

HISTORY OF CFISOA

The Central Florida Intercollegiate Soccer Officials Association was founded in 1969 by Rudolf Spuller of Orlando, Florida.

HONORARY LIFE MEMBERS

Dick Basso	John D. Charcholla
Hugh	Jack Mabry (deceased)
Rudolf Spuller (deceased)	Walter Adams
Zim Boulos (1999)	Roy Gatewood (1999)
Jim Boyle (2001)	Sam Homich (2001)

PAST PRESIDENTS

1970 Rudolf Spuller	1990 Roy Gatewood
1971 Rudolf Spuller	1991 Roy Gatewood
1972 Frank Jewell	1992 Roy Gatewood
1973 Frank Jewell (FISOA)	1993 Walt Cordell
1974 Richard Basso	1994 Walt Cordell
1975 Richard Basso	1995
1976 Frank Jewell	1996 Pat Hubert
1977 Frank Jewell	1997 Pat Hubert
1978 Frank Jewell	1998 Dax Unterreiner
1979 Romie Littrell	1999 Dax Unterreiner
1980 Romie Littrell	2000 Allan Dianic
1981 Sam Homich	2001 Allan Dianic
1982 Zim Boulos	2002 Michael Stephens
1983 Zim Boulos	2003 Michael Stephens
1984 Zim Boulos	2004 Dan Provenzano
1985 Federico Ruiz	2005 Dan Provenzano
1986 Federico Ruiz	2006 Alex Sorondo
1987 Zim Boulos	2007 Alex Sorondo
1988 Zim Boulos	2008 Alex Sorondo
1989 Roy Gatewood	

BOB WILSON MEMORIAL AWARD FOR TEAM SPORTSMANSHIP

1982 Flagler College
1983 Flagler College
1984 University of Central Florida
1985 Stetson University
1986 Flagler College
1987 University of Central Florida (Women)

CFISOA COACH OF THE YEAR AWARD

2002 – [Bob Winch, UCF Men's Coach](#)
2003 – [Dave Gregson, ERAU Men's Coach](#)
2004 –
2005 –
2006 –
2007 –
2008 -

ARTICLE I - NAME

This organization shall be known as the "Central Florida Intercollegiate Soccer Official Association", hereafter referred to as "CFISOA", and is a chapter of the National Intercollegiate Soccer Officials Association hereafter referred to as "NISOA".

ARTICLE II – LOCATION

CFISOA shall have jurisdiction over the Central and Northeast Section of Florida. The following twenty-eight (28) counties are included within its geographical boundaries: Alachua, Baker, Bradford, Brevard, Citrus, Clay Columbia, Duval, Flagler, Gilchurst, Hamilton, Indian River, Lake, Levy, Marion, Martin, Nassau, Okeechobee, Orange, Osceola, Putnam, Seminole, St. Johns, St. Lucie, Sumter, Suwannee, Union, and Volusia.

ARTICLE III - SCOPE

This document shall contain the By Laws, which govern CFISOA and its members. In cases where this document has not been updated to include new NISOA Policy, the National policy shall override any part of this document. Where not otherwise outlined in this document, Roberts Rules of Order shall govern chapter business. (A Parliamentarian shall be selected by the President.)

ARTICLE IV - PURPOSE AND MEMBERSHIP

Section 1. Purpose: The purpose of this Chapter is described in the latest issue of the NISOA Constitution, Article II.

Section 2. New Members (Active): Any person who has been recommended by the Membership Committee and has passed the required NISOA new member entrance requirements shall be recommended to CFISOA for active membership. By acceptance of membership in CFISOA, an individual pledges himself/herself to be bound by the rulings of CFISOA and NISOA, and agrees that any violation of such rulings subjects him/her to suspension or expulsion.

Section 3. Membership: Membership in CFISOA shall consist of the following:

