

CONSTITUTION AND BY-LAWS  
OF THE  
METROPOLITAN CHAPTER  
OF THE  
EASTERN ASSOCIATION OF INTERCOLLEGIATE FOOTBALL OFFICIALS (EAIFO)

**CONSTITUTION**

ARTICLE I: NAME

The name of this Association shall be:

METROPOLITAN CHAPTER  
OF  
EASTERN ASSOCIATION OF INTERCOLLEGIATE FOOTBALL OFFICIALS (EAIFO)

ARTICLE II: PURPOSE

The purpose of the Association, in compliance with and subject to the Constitution and By-Laws of the EAIFO, and any additions, supplements or revisions thereof, shall be: to promote the welfare of the American Intercollegiate game of football, its players, coaches and officials; to maintain the highest standards of football officiating; to encourage the spirit of fair play and sportsmanship; to provide the training of new officials; to develop among all football officials a definite responsibility as to their knowledge of rules and conduct of the game as officially adopted and published by the National Collegiate Athletic Association (NCAA) and to promote uniform interpretation of the rules of football; to have available at all times an adequate number of thoroughly trained and capable officials for use by the various appointing authorities; and to cooperate with all other organizations officially connected with the American intercollegiate game of football in furthering its interests and ideals.

ARTICLE III: TERRITORY

The METROPOLITAN CHAPTER of EASTERN ASSOCIATION OF INTERCOLLEGIATE FOOTBALL OFFICIALS (EAIFO) shall cover the territory embracing the geographical area of New York City, North and Central New Jersey, Long Island, Southwest Connecticut, and the New York Counties of Westchester and Rockland.

## ARTICLE IV: MEMBERSHIP

The membership of the METROPOLITAN CHAPTER of EASTERN ASSOCIATION OF INTERCOLLEGIATE FOOTBALL OFFICIALS (EAIFO) shall consist of those duly selected to membership in accordance with the by-laws of this Chapter and they shall be classified and defined as follows:

Section 1 - ACTIVE: Active members are members in good standing; having no financial obligation owing to the Association for current or previous years; have successfully met all requirements for membership; and who have been voted in active members by the Metropolitan Chapter Executive Committee. All existing and formerly active college football officials are eligible for membership and once admitted to membership shall be considered Active Members with all rights and privileges, including the right to vote and hold office.

Section 2 -RETIRED: Any Active Member of this Chapter who has worked 10 years on the field and has ceased working as an on-field official, but wishes to continue affiliation with the Chapter shall be considered a Retired Member. Retired Members shall be required to pay one-half of the amount of annual dues paid by Active Members, as well as the full amount assessed annually by the EASTERN ASSOCIATION OF INTERCOLLEGIATE FOOTBALL OFFICIALS (EAIFO). Retired Members shall have full voting rights.

Section 3 - HONORARY: Any member of this Chapter who has been a member for ten (10) years and who ceases to be an Active Member or a Retired Member may be nominated by an Active or Retired Member to be an Honorary Member. The Executive Committee shall determine whether to grant Honorary Member status to said former member. An Honorary Member shall neither have an obligation to pay dues, nor hold voting rights.

Section 4 - PROBATIONARY MEMBER: shall be an applicant who successfully met all requirements of Article II of the Bylaws of the METROPOLITAN CHAPTER of EASTERN ASSOCIATION OF INTERCOLLEGIATE FOOTBALL OFFICIALS (EAIFO). Upon satisfactory completion of a two (2) year probationary period and a two (2) year mentoring program and satisfactory completion of a proctored rules exam, the Probationary Member will become an Active Member.

## ARTICLE V: OFFICERS

The officers of the Metropolitan Chapter shall be elected or appointed Active Members as stated in Article IV, Section 1 of the Constitution, consisting of a President, First (1<sup>st</sup>) Vice-President, Second (2<sup>nd</sup>) Vice-President, two (2) Division II/III Representatives, Secretary-Treasurer, and two (2) Directors elected to represent the Chapter on the Board of Directors of the EAIFO. The Executive Committee shall consist of the officers of the Chapter and the immediate Past President.

