

BY-LAWS, RULES, & REGULATIONS  
LONG BEACH UNIT, SOUTHERN CALIFORNIA FOOTBALL OFFICIALS' ASSOCIATION  
(LBFOA)

Declaration of Adoption:

The Long Beach Unit, a Non-Profit organization, hereby adopts the following as its By-Laws, Rules, and Regulations provided, however, that these By-Laws, Rules, and Regulations, shall be in accord with those of the National Federation of State High School Associations (NFHS) and the California Interscholastic Federation, Southern Section (CIFSS) Athletic Administrators Officials Handbook.

ARTICLE I  
Composition and Purpose

- Section 1. Composition. This Unit shall be composed of voluntary members whose dues are duly paid and have met the qualifications as set by the Executive Board.
- Section 2. Primary purpose of the Unit shall be to provide the membership with educational, practical, and instructional programs to qualify them for high School football officiating assignments under the auspices of the CIFSS Program.
- Section 3. General purpose of the Unit is to provide qualified and certified football officials to the high schools as assigned by the CIFSS. It is the expectation that qualified and certified members will know and understand the rules of the game, procedures, signals, and mechanics of football officiating. Members must exhibit emotional control, poise, demeanor, professionalism, and above all, common sense.
- Section 4. The Unit is organized and operated for the purposes herein set forth, and no part of any monies shall inure to the benefit of any member, except as provided for in these By-Laws.
- Section 5. The foregoing statement of purposes shall be construed as a statement of both purposes and powers, and the purposes and powers stated in each clause shall be in no ways limited or restricted by a reference to or from the terms or provisions of any other clause, but shall be regarded as independent purposes and powers.

**ARTICLE II**  
Executive Board

- Section 1. Officers and Directors of this organization shall be known as the Executive Board. Officers and Directors terms of office shall commence on January 1 of each year.
- Section 2. Qualifications and Elections. Any member of this Unit, in good standing for two (2) consecutive years, shall be eligible to be elected to the Executive Board of this Unit. In addition, to be eligible for the office of the President, the member must have two (2) years prior experience within the LBFOA Executive Board.
- Section 3. Officers. The Officers of the Long Beach Unit shall be:
- (1) President
  - (2) Vice President
  - (3) Immediate Past President
- Section 4. President. The President shall be the chief executive of the unit, and shall establish an agenda for and preside at all meetings of the Unit, appoint all committees, regulate the order of business and debate in the meetings. The President shall exercise general control over the affairs and conduct of the Unit and shall perform all duties which are incidental to the office of the President or which the President may be directed to perform by the Executive Board.
- Section 5. Vice President. In the absence or inability of the President to perform the duties of the office, the Vice President shall perform the duties of the President. The Vice President shall be in charge of fund raising, general meeting arrangements, and the end of the season banquet.
- Section 6. The Immediate Past President of the Long Beach Unit shall upon expiration of the term of Presidency, become an ex-officio member of the Executive Board. The Immediate Past President shall have the same voting powers of a Director, but shall not constitute part of an Executive Board meeting quorum.
- Section 7. Term of Office. The President and Vice President shall be elected by secret ballot every two (2) years by the general membership.
- Section 8. In the event the Vice President resigns, dies, or is removed from office by a majority vote of the Executive Board, the vacancy shall be filled by a majority vote of the Executive Board.
- Section 9. Directors. Directors shall consist of four (4) members and shall hold office for two (2) years. Two members elected each year (odd-even). Term of office shall commence on January 1.

- Section 10. Directors shall serve on committees, promote the organization, and assist with general operations of the unit.
- Section 11. In the event a Director resigns, dies, or is removed from office by a majority vote of the Executive Board, that vacancy shall be filled by a majority vote of the Executive Board until the next general election.
- Section 12. The Executive Board shall appoint the Secretary-Treasurer, Instructional Chair and Assignor to two (2) consecutive terms (years) which shall commence on March 1, following the election of the LBFOA President the previous October. These positions are reviewable every two years and cannot be held simultaneously by any Board member.
- Section 13. No Officer or director shall receive any salary unless the same is voted upon and approved by the majority of the Executive Board.
- Section 14. Any Officer, Director, or general member whose actions, moral or ethical conduct may be considered detrimental to this Unit, or who fails to support or adhere to the By-Laws of this Unit may be removed from office or membership by the following procedures:
- Any charge against any Officer, Director or member shall be brought first to the attention of any Officer. The Officer shall then bring the charge to the attention of the remaining Officers. Prior to any investigation the Officers shall request the complainant to submit to the Officers in writing a description of the incident and the alleged charges. Any Officer can then forward the complaint to the Executive Board within forty-eight (48) hours upon receipt of the written complaint. The Executive Board may call for a special meeting to examine and determine a course of action in regards to the charge. The Executive Board has the option of taking action or assigning the investigation to the ethics committee. If an investigation is deemed necessary, the accused shall be notified in writing, by the President or Vice President of the preferred charges and request the member attend a hearing in closed session. At the conclusion of the hearing The Executive Board shall determine the course of action in a timely fashion. In the event the complaint involves an Officer or Director, that Officer or Director shall not participate in the vote to determine the course of action. Should the complaint involve a majority of Executive Board Members a special committee may be appointed by the Executive Board members not named in the complaint.
- Section 15. The Executive Board's decisions on any Article II, Section 15 findings regarding cause or charges shall be final and conclusive.

