



**CONSTITUTION**

**BY-LAWS**

**ANNUAL ADDENDUM**

**MEMBER ACCEPTANCE FORM**

# ARTICLES OF INCORPORATION

of the

## CONTRA COSTA FOOTBALL OFFICIALS ASSOCIATION, INC. (CCFOA)

### CONSTITUTION

- I. **Name:** The name of this corporation shall be the Contra Costa Football Officials Association, Inc. (CCFOA).
- II. **Purpose:**
  - A) This corporation is a nonprofit **Mutual Benefit Corporation** organized under the Nonprofit Mutual Benefit Corporation Law.
  - B) The purpose of this corporation is to engage in any lawful act or activity, other than credit union business, for which a corporation may be organized under such law. No part of the net earning of the corporation shall inure to the benefit of any member or private shareholder as defined in Internal Revenue Code section 501(c)(7).
  - C) The primary purpose for which this corporation is formed include but are not limited to providing qualified sports officials to officiate amateur sports, promoting the welfare of amateur sports, its players, administrators, fans, the press, and amateur sports officials, and working with organizations and associations connected with sports to further amateur sports and all persons involved with amateur sports. Specific examples include, but are not limited to:
    - 1) Unite all qualified football officials into a unified football association;
    - 2) Progressively improve and elevate the officiating standards of the CCFOA and to maintain high competitive athletic ideals;
    - 3) Cooperate with the California Interscholastic Federation for the advancement of athletics as a wholesome form of physical development, recreation, and sportsmanship;

- 4) Study rules of the game and to discuss their intent for uniform interpretation, and to progressively improve the quality of football officiating through improved techniques;
- 5) Render a more efficient service to the North Coast Section schools through cooperative efforts of the schools, coaches, and officials, and the development of proper professional attitudes toward the athletic programs;
- 6) Promote and maintain proper officiating ethics, and to conduct each athletic contest as an instrument in the development of character, good sportsmanship and a higher regard for American citizenship;
- 7) Provide educational programs to advance the skills of the football official.

To carry out the foregoing purpose, the corporation shall have the power to lease, purchase, hold, have, use and take possession of, and enjoy in fee simple or otherwise, any real or personal property necessary for the uses and purposes of this corporation, and to sell, lease, mortgage, deed in trust, lien, or dispose of the same at the pleasure of the corporation, for the uses and purposes for which said corporation is formed for any other lawful purpose, and to buy and sell real or personal property and to apply the proceeds of sale, including any and all income, to the uses and purposes of the Corporation.

- III. Pursuant to General Nonprofit Corporation Law:** This Corporation is one which does not contemplate pecuniary gain or profit the members thereof.
- IV. Time Limitation:** The existence of this corporation is to be perpetual.
- V. Principal Office:** The principal office for the transaction of the business of this corporation is to be located in Contra Costa County, California.
- VI. Directors:** The persons who are to act in the capacity of directors until the selection of their successors and who shall be known as the Board shall constitute the number of directors of the corporation, until changed by an amendment to the articles or By-laws increasing or decreasing the number of Directors as may be desired.
- VII. Membership:** The authorized number and qualifications of members of this corporation, the different classes of membership, if any, the property, voting and other rights and privileges of each class of membership, and the liability of each or all classes to dues, or assessments, and the method of collection thereof shall be set forth in the By-laws of this corporation.

**VIII. By-Laws and Amendments:** The By-laws of this corporation may be adopted by a majority vote of the Directors and may be amended or repealed by any means provided in the By-laws.

THE CONTRA COSTA FOOTBALL OFFICIALS ASSOCIATION, INC., a California Nonprofit Mutual Benefit Corporation; that this Constitution, consisting of 3 pages, is the Constitution of this Corporation as adopted by the Board of Directors on May 1, 2010; and that this Constitution has not been amended or modified since that date.

Executed and approved by the Contra Costa Football Association (CCFOA) Executive

Board this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

_____	_____	_____
President	Vice President	Member-at-Large
_____		_____
Secretary	Treasure	

**CONTRA COSTA FOOTBALL OFFICIALS ASSOCIATION, INC.  
(CCFOA)**

**BY-LAWS**

**ARTICLE I - Scope**

Section 1        These By-laws shall not be in conflict with the Constitution of the Contra Costa Football Officials' Association, Inc. (CCFOA) and the Agreement between the various North Coast Section schools and the California Interscholastic Federation. In the event of any inconsistency between these By-laws and the Constitution or Agreement, the terms of the Constitution and the Agreement shall prevail and shall supersede any inconsistent provision herein.