- a. ACTIVE MEMBERSHIP: Shall be open to Registered NISOA Referees, National Referees, Local Assessors, Regional Assessors, and National Assessors. Active members are obligated to pay annual CFISOA dues as outlined in Article XI, attend mandatory chapter meetings as outlined in Article VI, and maintain the applicable requirements for NISOA registration. These members are entitled to vote and hold office within CFISOA. Members that do not maintain the requirements for Active membership shall be considered "not in good standing", losing the privilege to hold office or vote, pay fines assessed by the Grievance Committee and possibly loose game assignments.
- b. ASSOCIATE MEMBERSHIP: Shall be open to all persons eighteen years of age or older who are interested in the welfare of CFISOA and soccer. Applicants are approved by a simple majority vote of approval by the membership. Associate members may attend all meetings and will be on the chapter mailing list but shall not have the right to vote or hold office. Dues will be as set by the Executive Board in accordance with National NISOA Policy.
- c. HONORARY LIFE MEMBERSHIP: Will be accorded to persons who have distinguished themselves in the interest of soccer. Candidates for Honorary Life membership shall be recommended by the CFISOA Membership Committee and approved by a 2/3 vote from the membership. Honorary Life members are welcome at all CFISOA functions but shall have neither the right to vote nor hold office. These members shall not be obligated to pay dues and may not officiate unless they also meet the criteria for active membership.
- d. INACTIVE MEMBERSHIP: Shall be open to all active members on written request, subject to approval by the Executive Board of CFISOA. Members may be inactive for a maximum period of one

(1) year. Members who are inactive for a period of more than one year shall meet all of the new membership requirements and are subject to current **National** NISOA policies regarding reactivating membership. For inactive members CFISOA local dues shall be \$15.00 per year and National dues shall be in accordance with **National** NISOA policy.

- e. AFFILIATE MEMBERSHIP: Shall be open to registered NISOA assessors. Affiliate members are obligated to pay annual CFISOA dues as established by the Executive Board. Affiliate members shall not have the right to vote or hold office, but may sit on committees, except for the nominating and audit committees, and may be appointed to other positions by the Executive Board.

ARTICLE V - OFFICERS

Section 1. The officers of this chapter shall be elected ~~at the annual meeting~~ by the membership and shall be President, Vice President, Secretary, and Treasurer. ~~The voting can be conducted by email.~~ The officers shall be elected to serve for two (2) consecutive years. The term of office shall begin at the close of the election. ~~meeting.~~ The President and Vice President cannot serve for more than two (2) consecutive terms in the same office. Other officers may remain in office in a continuing basis for as many terms as elected. Only active members "in good standing" are eligible to hold office.

Section 2. The PRESIDENT of the chapter shall be its authorized leader and can be its "Chapter Contact". Shall preside at all meetings of the chapter and the Executive Board. Shall appoint all special committees, except the Nominating Committee and Audit Committee. Shall prepare an annual report at the end of the current season.

Section 3. The VICE PRESIDENT shall be the official host of the chapter and custodian of chapter properties. In the absence of the President, shall preside at all meetings of the chapter and perform all necessary duties of the office.

Section 4. The SECRETARY shall record the minutes of each meeting of the chapter and of the Executive Board, shall keep an accurate and complete record of all proceedings of the meetings and shall conduct the general chapter correspondence.

Section 5. The TREASURER shall have custody of the funds of the chapter, and shall collect NISOA and local chapter dues.

Section 6. The EXECUTIVE BOARD shall consist of the chapter officers, the immediate past president and the local chapter contact. The President shall act as Chairman of the Board. (NOTE: In the event the past president is elected to a subsequent office, the membership shall elect an active member to serve in place of the past president). If the local chapter *contact* is an officer or the past president then the Executive Board shall consist of five members.

- a. The Executive Board shall have general supervision of the affairs of the chapter between chapter business meetings, fix the hour and place of Executive Board meetings, and make recommendations to the chapter membership. It shall perform such other duties as specified in communications from NISOA. It shall constitute chapter authority in deciding matters of chapter policy not otherwise decreed. It shall approve all expenditures. The majority of the duly elected and qualified Executive Board members shall constitute a quorum for the transaction of all business at Executive Board meetings.
- b. Minutes of the Executive Board meetings shall be kept in a permanent form, and shall be read at the chapter meetings.
- c. With the exception of the office of President, if any office becomes vacant during the term, it shall be the responsibility of the Executive Board to promptly appoint a successor to such office to serve for the remainder of the ~~unexpired unfulfilled~~ term. Should the office of President become vacant, the Vice President automatically becomes President, and a successor to the office of Vice President is

appointed for the remainder of the term by the Executive Board. If for any reason, the Vice President does not fill the ~~unexpired unfulfilled~~ term of the President, the remaining members of the Executive Board shall appoint a member to serve as President, until the next regular chapter election.

