

EASTERN ONTARIO TACKLE FOOTBALL OFFICIALS
ASSOCIATION CONSTITUTION

ARTICLE ONE: NAME

- 1.1 The organization shall be called the “Eastern Ontario Tackle Football Officials Association”; hereafter called the “Association”.

ARTICLE TWO: PURPOSE

- 2.1 The Association shall improve tackle football officiating in the Ottawa area by:
- a. Recruiting and training officials;
 - b. Ensuring that the membership maintains appropriate standards set for tackle football officials;
 - c. Acting as agents for its members by contracting with recognized conferences, leagues or other groups requesting the services of competent tackle football officials; and
 - d. Communicating and cooperating with the Ontario Football Officials Association and Football Canada.

ARTICLE THREE: MEMBERSHIP

- 3.1 There shall be two types of memberships within the Association; namely: Active and Honorary.
- 3.2 Active members are:
- a. individuals who have paid the yearly membership dues and have signed, and returned to the Secretary, their contracts between Association and the Member;
 - b. Eligible to vote at the annual general meeting if they have paid their annual dues, and have worked assigned football games during the previous season immediately preceding the AGM; and
 - c. Members will accept and officiate games as assigned only by the Association. Working games assigned by other Associations will not be permitted.
- 3.3 Honorary members are:
- a. Individuals who, due to long standing commitment, dedication, and service to the Association and have been voted to the position of Honorary Member by the majority of the Active Members.

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- b. Honorary Members are encouraged to participate and assist in training programs and evaluations.
- 3.4 Active and Honorary Members of the EOTFOA can be removed for cause if they are judged by the majority of the members at an Annual, weekly or special meeting to have acted in manner that is detrimental to either the EOTFOA or amateur football.

ARTICLE FOUR: EXECUTIVE

- 4.1 The business of the Association shall be conducted by the Executive, which shall include Chairperson, Secretary, Treasurer and Training Officer. The Membership will elect Executive positions for a two-year term. The Chairperson and Training Officer will be elected in even numbered years and the Secretary and Treasurer will be elected in odd numbered years. If an Executive member resigns before the term is completed, or is removed for cause, due notice will be given to the membership before a meeting of the Association will be called to select a new Executive member.
- 4.2 The duties of the Chairperson shall be as follows:
- a. To chair all general and executive meetings;
 - b. To supervise and coordinate the activities of the association;
 - c. To liaise with third parties, as required, with the assistance of appointed active members; and
 - d. To exercise voting privilege in the event of a tie at all meetings.
- 4.3 The duties of the Secretary shall be as follows:
- a. To record all meeting minutes;
 - b. To receive, distribute and file all formal correspondence;
 - c. To maintain the Association corporate records (handover of records should be detailed in procedures manual).
- 4.4 The duties of the Treasurer shall be as follows:
- a. Account and collect all game fees from the respective Leagues;
 - b. To prepare the annual budget projection; and
 - c. To prepare annual financial statements/balance sheets, etc.
- 4.5 The duties of the Training Officer shall be as follows:
- a. Monitor and record the training Level obtained by members
 - b. Coordinate all levels of training, as required, on an annual basis
 - c. Coordinate on-field evaluations for members completing level training

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4.6 Removal for Cause

Any member of the Executive or Member-at-Large may be removed for cause. The definition of cause is defined by the Contract between the Association and the Official. Any motion for removal for cause must be signed by at least seven (7) active members of the Association. The written motion to be presented to the Membership at the first available meeting of the EOTFO and acted upon immediately.

ARTICLE FIVE: FISCAL YEAR

5.1 The fiscal year shall coincide with the Calendar Year (January 1 to December 31).

ARTICLE SIX: DUES

- 6.1 The annual dues shall be determined by the Executive each year, subject to the approval of the general membership whenever a change in the annual rate is involved.
- 6.2 Other assessments may be levied, provided they are recommended by the Executive and approved at a general meeting.
- 6.3 The Association will balance the account of each member and make final settlement on or before the thirty first day of December.

ARTICLE SEVEN: MEETINGS

- 7.1 Annual General Meetings
- a. Shall be held each year at a convenient time before 15 March;
 - b. For voting purposes, for any circumstance, simple majority plus one will be rule. The Chairperson shall exercise the right to vote in the event of a tie;
 - c. The Executive can call a special meeting at any time to present significant issues to the membership ensuring that due course notification to all members has taken place ??; and
 - d. All EOTFO meetings will be conducted in accordance with parliamentary procedures.
- 7.2 Training Meetings
- a. Shall be held as deemed necessary by the Executive and the membership.

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- b. Attendance at these meetings is mandatory. Failure to attend will result in removal of play off privileges.

7.3 Weekly Meetings

- a. Starting from the third Monday of August until the last Monday of October, the Association will be conducting weekly meetings; and
- b. Attendance is mandatory for seven of ten meetings. Failure to attend these seven meetings without just cause (work, school or distance, etc.) will result in removal of play-off privileges.

7.4 Executive Meetings

- a. All Executive members must attend all Executive meetings;
- b. Executive meetings will be held as necessary;
- c. Any member can request to attend an Executive meeting; and
- d. Executive meetings are necessary to ensure the smooth operation of the organization and general planning.

ARTICLE EIGHT: CONSTITUTIONAL AMENDMENTS

- 8.1 Constitutional Amendments will only be permitted during the AGM. and shall SUBMITTED in writing 21 days prior. The Secretary will forward copies to the Executive and the Membership for their review prior to the AGM.