Section 2        The activities of the CCFOA and its members shall be conducted only in accordance with the provisions set forth for tax-exempt, non-profit entities as outlined in Title 7, Chapter 82 of the California Revised Statutes. Upon dissolution of the Corporation to which these By-laws apply, all remaining assets of this Corporation shall be distributed to only such charitable, religious or educational organizations as authorized under applicable state and federal law. In no case shall such distribution be made to an individual or to for-profit entity.

**ARTICLE II - Membership**

Section - 1        **Membership:** The CCFOA shall be comprised of individuals who are duly qualified football officials who have complied with all the membership requirements of the CCFOA as they may from time to time be promulgated, including but not limited to abiding by the policies and By-laws of this organization, who are in good standing, are current in their financial obligations to the organization, and who currently officiate football games.

Section - 2        **Qualified Membership:** The CCFOA may accept individuals for membership pursuant to criteria established by the CCFOA. Such applications for membership shall be accepted or rejected by a majority vote of the Board, whose decision shall be final.

Section - 3        **Classification of Active Members:** The Board may establish categories or rankings of active members according to a rating system established by the Board. Such rating system shall take into account the experience, examination score, knowledge, competence, professionalism, and related attributes of each member.

- Section – 4 **Resignation:** Any member may resign by filing a written resignation with the Secretary, which shall be presented to the Board by the Secretary at the first meeting after its receipt, but such resignation shall not relieve the member so resigning of the obligation to pay any dues, assessments or other charges previously accrued and unpaid prior to the receipt of such resignation. Additionally, such resigning member shall be responsible for all game assignments and other obligations owed to the CCFOA until notified that the resignation has been accepted by the Board. Any member who fails to pay dues and/or accept game assignments without prior authorization from the Board shall be deemed to have resigned with eligibility to reapply for membership only under extraordinary circumstance. A resigned member shall be eligible to apply for membership as a new member, subject to the approval of the Board.
- Section – 5 **Reinstatements:** Upon written request signed by a former member and filed with the Secretary, the Board may, by the affirmative vote of a majority of the Board, reinstate such former member to membership upon such terms as the Board may deem appropriate, provided that such former member meets all of the membership requirements of the Constitution, By-laws, and the CCFOA and is not disqualified from membership.
- Section – 6 **Rules and Mechanics:** Each member shall learn, abide by and enforce the rules of the game of football as published annually by the National Federation of High Schools (NFHS) and California Interscholastic Federation (CIF) and shall learn, abide by and utilize in the performance of their game, the mechanics for football officials as established and mandated by the Board.
- Section – 7 **Certification Test:** Each official shall pass the prescribed annual certification examination with a score of not less than eighty percent. The Board shall designate the prescribed examination annually, which shall test the individual's knowledge of current rules of high school football as prescribed by the NFHS Football Rules Committee or such other standard rules under which high school football shall be played in the State of California.
- Section – 8 **Field and Rules Clinics:** All CCFOA members are required to attend CCFOA rules clinics or such other rules or mechanics clinics offered by another organization as approved by the Board. Failure to attend a clinic mandated or approved by the Board may result in the reduction of game schedule and/or loss of post-season assignments.

Section – 9 **New Officials Policies:** *this category includes all officials who have never officiated organized football at the high school level or above.*

- A) New officials who intend to officiate in a given season **MUST** attend all pre- season training classes, scrimmages, all mandatory meetings and the “all-day” clinic throughout their first season.
- B) Any new official who contacts the CCFOA after the first mandatory training class will not be eligible to officiate that football season.
- C) . New officials will be required to hold NASO membership and to pay required new officials’ Association dues prior to receiving any assignments.

Section – 10 **Returning Officials Policies:** *this category includes all officials who have officiated for the CCFOA in the past and have received a CCFOA Ranking.*

- A) Returning officials must attend all scheduled meetings and assigned scrimmages, all mandatory meetings and the “all-day” clinic throughout their first returning season.
- B) Any new official who contacts the CCFOA after the “all-day” clinic will not be eligible to officiate that football season.
- C) A returning official may be required to attend pre-season training classes.
- D) Returning officials will be required to hold NASO membership and to pay the full required Association dues prior to receiving any assignments.
- E) Returning officials will be placed on the CCFOA Ranking at a level they held before leaving the Association, or lower.

