to adopt all regulations to govern its deliberations subject to the Constitution and By-Laws.

d. The directors shall be elected at an annual chapter meeting by said chapter members. Newly elected directors will take office January 1 of the year for which they were elected. In the event a director becomes inactive, the chapter represented by such director shall elect an eligible replacement to serve the remainder of the unexpired term. Such election shall take place at the next regular scheduled meeting of the chapter.

e. The Board of Directors shall fill a vacancy in the office of First Vice-President and Second Vice-President or Secretary-Treasurer for the unexpired terms by majority vote of its membership. This may be done at a special meeting or by mail ballot at the discretion of the President This section is subject to the provision of Article VI of the Constitution.

f. The Board of Directors shall have the authority to contract with appropriate organizations through its duly constituted officers and/or committees and to draft agreements which in the judgment of the board members shall be in the best interests of the Corporation.

g. The Board of Directors may delegate at any time any or all of its powers to its Executive Committee. It may enlarge the Executive Committee from its own ranks to a maximum of five from time to time or give such authority to the President.

XI - CORPORATION MEETINGS AND CHAPTER MEETINGS

1. Corporation Meetings

a. An annual meeting of the Board of Directors shall be held. The location, time and date shall be

established by the president and the secretary-treasurer.

b. Special meetings of the Board of Directors shall be held at the call of the President either on his own motion or when requested by a majority of the Board of Directors.

2. Chapter Meetings

a. A minimum of eight (8) meetings of each chapter shall be held during each year, . at such time and place as shall be designated by the directors and officers of the chapter, and shall be for the purpose of discussing football rules and interpretations and the methods and techniques to be used in officiating; and to transact such other business as may properly come before such meetings. Such meetings shall be under the supervision and control of the directors and/or officers of the respective chapters or their designees.

b. Only EAIFO members or an approved EAIFO applicant, per Section II of the By-Laws, shall be allowed to attend chapter meetings.

XII - VOTE AND QUORUM

1. One half of the members of the Board of Directors shall constitute a quorum to conduct business; except that at a special meeting of the Board of Directors a quorum shall consist of one half of those eligible to attend. A telephone poll, by the secretary-treasurer on matters he deems necessary, shall constitute a meeting of the Board of Directors and any decision reached is valid, provided the secretary-treasurer has contacted all directors.

XIII - EXPENSES

1. The expenses of the officers and Board of Directors in attending meetings of the Corporation or expenses in conducting the business of the Corporation, shall be paid from the funds of the treasury when, in the opinion of the Board of Directors the financial condition of the Corporation justifies such expenditure.

XIV – COMMITTEES

1. The President shall appoint the following committees as may be authorized by the Board of Directors of the Corporation.

- a. Auditing Committee - To be composed of three members whose duties shall be to check and audit all accounts, books, etc., of the Secretary-Treasurer prior to the annual meeting and to report their findings at that meeting.

- b. Finance Committee -To be composed of three members and Secretary-Treasurer whose duties will be to draw an operating budget, which when approved by the Board of Directors at its annual meeting, will be binding upon the Corporation for each following calendar year.

- c. Policy Committee - To be comprised of a member from each chapter whose duties shall be to study and analyze problems of policy and to recommend any new policies.

- d. Public Relations Committee - To develop, recommend and implement programs and techniques designed to engender favorable relations for the EAIFO, its chapters and members.

XV - CHAPTERS AND NEW CHAPTERS

1. Chapters

- a. There may be chapters of the Corporation established in all centers of population within the territory covered by Article III of the Constitution as and when the Board of Directors feel such expansion is in the best interests of the Corporation and the game of intercollegiate football. The number of chapters may also be reduced or divided as and when the Board of Directors feel such contraction is in the best interests of the Corporation and the game of intercollegiate football.

- b. A member, or prospective member, may be affiliated with any chapter established by the Corporation.

- c. Chapters shall be subject to the authority of the Corporation and the Board of Directors. Where provisions of a Chapter Constitution and/or By-Laws shall be in conflict with the Constitution and By-Laws of the Corporation, the Corporation's Constitution and By-Laws shall prevail.

2. New Chapters

- a. The creation of a new chapter shall be only upon a written application directed to the Board of Directors at one of its annual meetings. The application must set forth the following:
 - 1. Name of proposed chapter.

- 2. Location of proposed chapter.
- 3. A statement of facts showing necessity and need for a new chapter.
- 4. A list of names and addresses of the members, all of whom must be members of the EAIFO. The minimum number of members required for the new chapter shall be twenty-four. The chapter should not be within ninety miles of a present existing chapter.
- 5. The application to be signed by each member of the proposed chapter.
- 6. A letter or letters must be attached to the application from the member or member's chapter approving the proposed new chapter.

b. The application must be approved by vote of two-thirds of the members of the Board of Directors.

c. Upon the required approval of the Board of Directors, the application must then be referred to the members of the Corporation with a recommendation from the Board of Directors that the new chapter be permitted to organize permanently and be granted a charter; and said new chapter to be admitted to full membership, if the recommendation is approved.

d. The recommendation of the Board of Directors must be approved by a majority vote of the members of the Corporation.

e. An application disapproved by the Board of Directors or the Corporation membership cannot again be presented for a period of two years; whereupon the same application procedure shall be followed.

XVI - .UNIFORMS

1. The uniform of the Corporation shall be as designated by the Collegiate Commissioners Association's Manual.

XVII - AMENDMENTS OF BY-LAWS.

1. The Corporation By-Laws may be amended by an affirmative vote of three-fourths of the Board of Directors.

XVIII - ORDER OF BUSINESS

1. Parliamentary procedure under the Corporation Constitution and By-Laws shall be governed by Roberts' Rules of Order Revised.

2. Except when special order of business shall have been adopted by the Board of Directors for any meeting, the order of business shall be:

- a. Roll Call
- b. Reading of Minutes of Previous Meeting
- c. Treasurer's Report
- d. Report of Committees
- e. Communications
- f. Unfinished Business
- g. New Business
- h. Reports of Chapters by Directors
- i. Election of Officers
- j. Adjournment.

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