

By-Laws of the Joliet Football Officials Association

History

The Joliet Football Officials Association (JFO) is an organization of football officials based in the Joliet area. The JFO was founded in 2009 through the efforts of Jeff Wesley, Tom Hug, Steve Besse, Pat Geary and Tom Novotny. The JFO was initially formed with 30 members.

Mission Statement

The goal of the JFO is to support the overall betterment of high school football officials in the southwest suburban area of Chicagoland by helping each official achieve his or her personal goals. This will be accomplished by recruiting, training, mentoring, and supporting officials for the purpose of providing the best possible officials for all levels of high school football contests.

Article I Membership

- Section 1:** Membership in the JFO is open to those persons who are interested in the goal of the association. All JFO Members must be registered as a football official with the Illinois High School Association.
- Section 2:** Membership shall be designated as follows: Full, Probationary, and Honorary. Membership status will be determined by the Board at the final General Meeting of the season.
- Section 3:** Full Members shall consist of all eligible persons engaged in high school football officiating, have paid the current year's Membership Fee, and have attended at least 50% of the General Meetings for the current year.
- Section 4:** Probationary Members shall be former Full Members who support the goal of the association but have failed to meet the requirements to remain a Full Member, as determined by the Board. Members so designated will remain in Probationary status for one year.
- Section 5:** Honorary Members shall be those persons the JFO Board determines to honor. Honorary Members shall have all the rights and privileges of a Full Member (except they may not hold a Board position) and will not be required to pay an annual Membership Fee.
- Section 6:** Only Full Members shall have the right to vote.
- Section 7:** Only Full Members shall have the right to hold a Board position.
- Section 8:** The annual Membership Fees for JFO Membership shall be set by the JFO Board prior to the first General Meeting of the Membership. The Membership Fee for Probationary Members shall be the same as for Full Members. ~~First time Members who hold no higher than a REGISTERED rating from the IHSA shall be free for the first year.~~ The JFO Board may grant a hardship waiver of Fees for any Member but this waiver may only be granted for one year for any Member(s).

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- The Annual Membership Fee is due paid in full by the 2nd General Meeting.
- All Fees paid after the 2nd General Meeting will be assessed a \$10 late fee.
- All Fees paid with a check that is returned by the bank for any reason will be assessed a \$35.00 returned check fee.
- Members who fail to pay applicable late or returned check fees will not be considered for Membership until all fees are paid. If fees are not paid within one year, this Member may apply for reinstatement only as a Probationary Member.

Section 9: Membership shall not be granted to person(s) known to have felony conviction(s) for drugs, sex crimes and or child related issues.

Section 10: All Members are independent contractors and are only subject to the rules of Membership for the purpose of Association participation. All Members game assignments, whether assigned by a JFO Member or not, are subject to all local, state, and federal laws and restrictions. The Joliet Football Officials Association assumes no responsibility or authority over said assignments.

Article II Officers

Section 1: The JFO Board of Directors shall be comprised of Nine Officers: President, Vice President, Secretary, Treasurer, Director-Training, Director-Charities, Director-Meetings, Director-Mentoring, and Director-At-Large.

Section 2: Members must hold Full Member status for two consecutive years and be *RECOGNIZED* or *CERTIFIED* by the IHSA in order to be eligible to hold office.

Section 3: The term of office for each officer shall be three years. No more than three Officers will be up for election each year to ensure Board and Association continuity.

Section 4: Officers shall meet at least one week prior to the first General Meeting and may meet as often as necessary to attend to JFO needs.

Section 5: If a JFO Board member is unable to complete their term of office, the JFO Board will appoint a suitable replacement. The appointed individual will serve out the remainder of the replaced Board member's term of office.

Section 6: The JFO Board members may change roles during their term of office, as required to serve the best interests of the Association.

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Section 7: Duties of the President:

- Preside at all Meetings of the Association and Board.
- Appoint all Committees with approval of the Board.
- Appoint the Committee Chairmen of all Special and Standing Committees.
- Authorized signatory on JFO checks.
- Make annual reports of the activities of his office at the General Meeting of the Joliet Officials Association.

Section 8: Duties of the Vice President:

- Perform the duties of the President in his absence and any other duties that the Board may direct.
- The Vice President will succeed the President should he no longer be able to complete his duties.
- If the VP is elevated to the position of President, he will serve for the remainder of his term in that role.