Section – 11 **Transferring Officials Policies:** *this category includes all officials who have verifiable experience in officiating organized football at the high school level or higher.*

- A) Transferring officials who intend to officiate in a given season **MUST** attend all scrimmages, all mandatory meetings and the “all-day” clinic.
- B) Transferring officials with less than five years verifiable experience may be required to attend pre-season training classes.

- C) Any transferring official who contacts the CCFOA after the “all-day” clinic will not be eligible to officiate that football season (see exception below).
- D) Transferring officials will be required to hold NASO membership and to pay required Association dues prior to receiving any assignments
- E) Transferring officials will be placed on the current CCFOA Ranking list as determined by their references, but under no circumstances will be placed above the “Varsity” level.
- F) No transferring official will be eligible for assignment to Playoff or Championship games during their first year of membership in the CCFOA.

Exception: A transferring official with **five or more years of verifiable experience** who contacts the CCFOA after the “all-day” clinic will be placed on an “as needed” list. These officials may be used by the Assigner in emergency situations only, but may not be assigned Playoff or Championship games. They will be required to pay Association dues after they have worked three games in a single season.

Any exceptions to the above policy must be approved by the CCFOA Board on a case-by-case basis.

### **ARTICLE III – Government**

Section 1 **Officers:** All elected and appointed officers of the CCFOA Board of Directors must be current members of the CCFOA in order to hold office.

Section 2 **Executive Committee:**

A) The Executive Committee (Board) of the CCFOA shall be President, Vice President (President Elect), Member-at-Large (Immediate Past President), Secretary, and Treasurer. In addition, the Executive Committee will include any special appointed positions deemed necessary.

B) The Executive Committee shall be responsible for policy development.



Section 3 **Terms of Office:**

A) The term of the President shall be for one year. At the end of the term as President he/she will move into the Member-at-Large position.

B) The term of Vice President (President Elect) shall be for one year. At the end of the term he/she will move into the President position.

C) The term of Member-at Large (Immediate Past President) shall be for one year. At the end of the term he/she will leave the Executive Committee (Board)

D) The term of Secretary shall be for two years.

E) The term of Treasurer shall be for two years.

Section 4 **Duties:**

**A) President:** The President shall be responsible for:

- 1) Serving as executive head of the CCFOA
- 2) Preparing agenda for and presiding at general meetings and meetings of the Board of Directors
- 3) Having the power to appoint committees not otherwise provided for in the By-laws
- 4) Calling special elections when deemed necessary
- 5) Coordinating of all activities with the Assigner
- 6) Communicating with the CCFOA membership
- 7) Arranging all aspects of the Annual Banquet

**B) Vice President (President Elect):** The Vice President shall be responsible for:

- 1) Assisting the President in his duties
- 2) Arranging for facilities, equipment as well as food and refreshments as appropriate for CCFOA membership and training meetings as well as the summer clinic.
- 3) The purchase of all trophies and awards
- 4) Recruitment of new officials
- 5) Serving as acting President in the absence of the President

**C) Member-at-Large (Immediate Past President):** The Member-at-large shall be responsible for:

- 1) Coordinating membership training with the appointed Training Coordinator and the Assigner
- 2) Coordinating membership observations and ratings with the Training Coordinator and the Assigner
- 3) Serving as acting President in the absence of the President and the Vice President

**D) Secretary:** The Secretary shall be responsible for:

- 1) Keeping, and publishing, minutes of all meetings within one month of meeting date.
- 2) Maintaining membership and corporate records of the CCFOA
- 3) Correspondence, as required
- 4) Maintaining all other records of the CCFOA as are appropriate and commonly maintained by the Secretary of an organization

**E) Treasurer:** The Treasurer shall be responsible for:

- 1) All financial activities of the CCFOA
- 2) Establishing and maintaining a budget and a checking account
- 3) Collecting fines and dues from members of the CCFOA along with charges and related items
- 4) Maintaining an up-to-date financial roster of all CCFOA members
- 5) Rendering to the Board when asked, appropriate records, financial reports and reports on the condition of the CCFOA
- 6) Maintaining a up-to-date roster of all CCFOA members

## **ARTICLE IV: Elections and Appointments**

Section 1     **Nominating Committee:** The Board shall appoint a committee of at least two (2) active members willing to serve as an independent and unbiased Nominating Committee. The members of the Nominating Committee can be candidates for a contested position. The primary and sole responsibility of the Nominating Committee shall be to ensure that there is at a minimum, one (1) qualified candidate for each elected office at each annual CCFOA election. A qualified candidate is an individual whose CCFOA membership status complies with Article II, Section 1 of these By-laws. At the annual election meeting nominations may also be taken from the floor.