ARTICLE VI - MEETINGS

Section 1. Mandatory Meetings: All meetings listed below are mandatory and shall be held on the day prescribed at a central location selected by the Executive Board. When circumstances dictate, the Executive Board may change the day of a meeting provided the meeting is held in the month prescribed below and all of the active membership is notified of the change at least 60 days prior to the original date of the meeting if possible. The Executive Board shall publish to all members the exact dates, times and tentative locations of all of the meetings for each year prior to the first meeting, if possible. Each meeting should consist of a Business and Educational Section. ~~Three of the four meetings are to be considered "mandatory".~~

First Meeting

The first meeting shall be held during the 1st quarter of each year. This mandatory meeting will be the CFISOA Annual Banquet ~~[2nd Sunday or 2nd Monday of July]~~. All members are to be notified of time and location by e-mail ~~no later than June 25th. Selections for committees for the coming year should take place.~~

Second Meeting

The Second Meeting shall be held during the 2nd or 3rd quarter of the year. ~~on the Sunday, following the Regional Clinic during the month of August~~ The Regional Clinic / Physical Performance Test will be conducted during this meeting. This is a Chapter Mandatory meeting ~~may be considered the educational portion of this meeting.~~

Third Meeting

The Third Meeting shall be held on the second Monday of September and shall be the Chapter Clinic.

Fourth Meeting

The Fourth Meeting shall be held on the first Monday of October. This meeting shall include the election of the nominating committee (in election years) as the third order of business.

Fifth Meeting

~~The Fifth Meeting shall be held on the second Monday of November. This meeting shall be the annual meeting. During election years elections for the Executive Board shall be held. During non-election years, selection of the audit committee shall take place.~~

Section 2. Under special circumstances, the Executive Board has the right to call meetings of the membership other than those specified in Section J. Such meetings may not be considered mandatory and no voting on chapter business may take place unless at least 2/3 of the active membership is present.

ARTICLE VII - COMMITTEES

Section 1. Committees: The following standing committees shall be appointed by the Executive Board. Each standing committee shall consist of at least three (3) members. The duties of each committee shall be as follows:

- a. Membership Committee: To recommend all incoming candidates requesting membership in NISOA/CFISOA.
- b. Fee and Dues Committee: To recommend fees and dues for the ensuing year to the Executive Board. (Chairperson – shall be CFISOA Treasurer.)

- c. Publicity Committee: To publish a newsletter containing news, interpretations, events and rule changes, and to send chapter *news* to the NISOA News Letter, etc. (Chairperson - shall be CFISOA Secretary.)
- d. Grievance and Ethics Committee: To consider any and all complaints against CFISOA or any of its members and to recommend ensuing action to CFISOA (Chairperson shall be Vice President.)
- ~~e. Games Assignment Committee: To review and approve games assigned to individual members based on CFJSOA guidelines and policies. Committee composition shall be the President, the Vice President, the Chapter Assignor, and the Chapter Assessor. (Chairperson - Chapter Assignor)~~
- f. Awards Committee: To recommend members for awards, conduct presentation of other awards as necessary and to contact the West Coast Chapter regarding the Bob Wilson Memorial Award and to select the winner. (Chairperson shall be Secretary). **Nominate "Coach of the Year Award".**
- g. Banquet Committee to coordinate a date, location, time and all events associated with the annual CFISOA banquet.
- A. Meetings of the Board may be called by the President or may be called upon the request of three (3) members of the Board. The President shall be the presiding officer. In the absence of the President, the Vice President shall preside, and in the absence of both the President and Vice President, the Recording Secretary shall act as presiding officer.
- B. Within (6) six weeks after a new Executive Board is installed, the President shall call a joint meeting of the Executive Board and committee chairpersons. Committee chairpersons may not be required to attend future Executive Board meetings. Other members may be invited by the Board any time necessary or helpful to achieve certain goals.
- C. It is the responsibility of each Executive Board member to be informed at all times of the activities and plans made by any committee he/she sponsors. Members of the Executive Board may attend meetings of, or receive reports from the committees of which they are sponsors, and shall be prepared to give a report of the activities and future plans of these committees at Executive Boards meetings.
- D. The Executive Board shall report its recommendations to the membership. Business details, which do not require chapter attention, should be dispatched through action of the Board. It is the Board's function to eliminate waste of time and effort in the chapter meeting without infringing on the individual member's rights and privileges.
- E. The Executive Board shall have the authority, upon recommendation of the Grievance & Ethics Committee, to place any member on inactive status, and shall notify the member in writing.
- F. Minutes of Executive Board meetings and regular chapter meetings taken by the Secretary shall be kept in a permanent form. Minutes from regular chapter meetings shall be presented at the following meeting and approved by the active members.
- G. Within one (1) week of the expiration of the term of office, officers shall deliver to their successors all correspondence, records, and properties belonging to their offices.
- H. No officer or Executive Board member shall issue correspondence or publish information for any other officer or Executive Board member. All correspondence shall be submitted to and issued by the Secretary.