Section 16. Membership in this Unit shall terminate upon a member's resignation or by two thirds vote of the Executive Board.

### ARTICLE III

#### Meetings

Section 1. The Unit shall hold general membership meetings. The number, location and time of meetings will be determined by the Executive Board and communicated to the membership no less than 30 days in advance.

Section 2. The Executive Board shall meet regularly by request of the majority of the Executive Board members at a date, time, and place so designated with at least 24 hours advance notification. All meetings will be in accordance with the parliamentary usages and rules as set forth in *Robert's Rules of Order*;

Section 3. Notice of all meetings shall be made by written or electronic message notification.

### ARTICLE IV

#### Appointed Positions

Section 1a. The Secretary-Treasurer shall receive and deposit all funds of this Unit and keep an accurate account thereof. An annual Financial Report in writing is due to the Executive Board by the first scheduled meeting of the calendar year. This report, once accepted by the Executive Board, shall be made available for viewing to the general membership.

Section 1b. The Secretary-Treasurer shall have authority to open and maintain a bank account, sign checks, and withdraw funds there from, upon order and approval of the Executive Board.

Section 1c. The Secretary-Treasurer shall distribute all communications, membership cards, and kits, of the Unit and shall have charge of and preserve all books, documents, records, and communications.

Section 1d. The Secretary-Treasurer shall keep a record of all proceedings of the general and Executive Board meetings.

Section 1e. The Secretary-Treasurer shall be bonded in the sum of no less than ten thousand dollars (\$10,000.00), and the premium for the bond shall be paid by the Unit.

Section 1f. The Secretary-Treasurer shall be responsible to provide an electronic list of qualified members who have paid the required dues and are eligible for game assignments, by June 15. This list shall be updated as dues are received.

- Section 1g. The Secretary-Treasurer shall be responsible to provide the Observation committee with a board approved list of playoff eligible officials, by position. This is due by October 15th of the current season.
- Section 1h. The Secretary-Treasurer shall be responsible to provide the CIFSS office with the board approved list of certified playoff officials for CIFSS Championship games, at a date that is determined by the CIFSS office.
- Section 2a. The Instructional Chairman is responsible to organize and prepare examination questions and determine officiating mechanics for the ensuing season.
- Section 2b. The Instructional Chairman is responsible for preparing the instructional programs, selecting instructors, and administration of qualifying examinations to be taken by the members.
- Section 2c. The Instructional Chairman is responsible for preparation, administration, and distribution of the summer study guide.
- Section 2d. The Instructional Chairman shall preside over all portions of the general meetings and clinics relating to football rules and officiating mechanics.
- Section 3a. The Assignor will be responsible for all regular season assignments and will only make assignments from the qualified list of officials as provided by the Secretary-Treasurer.
- Section 3b. The Assignor will be responsible for the timely submission of all game assignments to game officials.
- Section 3c. The Assigner shall provide open access to the master list of game assignments.
- Section 3d. The Assignor shall submit a weekly report to the President indicating no-shows or any other unusual occurrences or pertinent information.

ARTICLE V  
Committees

- Section 1. All committee chairs shall be appointed by the President. Executive Board members or any general member may be appointed to a committee.
- Section 2. Term of appointment shall be determined by the Executive Board.
- Section 3. An Ethics Committee shall consist of three (3) members, one of which shall be an Officer. They shall review issues as requested by the Executive Board.
- Section 4. An Auditing Committee shall consist of three (3) members, one of which shall be a director who shall serve as chairman. They will audit the financial records at the request of the Executive Board. The committee will submit their report to the Executive Board.
- Section 5. An Observation committee shall observe officials to evaluate, offer feedback, and instruction. The committee shall be appointed by the Observation chairman, who is appointed by the Executive Board. The Observation committee shall be responsible to rate and rank officials and crews, and to submit such rankings to the Executive Board for approval for playoffs.