The Nominating Committee shall execute this duty by providing to the Board a slate of nominated candidates for positions on the Board at least seven (7) days prior to the date set for the election of the Board. Individuals seeking a Board position may submit their name to the Nominating Committee in sufficient time to ensure that their name is included on the slate of candidates. The Nominating Committee shall confirm each nominee's consent to be nominated and willingness to serve if elected. The Nominating Committee shall then provide to the Secretary said slate, which will then be formatted and distributed as pre-printed ballots with the names of each formally nominated candidate to the Membership, after which additional nominations may be taken from the floor as "write-in" candidates at the annual election meeting.

**Section 2 Election of Vice President Elect, Secretary, and Treasurer:**

A) Vice President will be elected annually to serve a three-year term, one year each as Vice President, President, and Member-at-Large.

B) Secretary will be elected on odd number years to serve a two-year term.

C) Treasurer will be elected on odd number years to serve a two-year term.

**Section 3 Vacancies:** In the event that any elected office becomes vacant during its term because of the office-holder's inability or unwillingness to continue in the position, the Board, by majority vote, shall designate a person to fill the unexpired term; except that the Vice President shall become President.

**Section 4 CCFOA Finances:** The Treasurer shall cause the funds of the CCFOA to be placed and held in a standard checking account with an FDIC insured bank located in the State of California. Two Board members' signatures shall be required to withdraw funds from the account.

**Section 5 Evaluator:** The President may appoint and the Board may ratify one or more Evaluators. The Evaluator may be a member of the Board. The Evaluator shall represent the Board to the active members in all matters relating to evaluations, ratings, and shall resolve any dispute, which a member may present relating to evaluation, or rating. The Evaluator shall present the matter to the Board whose decision shall be final.

Section 6      **Other Appointments:** The President may appoint other individuals, as deemed necessary, for the good of the order. These appointments must be ratified by the Board and shall be for the period of one year.

## **Article V – Association Meetings**

Section – 1    **Meetings of Members:** The CCFOA shall hold no fewer than four (4) regular meetings during each fiscal year. Special meetings of the members may be called, from time to time, by a written request from any Board member with a majority vote of the Board. Such a request for a special meeting shall state the purpose or purposes of the proposed meeting.

Section – 2    **Notice of Meeting of Members:** Written notice of the meetings of the members, starting time and place shall be mailed to each member at such address as appears on the current roster of the CCFOA, no fewer than fourteen (14) days before the meeting. Initial meeting dates for the season shall be set before May 1st prior to the beginning of the football season. Changes to meeting date, time, or place may be made at any time provided reasonable notice of the change is delivered to each member. Electronic methods of delivery and dissemination, such as email and/or CCFOA website content updates, shall constitute sufficient notices for purposes of this section.

Section – 3    **Voting:** Each Active Member shall have one vote. The presence of fifty percent of the active membership constitutes a quorum. A majority vote of those members present where a quorum is present is necessary to make a decision, except where some other number is required by law or by these By-laws. Neither proxy voting nor mail-in voting is permitted. At the discretion of the Presiding Officer, voting may be by show of hands or any other method.

Section – 4    **Attendance Requirements/Tardiness:** Members are required to attend all CCFOA meetings, including clinics, prior to and during the season. Attendance may be excused by a request stating reasons for absence, dated, and submitted in writing (via USPS or email) to the Secretary within five (5) days of the missed meeting in order to be considered for validation. Tardiness to meetings (members will be considered absent if they are not in attendance to answer roll call. To be reconsidered in attendance to the meeting they must inform the Secretary of their presence before the end of the meeting. A note will be made of their tardiness and further action will result if it happens a second time) or leaving before the meeting is adjourned shall be considered by the Board and if unexcused could result in being interpreted as a full absence from that meeting. An unexcused absence or other failure to attend any CCFOA meeting or otherwise without satisfying the requirements of this section may result in the reduction of game schedule and/or loss of post-season assignments.

