

**CAPE FEAR OFFICIALS ASSOCIATION
BUILDING 4502 APT. 102
CODDINGTON LOOP
WILMINGTON, NC 28405
HM: 910-791-0061 / CELL: 910-619-9477**

**Constitution and By-Laws
Established March 2004**

Revised Jan. 2012

Article I - Name and location

1. This association shall be known as the Cape Fear Officials Association (CFOA).
2. The mailing address shall be Building 4502 Apt.-102, Coddington Loop
Wilmington, NC 28405

Article II - Aim and purpose

1. In view of the inter-relationships between interscholastic athletic activities and school personnel, sports officials, athletes, the press and patrons, it shall be the aim and purpose of this association:
 - a. To maintain a membership of experienced and capable umpires.
 - b. To maintain a high standard of ethics, encouragement of fair play and sportsmanship, and closer cooperation and better understanding among officials, athletic directors, coaches, players, press and spectators, all as prescribed by the North Carolina High School Athletics Association (NCHSAA) and National Federation of High School Athletic Association (NFHSAA).
2. In view of inter-relationships between Recreational Baseball and Softball: Leagues, Optimist Clubs, Officials, Athletes, Coaches, Press, and Patrons it shall be the aim and purpose of this association:
 - a. To maintain a membership of experienced and capable officials.
 - b. To maintain a high standard of ethics, encouragement of fair play and sportsmanship, and closer cooperation and better understanding among officials, athletes, coaches, press, spectators, and league officials.

Article III - Membership

1. Each member shall be registered with the NCHSAA each year and shall be in good standing with said association.
2. Each member shall be registered with the CFOA each year and shall be in good standing with said association. Application for membership to CFOA shall be made to the Booking Agent of the CFOA. All memberships expire December 31 each year.
3. Good standing shall be defined as being current with any dues and fines for both the CFOA and the individual sport. If a member is not current they shall be "not

- in good standing" and shall not be eligible to participate in normal CFOA or sport activities such as working contests or voting in elections.
4. Each member shall abide by the Code of Ethics for Athletic Officials as published in the NFHSAA booklets and attached to the CFOA Policies and Procedures.
 5. Each member is responsible for upholding the traditions of good sportsmanship and remembering their responsibility in all situations.
 6. Conditions for membership in this association are universally applicable. They are:
 - a. Compliance with all rules and regulations of National, State and local associations.
 - b. Continued payment of dues, fees, and fines.
 - c. Good moral character.

Article IV - Officers and Duties

1. General officers of this association shall be the President, Vice President, Secretary and Treasurer / Booking Agent
 - a. President: Shall preside at all general meetings of the association. Shall conduct the meeting in a business-like manner according to the Roberts Rules of Order Revised. In addition, will execute all rules and regulations pertaining to the organization of business of the association and appoint members to special committees as needed. Shall have the power to enforce any action necessary for the good of the association which is not covered or assigned by the constitution.
 - b. Vice President: Shall assist the President in all matters pertaining to the association and shall assume the duties of the President when absent. Shall serve as Parliamentarian at all general meetings.
 - c. Secretary: Shall keep a written record of all general meetings and of all executive council meetings. Shall handle all correspondence relative to the association and once each year, a constitution.
 - d. Treasurer / Booking Agent: Shall establish and maintain a checking account in the name of the association, being responsible for all financial affairs of the association. Shall be responsible for the preparation, either in person or by outside agency, of all tax materials for CFOA. Shall submit a quarterly financial report to the President. Shall register all fines and notify in writing each appropriate party.
 - e. (4) Board of Directors: The make-up of these Directors will be (2) from Softball and (2) from Baseball. One from each sport will serve a 1 year term and the others will serve a 2 year term. Each Board of Director shall act in an advisory capacity to the board and will conduct business for the association within the constraints of the constitution and by-laws.
 - f. All recommendations concerning policy must be accepted by a majority vote of the board before being presented to the membership for ratification. A quorum must be present in order for any business to take place.
2. Booking Agent:
 - a. The Booking Agent shall make all assignments. The Booking Agent shall make any rules or guidelines, particular to such sports that are needed to administer the sport during the year.

- b. The Booking Agent shall ensure compliance with all applicable rules for Baseball and softball including, but not limited to, National Federation, NCHSAA, CFOA, Recreational Leagues and individual sport. Shall handle all disciplinary matters for their sport including reprimands, fines, or suspension for members. Shall appoint a secretary, if needed, to assist. If a secretary is not used, the Booking Agent shall perform the secretarial duties.
2. Advisory Board: The CFOA Advisory Board will consist of (1) Administrator from a High School Central Office, (1) Local High School Principal, (1) Local Coach and (1) Local Athletic Director. These members will act as the eyes and the ears of the association. Their responsibility will consist of advising the Board of any problems they hear or have been made aware of concerning the Association and its members. This Advisory Board shall be selected by the Booking Agent.