Section 2. Special Committees: With the exception of the Nominating Committee and the Audit Committee, Special committees shall be appointed by the President of the chapter.

Section 3. Nominating Committee: The Nominating Committee shall be elected by the vote of the membership at the ~~Fourth~~ **Third** meeting during election years, and shall consist of three (3) active members. Nominations for this committee shall be made from the floor by any active chapter member. Members of the Executive Board may not serve on this committee nor nominate candidates for this committee. The Nominating Committee shall:

- a. Select a slate of two (2) or more eligible (see Election of Chapter Officers) candidates for each of the following Executive Board positions: the President, the Vice President, the Treasurer, and the Secretary.
- b. The chairperson of this committee shall present the committee's slate of candidates and preside over the elections.

Section 4. Audit Committee: The Audit Committee shall be elected by the vote of the membership at ~~Fourth~~ **the Third** meeting, and shall consist of three (3) active members. Nominations for this committee shall be made from the floor by any active chapter member. Members of the Executive Board may not serve on this committee nor nominate candidates for this committee. The Audit Committee Shall:

- a. Conduct an audit of the chapter's finances between December and March in the year between elections.
- b. Report the results of the audit to the members of the chapter at the First meeting following the audit.

ARTICLE VIII - MEETING ORDER OF BUSINESS

1. Roll Call
2. Reading of Minutes
3. Election of Officers, Nominating Committee, or Audit Committees (as applicable)
4. Report of Treasurer
5. Communications and Bills
6. Report of Executive Board
7. Report of Committees
8. Unfinished Business
9. New Business
10. Education
11. Miscellaneous; such as, Welfare or Organization and Soccer
12. Adjournment

~~ARTICLE IX - GAME ASSIGNMENTS~~

~~The Executive Board shall appoint an assignor. If the assignor is an active member, the assignor shall not be a member of the Executive Board and may not serve on the Nominating Committee or the Audit Committee. The Executive Board shall have the power to negotiate the assignment fee and enter into a written contractual agreement with the assignor on behalf of the chapter. The assignor shall receive a fee and shall be paid e.o.p. as outlined in the contract. All assignments shall be made in accordance with the established CFISOA guidelines. The assignment committee shall review and make recommendations on the assignments before the assignor publishes them to the membership.~~

ARTICLE ~~X~~ IX - AMENDMENTS

Section 1. The By Laws may only be amended by an approval vote from 2/3 of all active members.

Section 2. Amendments must be presented at one (1) meeting and voted upon, either by **email** vote or at a subsequent meeting of CFISOA, **decision to be made of Executive Committee.**

Section 3. Voting may be by mail-in or email ballot (of the active membership) if deemed necessary by the Executive Board. Votes may be tabulated only after a period of fourteen (14) days from the date of mailing or email deadline. Ballots received after the fourteenth (14th) day shall be deemed invalid.

Section 4. A copy of all ratified amendments shall be sent to NISOA.

ARTICLE ~~XI~~ X - DUES

Section 1. Annual CFISOA membership shall be recommended by the Fees and Dues Committee and approved by the Executive Board.

Section 2. NISOA Dues shall be paid to the Chapter Treasurer prior to ~~the first order of business of the Annual Meeting.~~ December 1st

Section 3. CFISOA Dues shall be paid to the Chapter Treasurer ~~on or~~ before December 1st.

Section 4. Members of this chapter shall be in good standing nationally by paying their annual dues as set forth by NISOA policy.

Section 5. Members not in good standing locally and nationally shall not be eligible to vote, nor participate in any other chapter activity or be assigned games.

~~Section 6. There shall be a special assessment of 5% – 10% of each referee's assistant referee's game fees (including playoff games) for the purpose of providing funds for game assessors and assisting to defray expenses for individual attending the NISOA National Referees Camp, and representing the chapter at the NISOA Annual Convention. The allocation of resources shall be determined by the Executive Board. The percentage of each game fee shall be recommended by the Fees and Dues committee and shall be approved by the Executive Board~~

Section 7 6. Members failing to pay dues by the dates specified shall be responsible for all late fees established by NISOA and CFISOA.

