

**CONSTITUTION AND BYLAWS**  
**CLINCH VALLEY FOOTBALL OFFICIAL'S ASSOCIATION**  
**CONSTITUTION**

**Article I: Name**

**Section 1.** The name of the organization shall be the Clinch Valley Football Official's Association, unless changed according to Article VI, Section 1.

**Article II: Purpose**

**Section 1.** The purpose of the Association shall be to further the development of competent football officials and to provide these officials in an equitable manner to schools and other organizations desiring the services of the Association.

**Section 2.** To effectuate this purpose, the Association shall provide information and training regarding rules and mechanics.

**Article III: Officers**

**Section 1.** The Officers of the Association shall be: TSSAA Supervisor(s), Assigning Officer, Secretary-Treasurer, and five (5) Committee Members.

**Section 2.** The Committee shall elect a Chairman and a Vice-Chairman each year.

**Section 3.** The Executive Committee shall be composed of the TSSAA Supervisor(s), Assigning Officer, and the five (5) Committee Members.

## **Article IV: Membership**

**Section 1.** Membership in the Association shall be restricted to qualified TSSAA Officials.

## **Article V: Meetings**

**Section 1.** Meetings of the Association shall be scheduled by the TSSAA Supervisor(s)/ Executive Committee.

**Section 2.** Special meetings may be called by the TSSAA Supervisor(s), Executive Committee, or by petition of twenty percent (20%) of the Regular Active Membership.

**Section 3.** A quorum shall consist of a majority of the Regular Active Membership.  
A quorum shall be present to conduct official business of the Association.

## **Article VI: Amendments**

**Section 1.** This constitution may be amended by a two-thirds (2/3rds) vote of the Regular Active Membership at an official meeting.

**Section 2.** Amendments shall be presented at an official meeting and shall lay over until the next official meeting before a vote may be taken.

# BYLAWS

## Article I: Name

**Section 1.** The name of the organization shall be as stated in Article I of the Constitution.

## Article II: Purpose

**Section 1.** The purpose of the Association shall be as stated in Article II of the Constitution.

## Article III: Officers and Duties

### **Section 1. Duties of the TSSAA Supervisor(s)**

He shall perform all requirements as set forth by the TSSAA.

He shall be in charge of the local Association.

He shall be in charge of all local meetings.

He shall be responsible for program content of all local meetings and the teaching that occurs at these meetings.

He shall observe the work of officials under game conditions, and following each session, he shall meet with the officials and make known his observations.

He, as a member of the Executive Committee, shall discuss the progress and competency of all officials and rate and group accordingly.

He shall serve as an ex-officio member of all committees.

He shall be the official spokesman for the Association; the official contact with all member schools and the TSSAA.

His salary shall be determined by the TSSAA and the Association.

**Section 2. Duties of the Assigning Officer**

He shall secure game schedules from member schools and other organizations.

He shall prepare game assignment schedules for officials.

Game assignments shall be based on Supervisor's evaluations and recommendations of the Executive Committee.

His salary shall be determined by the Executive Committee.

**Section 3. Duties of the Secretary-Treasurer**

He shall keep a permanent record of all meetings of the Association, both the Executive Committee and general membership.

He shall maintain a year-by-year record of the Regular Active Members and the attendance of each member.

He shall conduct and have custody of all fees and dues assessed by the Association.

He shall make available to each member a listing of all member's names, addresses, and phone numbers.

He shall present to the first meeting of each year a financial report for the previous calendar year. He shall also submit a written financial statement to the Chairman of the Executive Committee at the end of each calendar year.

His salary shall be recommended by the Executive Committee and approved by the acting Supervisor(s).

He shall pay all bills as directed by the Executive Committee and approved by the membership.

He shall determine if a quorum is present during meetings of the Association.

**Section 4. Duties of the Executive Committee**

The Executive Committee shall be the decision-making body of the Association.

The Executive Committee shall discuss and rule on all matters not covered in the Constitution and Bylaws.

The Executive Committee shall hear all grievances, conduct all investigations, and give final decisions.

The Executive Committee shall observe officials under game conditions as often as possible.

**Section 5. Duties of the Chairman**

He shall preside at all local meetings.

He shall be an ex-officio member of all committees.

He shall provide the TSSAA Supervisor(s) with the necessary time at all local meetings for the Supervisor(s) to bring his program before the Association.

**Section 6. Duties of the Vice-Chairman**

He shall assist the Chairman and Supervisor(s) in all matters pertaining to Association business.

He shall preside at meetings in the absence of the Chairman.

He shall perform the duties of the Secretary-Treasurer during his absence.

**Article IV: Dates of Election, Length of Service, and Qualifications**

**Section 1. Officers**

Officers shall be elected at the last official meeting of each year. Special elections, when necessary, may be called by the Executive Committee upon notification of the Regular Active Membership as to the purpose, date, and time of the election.