## ARTICLE VI: ELECTIONS AND QUALIFICATIONS

Section 1 - The Metropolitan Chapter Executive Committee shall annually report at the next to the last regular Chapter meeting at which time it shall present the names of candidates for the offices of President, First Vice-President, Second Vice-President, two (2) Division II/III Representatives, and Secretary-Treasurer. They shall also present the names of candidates for the office of Director in such years as a Director seat is up for election to the members of the chapter either by electronic mail or at the meeting prior to the election meeting.

Section 2 - Candidates for the aforementioned offices must be Active Members of the Metropolitan Chapter. Candidates for Director must also have at least ten (10) years active EAIFO membership. Excluding Directors, officers shall serve for a period of one (1) year and shall not, except for the Secretary-Treasurer and Division II/III Representative, succeed themselves.

Section 3 - Additional nominations may be made from the floor either at this meeting or at the election meeting of the Metropolitan Chapter.

Section 4 - An election shall be held at the annually scheduled election meeting and the officers shall be elected by ballot by a majority of the total number of votes cast. The new Directors shall take office at the first meeting of the EAIFO Board of Directors following the Metropolitan Chapter's annual Banquet Meeting. Should a vacancy occur during the unexpired term of a Director, the Metropolitan Chapter, Executive Committee shall appoint an Active Member as stated in Article IV, Section 1 of the Constitution to fill such vacancy for the remainder of the unexpired term.

Section 5 - The terms of such officers shall commence on the first day of January following their election and such officers shall assume their positions and duties at that time.

Section 6 - If the office of President or First (1<sup>st</sup>) Vice President shall become vacant during the term, the next in line elected officer shall fill that vacancy. The Metropolitan Chapter Executive Committee shall appoint an Active Member, as defined in Article IV, Section 1 of the Constitution, to fill the vacant offices of Second (2<sup>nd</sup>) Vice President, Division II/III Representative and Secretary-Treasurer for the remainder of the unexpired term.

Section 7 - The election of a Metropolitan Chapter Director shall take place each biennium according to Article VI of the EAIFO Constitution. Such election shall take place in even numbered years. Directors shall be elected for a four (4) year term by the Active Members of the Metropolitan Chapter.

#### ARTICLE VII: DUTIES OF OFFICERS AND EXECUTIVE COMMITTEE

Section 1 - The President shall preside at the Metropolitan Chapter meetings of the Association and Metropolitan Chapter Executive Committee meetings; appoint all Committees unless otherwise provided for; and, perform such other duties as may be required by the office.

Section 2 - The First (1<sup>st</sup>) Vice-President shall, in the absence or inability of the President, perform the duties of the President.

Section 3 - The Second (2<sup>nd</sup>) Vice-President shall, in the absence or inability of the President and the First (1<sup>st</sup>) Vice-President, shall perform the duties of the President.

Section 4 – The two (2) Division II/III Representatives of the Metropolitan Chapter Executive Committee shall represent the interests of Division II/III members and perform such other tasks and duties as delegated to them by the President.

Section 5 - The Secretary-Treasurer shall keep the minutes of all Metropolitan Chapter business meetings as well as minutes of the meetings of the Metropolitan Chapter Executive Committee. He shall issue all notices as required, conduct the correspondence of the Metropolitan Chapter, keep all records and have them available when required. As the Treasurer, he shall collect and receive all moneys and assessments due to the Metropolitan Chapter and, under the direction of the President, pay all bills. He shall place all Metropolitan Chapter funds in the accounts name of the Metropolitan Chapter, in a bank approved by the Metropolitan Chapter Executive Committee. The Secretary-Treasurer shall receive an annual salary of Three Hundred Dollars (\$300.00) per year.

SECTION 6 - The Directors shall represent the Association at all EAIFO meetings and report to the membership annually. Directors shall have the authority to contact appropriate organizations through its duly constituted officers and/or committees of the EAIFO Board of Directors and draft agreements which in the judgment of the EAIFO Board of Directors board shall be in the best interests of the EAIFO Corporation.

Section 7 - The Executive Committee shall act as the governing body of the METROPOLITAN CHAPTER of EASTERN ASSOCIATION OF INTERCOLLEGIATE FOOTBALL OFFICIALS (EAIFO). It shall have full power to adopt all regulations that are necessary for the welfare of the Chapter; however, its authority and actions are subject to the Constitution and By-Laws.