ARTICLE ~~XII~~ XI - DISCIPLINARY ACTIONS

Section 1. NISOA ~~Requirements~~ Requires any member who fails to maintain their membership in NISOA including failing to pay NISOA dues prior to the ~~order of business at the annual meeting~~ first quarterly meeting shall be suspended until this obligation is fulfilled. Such a member shall be considered "not in good standing".

Section 2. CFISOA Dues: Any member who fails to pay CFISOA dues on or before Dec. 1st for the current year shall remain a member in good standing until Dec. 15 of the same year but will incur a fine as recommended by the Fees and Dues Committee and approved by the Executive Board along with payment of regular dues. If payment is not made on or by December 15, that member shall be suspended until this obligation is fulfilled. Such a member shall be considered "not in good standing".

Section 3. Mandatory Meetings: Members who fail to attend any one or more of the mandatory meetings in a current year will be subject to disciplinary action as determined by the Grievance and Ethics Committee under the chapter Guidelines and Policies.

Section 4. Right to Appeal: Each member that has been subject to disciplinary action has the right to appeal such actions. Requests for appeals hearings shall be made in writing to the Executive Board. The Executive Board must honor such requests and grant a hearing of appeal in which all parties involved should be notified to attend.

ARTICLE XIII XII - DUTIES AND RESPONSIBILITIES

Section 1. Duties of the Executive Board

a. The PRESIDENT shall:

1. Be the authorized leader of the chapter and preside at all meetings of the chapter and Executive Board.
2. With the approval of the Executive Board, appoint all special committees, except the Nominating Committee and the Audit Committee.
3. Call a joint meeting of the Executive Board and committee chairpersons within six (6) weeks after his/her installation. Subsequent Executive Board meetings shall be held on a specified date prior to regular chapter meetings.
4. Know and coordinate the duties and activities of all officer and committees. Be responsible for seeing that all officers and committees function in their respective duties.
5. Keep informed of the By-Laws, Rules, Procedures and Guidelines of CFISOA and NISOA.
6. Follow the CFISOA Order of Business.
7. See that all official communications and all correspondence concerning the chapter are transmitted to chapter members.

b. The VICE PRESIDENT shall:

1. Be the official chapter host, welcoming members and guests at all regular and special chapter meetings.
2. Perform the duties and responsibilities of the chapter President in the President's absence. Keep informed of the National and Chapter By-Laws, Rules, and Procedures governing members of CFISOA.
3. Countersign chapter checks in the absence of either the President or Treasurer.
4. Maintain an inventory of all chapter properties.
5. Be chairperson of the Grievance and Ethic Committee.
6. Be custodian for any Special Assessments (i.e. convention).

c. The SECRETARY shall:

1. Keep an accurate record of the proceedings of all Executive Board and chapter meetings.
 - a. Record the minutes of all Executive Board meetings.
 - b. Prepare a report of the meeting of the Executive Board.
 - c. Record the minutes of all chapter meetings.
 - d. Retain the originals of monthly minutes and attachments (Executive Board minutes, chapter meeting minutes, addendum, and Treasurer's monthly Statement of Operations) in the current

chapter's minute book. Send one (1) complete copy of this information to the Chapter President within ten (10) days of each chapter meeting.