ARTICLE VI  
Eligibility

- Section 1. A qualified member shall be at least eighteen (18) years or older who achieves at least the minimum passing grade in the classification examination; takes and passes all required exams, attends required general meetings, meets the financial obligations imposed by this Unit, and does not engage in any unprofessional or unethical conduct, or act in a manner which is detrimental to the welfare and purpose of this Unit or its members. Being a qualified member does not guarantee game assignments. Game assignments can be changed at any time by the President or his designee.
- Section 2. A non-qualified member is one who does not meet the requirements as set forth for a qualified member. A non-qualified member may attend meetings but shall not have the right to vote, hold office, or receive any game assignments.
- Section 3. The Executive Board shall annually approve the Varsity Referee list which includes both Crew Chiefs and Freelance Referees.

Section 4. Referees assigned as Crew Chiefs shall have the option to select and change their crew members. All crew members must have a minimum of (2) two years as a qualified official. The Crew Chief must submit his full crew by a date determined by the Executive Board.

ARTICLE VII  
Playoff Assignments

Section 1 Any qualified member in good standing, with a minimum of 3 varsity games at one position, within that current season, shall be eligible for playoff assignments at that position.

Section 2 The Executive Board shall review and approve the Playoff list submitted by the Observation Committee.

Section 3. The Executive Board shall prepare a list of qualified officials for CIFSS Championship games. This list shall be based on the Executive Board approved Playoff list and Unit Policies regarding Playoff Championship games.

Section 4 Playoff game assignments shall be determined by a committee that consists of the assignor, Observation Committee Chairman, and President, or their designees.

ARTICLE VIII  
Revenue

Section 1. Funds. The funds of this Unit shall be derived from membership duties, sales, and all fundraising efforts, held for that purpose. All funds received shall be deposited only into accounts approved by the Executive Board.

Section 2. Dues. The amount and date of payment shall be set annually by the Executive Board prior to April 15<sup>th</sup>. The Secretary-Treasurer shall notify every member in writing when dues are payable and in what amount.

Section 3. Authorized signatures on checks issued are that of the President, Vice President, Secretary-Treasurer, and Immediate Past President.

**ARTICLE IX**  
Amendments

Section 1. These By-Laws, or any part or provision thereof, maybe added to, amended, revised, or repealed, by two-thirds (2/3) vote of the Executive Board and shall take effect when so adopted.

**ARTICLE X**  
Miscellaneous

Section 1. These By-Laws shall become effective and be binding upon all members now or hereinafter existing, when adopted and approved by two-thirds (2/3) vote of the Executive Board and an entry in the minutes by the Secretary-Treasurer that they were so adopted shall be conclusive proof that these By-Laws have been duly, regularly, and properly adopted. Membership must be notified within seven (7) days following approval of By-Laws and By-Laws shall be posted on the LBFOA website.

APPROVED: (1983)  
Executive Board  
Rich Kollen & Steve Teschke: 1981-1982  
Curtis Cribbs & Chuck Loughner: 1982-1983  
Chuck McFerrin, Vice President, 1981-1982  
Walt Thornton, President, 1981-1982  
Bob Campbell, Immediate Past President  
Gene B. Smith, Secretary-Treasurer

(2010)  
Executive Board  
Jerry Trautman, Director, 2010-2011  
Tim Burke & Jim Molden, Directors, 2009-2010  
Jeff Davis, Vice President, 2009-2010  
Ron Fleming, President, 2009-2010  
Jack Evans, Immediate Past President  
Ken Ay, Secretary-Treasurer

(2023)  
Executive Board  
Dietrich Ellis & Bob Doty, 2021-2022  
Joe Alvano & Brandon Ballow, 2022-2023  
Lance Rosenkranz, 2022-2023  
Ralph Aranda, 2022-2023  
Jerry Trautman, Immediate Past President  
Ken Ay, Secretary-Treasurer

(This copy of the By-Laws was prepared by Ralph Aranda, President, as approved by the Executive Board on August 1, 2023, and incorporated the By-Law amendments that were approved by previous Executive Boards in 1983, 1991, 1999 & 2010.)