Section – 5 **Parliamentary Authority:** All business meetings shall be governed by Robert’s Rules of Order (Revised), as interpreted by the Presiding Officer of the meeting, whose rulings may be overturned by a vote of two thirds of the attendees.

## **Article VI – Uniform and Appearance**

Section – 1 **General:** The official uniform shall be that prescribed by the NFHS or the CCFOA or such other uniform as approved by the Board, provided:

- A) Any uniform other than that prescribed by the NFHS or the CCFOA shall be such as to maintain the professionalism, integrity and dignity of the position of game official, and;
- B) Shall only be worn provided all members of the officiating crew are dressed uniformly, and;
- C) Shall be readily available from common suppliers of officials’ uniforms, and;
- D) The uniform for State tournament or play-offs shall be that prescribed by the NCS/CIF.
- E) Any uniform and/or accessory worn while representing the CCFOA shall be in good repair. Any defective item, accessory or article of clothing that is ripped, stained, faded, or otherwise in obvious disrepair shall not be used or worn during a game.

Section- 2 **Uniform:** The CCFOA official uniform shall consist of a non-adjustable, fitted hat that is either solid white for the referee or black with white piping for other game officials; a black and white 2 ¼” striped shirt with collar, either short-sleeve or long-sleeve shirt according to the weather conditions; a black undershirt of which no part will extend beyond the sleeve of the striped shirt; black long all-weather trousers with a 1” white striped or black shorts, according to weather conditions. Socks shall be plain black crew socks worn with black long all-weather trousers, or plain black crew or ankle socks worn with shorts, with no logos; solid black athletic field shoes with minimal white markings that are shined prior to each contest; and a solid black belt with a nondescript buckle. All additional clothing as is necessary or appropriate for the weather conditions shall be worn under the official uniform, except that a black and white striped jacket may be worn in inclement weather at the discretion of the game referee. Any adornments to the uniform (American flags, patches, etc.) must be approved, in advance, by the Board.

All members shall bring all pieces of the official uniform to every game unless prior arrangements have been made with the game referee. The decision of the game referee as to black long trousers, or shorts and short-sleeve or long-sleeve shirt shall be final. For all Jr. Varsity and Varsity games, as well as all NCS and all Youth playoff games, black long trousers shall be the uniform of choice. All game officials assigned to a game shall be dressed alike.

Section - 3 **Additional Items:** Each Member shall be responsible for obtaining and providing for himself the appropriate accessories necessary for carrying out his official duties. Such items include, but are not limited to, two (2) gold, weighted penalty flags; two (2) beanbags (one white and one blue) for marking non-penalty spots; at least one (1) whistle and lanyard; at least one (1) down indicator or similar instrument; and a game card or similar item and writing utensil for recording game information. The Head Linesman shall furnish a chain clip for use with the line-to-gain equipment. The Referee shall carry a reasonably sized coin for the pre-game coin toss.

Section - 4 Dress and appearance shall be appropriate to the professional status of a game official both in uniform and personal appearance. This includes, but is not limited to, attire that is worn to and from the game site. In addition, hair must be neat at all times with no extremes in style or color.

## **Article VII – Dues and Assessments**

The Board shall set the dues assessment to conduct the business of the CCFOA. The business of the CCFOA shall include conducting the annual rules clinic and mechanics clinics; providing educational and training materials; payment of invoices for the services, and such other expenses as are related to the operation of the CCFOA. The Board may establish different dues rates for each class of membership outlined in Article II.

## **Article VIII – Conduct of Members**

Section - 1 **Loss of Membership:** The Board may:

A) Delete from the list of active membership, or;

B) Deny membership to, or;

C) Refuse reinstatement to any member or applicant for membership who fails to comply with these By-laws, or is found to have committed any of the following:

- 1) Who is incompetent in their officiating skills, or;
- 2) Who is unfair or biased in their decisions and/or rulings, or;
- 3) Whose personal, professional or ethical conduct on or off the field deems them unfit to act as a football official as determined by the Board, or;
- 4) Who violates any provision of these By-laws or any directive or order of the Board, or;
- 5) Who has imbibed an intoxicating beverage within eight hours before a game in which they are to serve as a game official, or;
- 6) Who uses tobacco or tobacco-like products at or in the vicinity of the game site or on school grounds, or;
- 7) Who has failed to pay their dues by the all-day clinic and/or fines within ten days of the missed meeting, or;
- 8) Who officiates a football game with non-CCFOA officials without the approval of the Board, or;
- 9) Who is convicted of a felony or any crime involving a minor under the age of eighteen years, or failed to notify the Board of such prior conviction.