2. Present the minutes of chapter meetings and reports of Executive Boards meetings at each chapter meeting.
 3. Retain in the permanent section of the current chapters minutes book (or binder) the chapter By-Laws, Chapter Standing Rules and other records deemed appropriate by the chapter.
 4. Preside at chapter and Executive Board meetings in the absence of the President and Vice President.
 5. Receive payment of and give receipts for, chapter dues or other money in the absence of the Treasurer. Turn over all payments, accompanied by an itemized report, to the Treasurer prior to the next chapter meeting.
 6. Conduct all general chapter correspondence.
 7. Report to the chapter all official communications.
 8. Keep a copy of the chapter's general correspondence and official communications on file and accessible to the chapter at all times.
 9. Send to National Headquarters with a copy to the Chapter President the names and address of officers within twenty-four (24) hours of their election.
 10. Maintain an accurate list of all members to include address, phone number, social security number, and CFISOA classification. Also, a list of schools coaches, and athletic directors. (This list will be ~~mailed~~ emailed to all members).
 11. Send to NISOA membership chairpersons list of members in good standing in time for names to appear in ISAA Guide. (Copy of transmittal letter to Chapter President).
 12. ~~Mail~~ Email requests for ~~availability and~~ address list of *members* and schools to referees by June 25.
 13. ~~Mail~~ Email notice of all CFISOA meetings to the membership at least ten (10) days prior to scheduled meeting(s).
 14. Be chairperson of the Awards Committee.
- d. The TREASURER shall:
1. Have custody of the funds of the chapter.
 2. Be responsible for all money collected, and for depositing all chapter money. ~~and for collecting chapter dues and games fees for schools (except where fees are paid at field).~~
 3. Disburse money as approved by chapter. All disbursements shall be made *by* a check countersigned *by* the President ~~and/or~~ Vice President.
 4. Keep account records, showing all cash receipts and disbursements.
 5. Reconcile the chapter's checking ~~and~~ savings account.
 6. Prepare a Statement of Operations to be presented at each regular chapter meeting.

7. Place on "not in good standing" status any members who have not paid their chapter dues as stated in Article III, Section 3, notifying them of this action.
 8. Prepare an Annual Budget Report.
 9. Be chairperson of Fee and Dues Committees.
- e. The Local Chapter Contact shall:
1. Be ~~elected by the active membership~~ to be appointed by the Executive Board.
 2. Serve for ~~an indefinite period~~ a length of time as directed by the Executive Board and act as a point of contact for the chapter. ~~over long periods of time~~
 3. Report all communications and correspondence to the Executive Board.
 4. Have no authority to act on behalf of the chapter unless specifically granted by the ~~president~~ Executive Board.

Section 2. Other positions and responsibilities.

- a. The CHAPTER RULES INTERPRETER (NISOA LOCAL CLINICIAN) shall:
1. Be appointed by the Executive Board.
 2. Be in charge of the chapter educational and physical ~~fitness~~ performance program.
 3. Prepare chapter training and clinics. Also, administer the NISOA exam, ~~physical fitness test and~~ Physical Performance Test (PPT) for new members.
 4. Act as rules interpreter.
 5. Plan and conduct local clinics and assist in regional clinics.
 6. In conjunction with CHAPTER ASSESSOR: Assess/evaluate/critique.
 7. Obtain and present NISOA educational materials (including the annual refresher examination).
 8. Set up local library; information on study materials (have available at local meetings).
 9. Handle classification requirements in conjunction with the CHAPTER ASSESSOR.
- b. The CHAPTER ASSESSOR shall:
1. Be appointed by the Executive Board
 - ~~2. Sit on Assignment Committee.~~
 - ~~3~~ 2. Handle Referee classification requirements.
 - ~~4~~ 3. Assign and coordinate chapter assessments.
- ~~c. The Chapter Assignor shall:~~
- ~~1. Be appointed by the Executive Board~~

- ~~2. Make all chapter assignments as prescribed in the chapter guidelines.~~
- ~~3. Distribute assignments as prescribed in the chapter guidelines.~~
- ~~4. Present assignments to games assignment committee for review and approval.~~
- ~~5. Distribute the assignments as prescribed in the chapter guidelines.~~
- ~~6. Handle all changes to the schedule. Notify schools, members and the Executive Board of schedule changes.~~
- ~~7. Submit to the Executive Board a list of members and games worked at the conclusion of each season.~~
- ~~8. Countersign checks with chapter Treasurer, or Vice President in the Treasurer's absence.~~
- ~~9. See that all reports are received at National Headquarters by the specified deadline date.~~
- ~~10. Stimulate in every possible way the interest and effort of each member of the advancement of the objective of the National Intercollegiate Soccer Officials Association (NISOA).~~

c. CHAPTER EXAMINER

1. Determine the qualifications of new members.
2. Coordinate the completion of the entrance exam for new members.

ARTICLE ~~XIV~~ XIII - GUIDELINES AND POLICIES

Section 1. Guidelines and Policies shall be established separate from the CFISOA By-Laws and are intended to pertain to the specific business of the chapter, the Executive Board, the committees, and other appointees. These guidelines and policies shall not conflict with the CFISOA By-Laws, the NISOA Constitution, nor NISOA policies. Each Executive Member shall have an updated copy of all guidelines and policies and they shall be made available to any member upon request.