**Section 2. Terms of Office**

The TSSAA Supervisor(s) and Assigning Officer shall be elected each year according to TSSAA regulations.

A maximum of two (2) names shall be sent to the TSSAA and the member schools serviced by the Association for election of the TSSAA Supervisor(s) and Assigning Officer, respectively.

The Secretary-Treasurer shall be elected for a term of one (1) year.

The Committee Chairman shall be elected for a term of one (1) year.

The Committee Vice-Chairman shall be elected for a term of one (1) year.

Committee members shall be elected by a plurality vote of the Regular Active Membership.

Committee members shall be elected for two-year (2-year) terms.

Three (3) members shall be elected on even-numbered years, and two (2) members on odd-numbered years.

Immediately following the election, the Committee will be impaneled to elect a Chairman and Vice-Chairman and will advise the membership of its choice.

No Committee member shall serve more than two (2) consecutive full terms.

**Section 3. Vacancies**

In the event a vacancy occurs in any office elected solely by the Association, an election shall be held as set forth under Section 1 of this Bylaw article or during the next official meeting. The elections shall be held no later than one (1) month after the Association has been notified of the vacancy.

If the office of Assigning Officer is vacant, the Supervisor(s) shall perform the duties of the office until the vacancy is filled permanently.

If the office of Chairman is vacant, the Vice-Chairman shall perform the duties of the office until the vacancy is filled permanently.

Any officer elected solely by the Association may be removed from office by a two-thirds (2/3rds) majority of the voting members at an official meeting. The voting members shall be notified of the upcoming removal proceedings.

**Section 4. Qualifications**

A candidate for any office elected solely by the Association shall have a minimum of three (3) continuous years of membership as a Regular Active Member.

The TSSAA Supervisor(s) and the Assigning Officer shall have a minimum of ten (10) continuous years as Regular Active Members.

**Article V: Membership**

**Section 1. Regular Active Members**

Regular Active Members shall be elected to this status by the Executive Committee according to their qualifications as officials.

The Regular Active Members shall be the voting members of the Association.

**Section 2. Regular Active Members**

Regular Active Members are required to perform their assignments in a professional manner. The Supervisor(s) of the Clinch Valley Association may administer penalties as deemed necessary for offenses considered unprofessional or not in the best interest of the Association. Approval by a majority vote of the Executive Committee must be obtained prior to implementation of any penalties.

### **Section 3. Reserve Members**

Members of the Association who are not Regular Active Members shall be Reserve Members.

New applicants for membership shall serve a minimum period of one (1) year as a Reserve Member before becoming eligible to move into the Regular Active Membership.

Applicants who have had prior experience and membership in this or another similar association shall serve no less than one (1) year as a Reserve Member prior to being eligible for Regular Active Membership.

### **Section 4. Advancement of Reserve Members**

Reserve Members may be advanced to Regular Active Membership if they have demonstrated the ability to officiate and have met other eligibility requirements.

Recommendation for advancement shall be made by the TSSAA Supervisor(s) and approved by the Executive Committee.

### **Section 5. Leave of Absence and Other Absences**

Leave of absence may be granted to Regular Active Members. The written request and length of leave must be approved by the Executive Committee. After the leave of absence expires, the member shall be granted membership in the group he formerly occupied, provided the leave of absence does not exceed two (2) years.

Any former member of said association who rejoins after more than two (2) years absence and has a minimum of five (5) years' experience as a Regular Active Member may be assigned at the discretion of the Supervisor(s)/Assigning Officer. A minimum of two (2) weeks seasonal probation and Executive Committee approval is required.

## **Article VI: Meetings**

### **Section 1. State Meetings**

All members shall attend the required state meetings to maintain compliance with TSSAA regulations.

### **Section 2. Local Meetings**

All members shall attend at least three (3) local meetings annually.

Attendance records of the Association shall be considered official for maintaining good standing in the State and Local Association.

## **Article VII: Dues and Fees**

### **Section 1. Dues**

Dues shall be established each year by the Secretary-Treasurer and approved by the membership.

### **Section 2. Fees**

Fees may be assessed by the Executive Committee if necessary to operate the Association.

## **Article VIII: Conflicts**

### **Section 1. Conflicts with TSSAA**

If at any time this Constitution and Bylaws are in conflict with the TSSAA, the rules and regulations of the TSSAA shall prevail.

### **Section 2. Game Assignments**

Should a member be approached concerning the need for officials at a nonscheduled game, this information shall be referred to the TSSAA Supervisor(s).

Any member who accepts a game assignment without the approval of the TSSAA Supervisor(s) may be subject to disciplinary action by the Executive Committee.

## **Article IX: Amendments**

**Section 1.** These Bylaws may be amended by a two-thirds (2/3rds) vote of the Regular Active Membership at an official meeting.

**Section 2.** Amendments shall be presented at an official meeting and shall lay over until the next official meeting before a vote may be taken.