Section – 2     **Other Discipline:** The Board may impose such other discipline as it, in its sole discretion, deems appropriate, including without limit, fines or assessments; suspensions; probationary status; reassignment of games and/or loss of regular or postseason eligibility, for the violations set forth in Section 1 of this Article or such other violations of these By-laws, including failure to attend field and rules clinics and/or membership meetings; the violation of the Agreement with member schools; federal, state or local law regulation, ordinance, directive or instruction.

Section – 3     **Notification of Charges:** A charged member or applicant shall receive written notice by certified mail, return receipt requested, or such other notice as is appropriate under the circumstances, of the charges against him, indicating the alleged violation with specific reference to the By-laws provision, rule, or regulation he allegedly violated, the specific alleged violation conduct, where and when the alleged violation conduct occurred and the person or entity who filed the charge.

Section - 4 **Right of Hearing:** A member or applicant charged with any violation shall have the right to be heard in person or by written statement made by him in his own defense before the Board, provided that the member or applicant shall submit a written request for a hearing not later than five (5) days after receipt of the charges, which request for hearing shall state the defenses or reasons the charge or penalty is inaccurate or inappropriate. The decision of the Board shall be final.

Section - 5 **Complaints:** All member complaints shall be taken to the Board in writing. The written complaint may also be accompanied with a request to appear before the Board to discuss the same.

#### **Article IX – Miscellaneous Provisions**

Section - 1 **Fiscal Year:** The fiscal year of the CCFOA shall commence on the 1st day of January and end on the 31st day of December of each calendar year.

Section - 2 **Status of Members:** In accordance with the State of California Assembly Bill (AB) 185 dated January 24, 2003, and California Revised Statute (NRS) Title 53, Chapter 616A.110, Sections 1-6, all members of the CCFOA are independent contractors in their officiating capacities and not employees of the CCFOA, or of any officer or assignor(s) of games of the CCFOA, or of any other person or entity for whom the members work as officials and as such no deduction of any taxes will be taken out of any payments to them. By agreeing to these By-laws and by submitting the appropriate dues, a member of this CCFOA explicitly and/or inherently recognizes this status and understands that neither the CCFOA, nor its officers or assignor(s) of games, are employers, and therefore, a member may not be able to collect worker's compensation from the CCFOA or any other person or entity for injuries sustained while performing or traveling to and from officiating, assigning or officiating related or assigning related work. Each member is advised to obtain and maintain disability and liability insurance for injuries and suits arising out of the member's association-related activities. A member may decide to accept or reject game assignments at the time of assignment.

Section - 3 **Contractual Relationship with the Assigner:** CCFOA is contracted with the Contra Costa Assigners for assignment of all games and is not a contractor in fulfilling these assignments.



Section – 4 **Contractual Relationship of Members:** By becoming a member as outlined in this Constitution and these By-laws, each member of the CCFOA agrees that these By-laws and all other rules, regulations, directives, instructions and policies of the CCFOA, including the Agreement between Member Schools and the Officials Associations, shall be binding upon the member and the member shall abide by all such By-laws, rules, regulations and policies.

Section – 5 **Electronic Dissemination of Information:** The CCFOA will provide a website to disseminate organizational information from time to time to individual members in lieu of written copies. Any official form that requires information and/or the signature of a member will not be provided nor submitted via electronic means. The site administrator will be responsible for including that information which is approved by the Board for distribution. The official website is: <http://www.CCFOA.com>

**Article X- Annual Addendum:** An Addendum to these By-laws shall be executed by the incoming Board each year and published prior to August 14. This Addendum shall contain all meeting dates, dues and assessments for that fiscal year.

**Certificate of Secretary:**

I certify that I am the duly elected Secretary of the CONTRA COSTA FOOTBALL OFFICIALS ASSOCIATION, INC., a California Nonprofit Mutual Benefit Corporation; that these By-laws consisting of 12 pages, are the By-laws of this corporation, as adapted by the Board of Directors on October 2, 2011; and that these By-laws have not been amended or modified since that date.

Executed on December 18, 2011, at Concord, California.

CCFOA Secretary: \_\_\_\_\_  
Signature

Date: \_\_\_\_\_