Section 2. Guidelines and Policies shall be established or amended by a vote of approval from one-half of the active members ~~through an email ballot present at any meeting~~ (Subject to conditions of Article Y, Section2).

CFISOA Assignment and Turn-Back Policy

CFISOA has no chapter assignors. Therefore, it will be at the discretion of the individual assignors to adopt and enforce the following policy. Additionally, individual assignors may enforce his/her own assignment and turn-back policy at his/her own discretion.

Background and Intention

During recent seasons, Turn-Backs have become an increasing concern. Based on feedback from the ~~Chapter~~ assignors, it has become evident that the number of Turn-Backs has increased. In particular, the increase of Turn-Backs within 7 days of a scheduled match has created an unreasonable burden on the assignment process.

During the Annual Executive Meeting, convened on March 22, 2001, the Board considered feedback from the Chapter Assignor, at the time, and developed a new Proposed Assignment and Turn-Back policy. The Board voted unanimously on March 22, 2001 to recommend the policy to the membership at the next general meeting (July 16, 2001).

It is recognized that the reliability and professionalism of services provided by the Chapter will be enhanced by reduction of Turn-Backs, particularly those received within seven (7) days of a scheduled match. It is the intention of this Policy to reduce and minimize short-notice Turn-Backs.

Policy

- For any Turn-Back seven (7) days or less prior to a scheduled match, the official will incur a cost of \$25.
- The costs will be rendered to the Chapter at the next regular general membership meeting and outstanding costs are due and payable with the annual NISOA membership fee at the end of the season.
- Any member with an outstanding balance due after the end of the calendar year will be considered not to be in good standing with CFISOA (unable to receive Chapter assignments) until all costs are paid in full.
- At the end of the season, the accumulated costs will be evaluated by the Board for use for assignor fees or other Chapter benefits.
- Logistically, the Chapter Assignor (~~currently Jim Boyle~~) will be responsible to notify the Chapter Vice-President (~~currently Roger O'Brien~~). The Chapter Vice-President will send an invoice to the official and a copy of the same invoice to the Chapter Treasurer (~~currently Klaus Staefe~~).
- The costs must be paid in full prior to consideration of a challenge.

Revision No. 1: Effective: July 16, 2001

General Membership Comments and Approval

Copies of the Proposed Policy were distributed to Members at the July 16, 2001 General Membership Meeting, held at Embry Riddle Aeronautical University in Daytona, Florida. A motion to accept the Proposed Assignment and Turn-Back Policy as written was properly made and seconded.

Discussion on the topic involved concern was expressed by a few members that a specific process must be included to resolve grievances or contests to the Proposed Policy. The motion was modified to require incorporation of a specific contest/grievance clause to be written before the August 13, 2001 meeting for approval by the membership at the August 13, 2001 meeting. The Membership (only active CFISOA Members present) passed the motion by a vote of 13 for the motion (YEA) to 9 against (NO), contingent on clarification of the contest/grievance clause.

Clarification of Member Contest/Grievance Provision

It is recognized that there are appropriate causes for assignment Turn-Backs within seven (7) days of a scheduled match. It is not the intention of this policy to dictate the rationale by which reasons for Turn-Backs are determined to be acceptable or not acceptable. The Chapter will delegate review of challenges to the Chapter Grievance Committee for review and recommendation.

The following clause will be added to the approved Assignment and Turn-Back Policy and incorporated into the policy upon approval by the General Membership present at the August 13, 2001 meeting.

Upon delivery of the stipulated costs to the Chapter Treasurer, the Member may challenge the costs. Such Challenge must be in writing and must be delivered to the Chapter Treasurer concurrent with or any time between payment of stipulated costs and the end of the same calendar year.

Upon receipt of the properly filed written challenge, the Chapter Treasurer will forward a copy of the written challenge to the Chairperson of the Chapter Grievance Committee within seven (7) business days.

The Chapter Grievance Committee will be responsible to review and resolve such challenges within a reasonable period of time. The Grievance Committee will prepare a written recommendation to either confirm the stipulated costs or waive the stipulated costs.

The findings and recommendations of the Grievance Committee will be forwarded in writing to the Chapter Treasurer and to the Member.

The Chapter Treasurer will reimburse all waived stipulated costs within seven (7) business days of receipt of the Grievance Committee findings and recommendations (reimbursements sent via US mail within seven days will be considered as in compliance with this requirement).

Revision No. 1: Effective: July 16, 2001