#### ARTICLE VIII: AMENDMENTS

Amendments or alterations to the Constitution of the Metropolitan Chapter shall be proposed in writing by a majority of the Metropolitan Chapter Executive Committee or ten (10) Active and/or Retired Members of the Metropolitan Chapter as defined in Article IV, Section 1 of the Constitution with a copy sent to the entire membership two weeks before the meeting for the consideration thereof, and no such amendments or alterations shall be made except by a two-thirds (2/3) vote of the Active and/or Retired Members of the METROPOLITAN CHAPTER of EASTERN ASSOCIATION OF INTERCOLLEGIATE FOOTBALL OFFICIALS (EAIFO) present.

#### Article IX - GENERAL

The qualifications for membership to the Metropolitan Chapter and regulations necessary and proper for the conduct of business and affairs of the Metropolitan Chapter shall be provided for in the By-Laws to the Constitution.

# **BY-LAWS**

OF THE

METROPOLITAN CHAPTER

OF THE

EASTERN ASSOCIATION OF INTERCOLLEGIATE FOOTBALL OFFICIALS (EAIFO)

## **ARTICLE I: CLASSIFICATION OF MEMBERS**

Section 1 – On-Field Officials are Active or Probationary Members, as defined in Article IV, Sections 1 and 4 of the Constitution, who officiate the American Intercollegiate game of football at anytime, beginning January 1<sup>st</sup> for that given year.

Section 2 – Observers are either Active or Retired Members as defined in Article IV, Sections 1 and 2 of the Constitution, who perform observations of On-Field Officials for training purposes and provide feedback on rules, mechanics, and presentation of themselves as members of a EASTERN ASSOCIATION OF INTERCOLLEGIATE FOOTBALL OFFICIALS (EAIFO) chapter.

Section 3 – Clock Operators are Active, Honorary or Retired Members as defined in Article IV, Sections 1, 2 and 3 of the Constitution, who perform game or play clock duties for the American Intercollegiate game of football.

Section 4 – All other Metropolitan Chapter members not classified in the By-Laws, Article I, Sections 1, 2 and 3 are defined as members in Article IV of the Constitution.

## **ARTICLE II - APPLICATION FOR MEMBERSHIP**

Applicants for membership in the Metropolitan Chapter shall meet the following criteria to be eligible for membership:

Section 1 – The Applicant must be not less than 21 years of age.

Section 2 – The Applicant shall provide written proof of being an active working member in good standing of a recognized football officials association for at least five (5) years.

Section 3 – The Applicant shall provide written proof having officiated in at least twenty-five (25) varsity interscholastic or varsity intercollegiate football games.

Section 4 – The Applicant shall provide written letters of recommendation from two (2) Active, Retired or Honorary Members of the Metropolitan Chapter, establishing evidence of good field mechanics and techniques. Said letters of recommendation could also be provided by two (2) members in good standing of another intercollegiate football officiating association.

Section 5 –The Applicant shall present themselves to be physically fit to meet the demands of intercollegiate football officiating and to maintain their physical fitness for the two (2) year probationary period as stated in Article IV, Section 1 of the Constitution.

Section 6 – The Applicant shall complete a written application form honestly, and submit the same, along with documents required by Sections 2, 3 and 4 hereinabove to the Secretary-Treasurer of the Metropolitan Chapter by the designated due date.

Section 7 – The Applicant shall be interviewed by the Metropolitan Chapter Executive Committee. The interview may include a closed book written and/or oral examination based on current NCAA Football Rules and Interpretations and the mechanics of football officiating. This shall not be a pass/fail examination but will be used to indicate the applicant's rules proficiency. The results will be factored into the total evaluation of the applicant.

Section 8 – The Applicant will be observed by the Metropolitan Chapter Executive Committee, or those designated by the committee, to assess on field mechanics, philosophy of rule application, fitness, and on-field presence.

Section 9 - It is the responsibility of the applicant to insure that all materials, including payment of application fee established by the Metropolitan Chapter Executive Committee, along with letters of recommendation are submitted to the Secretary-Treasurer by the designated due date.