Article V - Elections

1. General Officers, Board of Directors, Review and Grievance Committees shall be elected by a Secret Ballot vote, of the members present at the General Membership meeting in January. All Executive Board members will serve a term of 2 years with elections being held at the General Membership Meeting in January.
2. Recommendation of a new Booking Agent will come from within the association. This individual will be in good standing not only with the CFOA but also the NCHSAA. This individual will have a minimum of 5 years service to the local association. This process would only take place once the current Booking Agent either retires or was dismissed by the NC Supervisor of Officials. The recommendation shall then be presented to the NC Supervisor of Officials for final approval.
3. Booking Agent will serve as a General Officer but will not have voting authority.
4. Eligibility: Any member in good standing is eligible to run for any office.
5. In case an officer resigns or membership is terminated, a replacement will be selected as follows.
 - a. If the office of the President is vacated, the Vice President will assume this office.
 - b. All other vacancies will be filled by an appointment of the Executive Board until an election can be held to fill the vacancy.
6. Members may hold only one office: President, Vice President, Secretary, Treasurer / Booking Agent at a time.

Article VI - Committees

Executive Board members and the Booking Agent may serve as non-voting members of any of these committees. An executive board member must be replaced if involved in an appeal. Other officials may serve on only one committee.

1. Grievance Committee: The Grievance Committee shall consist of 3 members of the association with a minimum of 3 years experience within the association. (1 baseball, 1 softball, 1 that calls both.) The Baseball and Softball member shall serve two year terms and the dual sport member will serve a one year term.
 - a. The Grievance Committee will hear and decide upon all controversies that are presented to the Board in writing from each sports official.
 - b. The Grievance Committee will also investigate any incident reported to the CFOA, in writing, involving a member's conduct. If the investigation finds the conduct is not in accordance with this constitution, or the Code of Ethics of the NFHSAA, or the rules of the NCHSAA, the board, by majority vote may reprimand, fine, or suspend the member.

The member has the right to appeal the Committees decision to the Executive Board but the Boards decision will be final.

2. Review Committee: The Review Committee shall consist of 3 members of the association, with a minimum of 3 years experience within the association. (1 baseball, 1 softball, and 1 that calls both sports). The term shall be 2 years, for the baseball and softball member and 1 year for the dual sport member.
 - a. The Review Committee shall review any protest of any decision of the Grievance Committee, suspensions or fines rendered to insure proper protocol was followed.

Article VII - Meetings

1. General membership meetings shall be held one time a year. One meeting will be held in January. The actual date will be determined by the Executive Board.
2. Executive Board meetings shall be held four times a year, once in each quarter. They may be called into special sessions by the President.
3. Absences:
 - a. The President shall excuse any member requesting permission, in advance, from a general membership or executive board meeting. Any unexcused absences shall be handled, as the President deems necessary.

Article VIII - Booking

1. All booking assignments shall be made by the Booking Agent. Once approved by the assignment committee per NCHSAA Guidebook 2.432, a copy of the full CFOA assignment schedule will be provided to each official as assignments are made.
2. Any member may request permission to be excused for a particular night.

3. Each member shall pay a booking fee set by the Booking Agent not to exceed the fees established by NCHSAA. (Dual sports Officials Fee is set by the Booking Agent).
4. Any complaints regarding assignments shall be referred to the Booking Agent or his Assistant. If no resolution is reached, the written complaint shall be forwarded to any member of the Grievance committee.

Article IX - Dues, fees, and fines

1. Each member of the association shall pay general membership dues established by the Executive Board. These dues are as follows: All members will pay \$10 for annual dues. Any new member on their first registration will pay the annual dues plus the \$10.00 as an original member did. (Dues are payable on or before the third Sunday of February of the said year).
2. In the event of a shortage of funds, the executive council shall assess each member of that sport a proportionate share of the shortage. As much as possible, each sport should pay its own way.
3. Game fees, where applicable, will be those recommended by the NCHSAA and agreed to by contract between the CFOA and local schools.
4. **Failure to pay dues, fees, and fines shall result in the withholding of assignments and possible disciplinary action by the Booking Agent and or the Executive Board.**

Article X - Uniforms

1. All uniforms requirements will be prescribed by the NCHSAA.
2. Jackets, if worn will be solid Blue with red, white and blue stripes around collar and sleeves, softball may wear conventional blue with light blue and gray stripes around collar and sleeves. Patches and insignia of any nature Shall not be worn on any part of the uniform. Exception: NCHSAA logo or U.S.A. flag. Such patches must be approved by the association for complete compliance by all members.
3. The association may require additional requirements.

Article XI - Changes

1. All changes or revisions to this constitution shall be submitted in writing, by a member in good standing, to the secretary of the association at least 30 days prior to the next general membership meeting. A copy of the proposed change or revision shall be sent to the members along with notification of the general meeting. Only proposed changes or revisions sent to the members with notification of a general meeting, and only the proposed change or revision as written, shall be placed on the agenda for consideration. A majority vote of those members present shall determine passage.

Article XII - Miscellaneous

Any matter not specifically covered by this constitution and by-laws shall be handled by the Executive Board.