Section 9: Duties of the Secretary:

- Record and post minutes for all meetings of the Board.
- Manage, update, and post the JFO Membership Roster.
- Manage the official records and reports of the Association.
- Secure all publications and stationary goods necessary to the needs of the association.
- Responsible for all communications to the Membership, including maintenance of Association websites.
- Perform other duties as the Board may direct.

Section 10: Duties of the Treasurer:

- Collect annual Membership Fees and other fees from Members.
- Keep records of all receipts and expenditures of the association, and report them to the Board upon request.
- Authorized signatory on JFO checks and make payments for Association liabilities as approved by the JFO Board.
- Submit a written statement of the financial status of the association at each General Meeting, upon request.
- Perform other duties as the Board may direct.

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Section 11: Duties of the Director-Training

- Coordinate the Association's various training sessions, including the annual IHSA-approved clinic.
- Perform other duties as the Board may direct.

Section 12: Duties of the Director-Charities

- Coordinate the Association's charitable efforts.
- Perform other duties as the Board may direct.

Section 13: Duties of the Director-Meetings

- Coordinate the Association's General Membership Meetings, including identifying discussion topics and presenters.
- Perform other duties as the Board may direct.

Section 14: Duties of the Director-Mentoring

- Coordinate the Association's officials mentoring program.
- Perform other duties as the Board may direct.

Section 15: Duties of the Director-At-Large

- Perform duties as the Board may direct.

Article III Election of JFO Board

Section 1: All Board members shall be elected to an unspecified position by the Membership at the last regularly scheduled General Meeting.

Section 2: The elected Board Members, following the election held at the last regularly scheduled General Meeting, will decide who will fill the Board Positions.

Section 3: Nomination Procedure

- Candidates must submit applications to the Secretary by a deadline set by the Board for the current election.
- The Secretary must provide the list of candidates to the Membership prior to the election. Nominations from the floor will not be accepted.

Section 4: Each eligible member may cast only one vote and no individual shall cast more than one vote. The voting method will be communicated prior to the nomination deadline and paper and/or electronic methods may be used.

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Article IV Association Assignor

- Section 1:** Each season the Board will solicit interest from the Membership for those interested in serving in an advisory position as the Association Assignor.
- Section 2:** The Association Assignor will participate in Board meetings to advise on the availability of game assignments and expectations for officials seeking those assignments. The Association Assignor will not vote on Board matters unless he or she is an elected Board member.
- Section 3:** The Association Assignor may be asked to address the Membership at General Meetings or Clinics on matters related to assignment expectations.
- Section 4:** The Association Assignor position may be held by an elected Board member or a Full Member, and serves solely at the discretion of the Board.
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Article V Meetings

- Section 1:** There shall be at least six (6) General Meetings per year. The Meeting schedule will to be determined by the Board with the Meetings to be concluded prior to week 1 of the Illinois High School football season.
- Section 2:** The Board will establish the date(s), time(s) and place(s) of additional JFO training activities. These may be in addition to or included as part of the six General Meetings, at the discretion of the Board.
- Section 3:** *ROBERT'S RULES OF ORDER* shall govern the parliamentary procedure of this association unless inconsistent with these By-Laws.
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Article VI By-Law Revision

- Section 1:** Any Member in good standing may propose changes to the By-Laws.
- Section 2:** In the event that a By-Law revision is deemed necessary by the JFO Board, it shall be voted upon at the final General Meeting of the year.
- Section 3:** The content and purpose of the change(s) shall be communicated to the membership a minimum of two meetings prior to the General Meeting where it will be up for vote. A discussion period will be included at the meeting where the changes are presented.
- Section 4:** JFO By-Law revision process:
- A short discussion period for Members to understand the change(s) will precede the vote.
 - The JFO Secretary will coordinate and record the vote at the designated meeting.
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- A two-thirds majority of the members present (including approved absentee Members) at the designated Meeting will be required to approve the change(s).
- Members not able to attend the designated meeting must notify the JFO Secretary a minimum of one week prior to the scheduled vote stating the reason for their absence. The JFO Board will determine the validity of their absentee status.
- The number of Members present and those Members granted absentee status will be noted. Votes FOR, ABSTAINS, and AGAINST will be recorded.
- Voting results will be announced at the conclusion of the meeting.



Revision History

- *Version 1 – Adopted August 2013*
- *Version 2 – Proposed July 2014*
- *Version 3 – Proposed July 2016*