Section 10 – Request for admission to become a Probationary Member of the Metropolitan Chapter shall further signify his/her intention in writing to become a member of the EAIFO, forwarded to the EAIFO, Secretary-Treasurer, together with an application fee established by the Board of Directors of the EAIFO, which fee shall be returned if the applicant is refused the opportunity. If the applicant fails to be recommended for membership his/her application fee shall not be returned.

Section 11 - A successful applicant may become a Probationary Member of the Metropolitan Chapter of the EAIFO if recommended by the Metropolitan Chapter, Executive Committee. If an applicant is not selected for membership into the EAIFO he or she's membership to the Metropolitan Chapter of the EAIFO will be revoked and his/her application fee shall not be returned.

Section 12 – After the two (2) year probationary period a Probationary Member may become a Active Member of the Metropolitan Chapter as classified in Article IV, Section (1) at the first Metropolitan Chapter Meeting following the Probationary period by a review and majority vote of the Metropolitan Chapter, Executive Committee and a majority vote of Metropolitan Chapter, Active Members present and voting.

Section 13 - The Metropolitan Chapter will not discriminate against any member or applicant for membership because of race, creed, color, national origin, age or gender.

### ARTICLE III - TRANSFERS

The transfer of officials to the Metropolitan Chapter from other EAIFO Chapters or other recognized collegiate football associations shall be subject to the approval of the Metropolitan Chapter Executive Committee, in conjunction with EAIFO Bylaws.

## ARTICLE IV: DISCIPLINE OF MEMBERS

Section 1 - The Metropolitan Chapter, through its Executive Committee, shall have the right to discipline its members, on its own initiative or on the basis of information received in writing, from any member(s).

Section 2 - Disciplinary proceedings may be initiated for cause, to include, but not be limited to:

Sub-Section A - Failure to comply with established authority or regulations of the Metropolitan Chapter and/or of the EASTERN ASSOCIATION OF INTERCOLLEGIATE FOOTBALL OFFICIALS (EAIFO);

Sub-Section B - Delinquency in the payment of dues or assessments;

Sub-Section C - Failure to satisfy any Metropolitan chapter obligation, including meeting attendance requirements;

Sub-Section D - Any conduct contrary to the best interests of Chapter or Association.

Section 3 - Disciplinary proceedings against a member(s) may be initiated by the Metropolitan Chapter Executive Committee, who shall direct the Secretary-Treasurer to notify the member(s) of the charges brought; the Secretary-Treasurer shall provide the member(s) being charged with a written copy of the charges and provide notice of the opportunity to reply in writing and make a written request for a hearing on the charges, within ten (10) days from the receipt thereof.

Section 4 - Thereafter, the procedure to be followed shall be that which is heretofore set forth in Article V, Sections B through H of the Metropolitan Chapter BY-LAWS.

## ARTICLE V: IMPEACHMENT AND DISCIPLINARY PROCEEDINGS

Section 1 - Any Active Member as classified in Article IV, Section (1) of the Constitution may initiate impeachment proceedings against an officer(s) for conduct unbecoming an intercollegiate football official, or for conduct which may bring discredit upon the Association, by preparing written charges against the officer(s).

Sub-Section A - The charges shall be submitted to a Metropolitan Chapter Executive Committee officer who shall direct the Secretary-Treasurer, to notify, in writing, the officer(s) being charged of the charges being brought against him. The Secretary-Treasurer shall provide the officer(s) being charged with a written copy of the charges and advise of the opportunity to reply, in writing, and make written request for a hearing on the charges, within ten (10) days from the receipt thereof.

Sub-Section B - In the absence of a reply to the charges in writing and a written request for a hearing, the Metropolitan Chapter Executive Committee shall examine the matter in a spirit of fairness and, after conscientiously weighing the evidence, shall recommend the appropriate sanction to include, but not be limited to, reprimand, censorship, removal from office, suspension from membership, expulsion from membership or acquittal.

Sub-Section C - When a written reply to the charges and/or a written request for a hearing are received within ten (10) days from the receipt by the Member of notice of the charges, a hearing shall be scheduled. The hearing shall occur within fourteen (14) days after the receipt of the member's (s') written reply. The Secretary-Treasurer shall give either written and/or verbal notice of the location, date and time of the hearing to the Chapter Members and the Members of the Executive Committee at least five (5) days prior to the scheduled hearing date.