Article XIII - Addendum - CFOA Rules and Guidelines

1. The Rules and Guidelines shall be modified as needed by simple majority vote of the Executive Board.

CFOA Rules and Guidelines

1. The Booking Agent or his assistant shall ensure compliance with all requirements of the contract between CFOA and the individual schools.
2. Any official may scratch any school or another official. Also an official should scratch all schools that have immediate family members participating in Varsity Sports.
3. All contest assignments shall be made by the booking agent.
4. No official may individually contract for any NCHSAA contest.
5. Booking Agent shall determine their own sport's "check-in" policy. In general the policy will include contact with all crew members at least 48 hours prior to the contest.
6. The Booking Agent shall strive to assign officials to provide the best officiating service to all schools and or conference served.
7. Except in case of necessity, no official shall be assigned to work consecutive varsity contests on a school's schedule.
8. Any official who cancels or changes from a contest without due cause or timely notification to the booking agent, after the assignment sheet has been published, shall be subject to a fine.
9. Any official who violates the NCHSAA or CFOA uniform requirements shall be subject to a fine.
10. Officials should allow 4 days before advising the Booking Agent that a school has failed to pay them.
11. Officials should cash contest checks within two weeks of receipt and will under no circumstances receive another official's check.
12. Officials shall not publicly criticize any other official, nor shall any official publicly criticize coaches or players involved in any contest.
13. When an official has an ejection of a player or coach, or any other problem during a contest, they shall contact the Booking Agent within 24 hours. The Booking Agent shall also follow NCHSAA guidelines regarding contacting their office following ejections or other unsportsmanlike acts.
14. All officials shall abide by any contract or agreement made by the Executive Board.

15. Officials shall arrive at the contest site at least 30 minutes prior to game time.
16. Fines - The following is a list of common infractions and their associated fines. The list is not meant to be all inclusive but only as a guide to the Booking Agent or Executive council.
 - a. \$20 and possible suspension
 - i. Changing a contest with another official without permission of the Booking Agent.
 - ii. Failure to wear proper uniform in good condition.
 - iii. Late arrival at scheduled assignment.
 - b. \$10
 - i. Failure to attend CFOA or NCHSAA mandatory meetings.
 - ii. Reassignment fee for canceling game after schedule is published and accepted. (Emergencies excepted)

These fines will be due and payable prior to beginning work for the coming year.

17. There will be no products sold or displayed within the confines of any CFOA meeting (sport, general membership, or executive) or clinic unless invited to an individual sport meeting by the Booking Agent.
18. All booking fees are due to the booking agent no later than the Third Sunday in February of the current year. If not received by this date the sports official will risk having no assignments until such payment is made.

Signed and Agreed upon on this the 19th of January, 2013

President Elect: _____
Jeff Jordan

Vice-President Elect: _____
Walt Moser

Secretary Elect: _____
John Episcopo

Regional Supervisor: _____
Carl Miller

OFFICERS
And
COMMITTEES

OFFICERS

President: Jeff Jordan
Vice-President: Walt Moser
Secretary: John Episcopo
Treasure: Carl Miller
Regional Supervisor: Carl Miller

ADVISORY BOARD

Administrators:
Central Office: Fred Lynch, E. A. Laney High School AD
Principle: Wayne Prince, South Brunswick High School
Athletic Director: Chris Reohner, South Brunswick High School
Coach Softball: Colleen St Ledger, J. T. Hoggard High School
Coach Baseball: Randy Fennell, North Brunswick High School

BOARD of DIRECTORS

Baseball (2) 1) Randy Shackelford
2) Brad Johnson
Softball (2) 1) Bill Best
2) Arnold Marshburn

GRIEVANCE COMMITTEE

Baseball Joel Barden Jr.
Softball Charles Richardson
Both Pete Watkins

REVIEW COMMITTEE

Baseball Mike Scronce
Softball Jack Coldwell
Both William Sebrell Jr.

CFOA
OFFICIALBALLOTT

OFFICERS

President: _____

Nominees: 1) _____
2) _____
3) _____

Vise-President: _____

Nominees: 1) _____
2) _____
3) _____

Secretary: _____

Nominees: 1) _____
2) _____
3) _____

BOARD of DIRECTORS:

Baseball: 1) _____
2) _____

Nominees: 1) _____
2) _____
3) _____
4) _____

Softball: 1) _____
2) _____

Nominees: 1) _____
2) _____
3) _____
4) _____

REVIEW COMMITTEE

Baseball: _____

Nominees: 1) _____
2) _____
3) _____

Softball: _____

Nominees: 1) _____
2) _____
3) _____

Both Sports: _____

Nominees: 1) _____
2) _____
3) _____

GRIEVANCE COMMITTEE

Baseball: _____

Nominees: 1) _____
2) _____
3) _____

Softball: _____

Nominees: 1) _____
2) _____
3) _____

Both Sports: _____

Nominees: 1) _____
2) _____
3) _____