Sub-Section D - Prior to or at the beginning of the hearing, the Metropolitan Chapter Executive Committee members shall review the charges, supporting documents and any reply thereto. The format for the hearing shall be determined by the Metropolitan Chapter Executive Committee; however, the proponent or proponents of the charges shall have the burden to proceed initially with their proofs. Evidence or proofs shall not be limited as to form, but redundant proofs may be disallowed.

Sub-Section E - Formal rules of evidence shall not apply and the Metropolitan Chapter Executive Committee shall have the discretion to determine what evidence or proofs is/are admissible as well as the weight to be given thereto. The right of cross examination shall be afforded to the proponent(s) of the charges as well as the member(s) charged. All parties, including the Metropolitan Chapter Executive Committee, shall have the right to be represented.

Sub-Section F - At the end of the hearing, the formal record thereof shall be closed. Within five (5) days after the closing of the record, the Metropolitan Chapter Executive Committee shall examine the matter in a spirit of fairness and, after conscientiously weighing the evidence, shall recommend the appropriate sanction including, but not be limited to, reprimand, censorship, removal from office, suspension from membership, expulsion from membership or acquittal.

Sub-Section G - Any recommendation for a sanction by the Metropolitan Chapter Executive Committee shall be supported by a majority of the Executive Committee members present and voting;

Sub-Section H - Any recommendation, other than for acquittal or reprimand, shall be presented before the membership of the Metropolitan Chapter, at the next regularly scheduled meeting, for final action. The recommendation of the Metropolitan Chapter Executive Committee shall be sustained only when approved by a two-thirds (2/3) majority of the Chapter members present and voting. The member brought up on disciplinary charges shall not be entitled to vote.



## ARTICLE VI — TERMINATION OF MEMBERSHIP

Section 1 – EAIFO membership shall be revoked, in accordance with Section III of the EASTERN ASSOCIATION OF INTERCOLLEGIATE FOOTBALL OFFICIALS (EAIFO) BY—LAWS as amended, at the discretion of the EAIFO Executive Committee at any duly constituted meeting of the Board.

Section 2 – Metropolitan Chapter membership may be revoked in accordance with the METROPOLITAN CHAPTER of EASTERN ASSOCIATION OF INTERCOLLEGIATE FOOTBALL OFFICIALS (EAIFO) CONSTITUTION and BY-LAWS based on all Articles pertaining to the satisfactory requirements and disciplinary action as to any member defined in Article IV of the Constitution. Membership may be revoked at the discretion of the Executive Committee either on its motion or at the instance of an EAIFO recommendation, at any duly constituted meeting by a majority vote thereof, after due consideration of the facts and circumstances presented. Such action of the Executive Committee may be prompted by, but not limited to, a member's failure to pay dues timely, repeated inattention to Chapter/Association obligations and responsibilities, violation of required meetings and/or examination attendance, conduct not deemed to be in the best interests of the Chapter/Association and conduct or practices bringing discredit to the organization. A member so terminated may appeal the decision to the EAIFO Board of Directors.

## ARTICLE VII — INACTIVE STATUS

Any Metropolitan Chapter member may request to become inactive by stating his intentions in a letter to the Secretary-Treasurer. Inactive members may become active members again by writing to the Metropolitan Chapter Secretary-Treasurer requesting active membership and must fulfill any or all membership obligations. Inactive status is limited to a maximum period of two (2) years/seasons.

## ARTICLE VIII - ATTENDANCE

Conscientious attendance at Metropolitan Chapter meetings or any EASTERN ASSOCIATION OF INTERCOLLEGIATE FOOTBALL OFFICIALS (EAIFO) chapter meeting, by all members is essential to the maintenance of the professional character and integrity of the Association. It is also recognized that situations arise such as illness, business trips, family emergencies, etc., which make attendance at a particular meeting impossible. The Metropolitan Chapter Executive Committee may ease meeting requirements in extraordinary cases when provided with written notice, in advance, of regular conflicts. For purposes of this Article, any member who is working an assigned game on the day of the meeting shall be considered as having attended that meeting.

The Association will schedule a minimum of eight (8) meetings per year. It is expected that each Active and Probationary member will attend at least eight (8) meetings (some of which may be Regional Meetings) in order to maintain their active membership.

## ARTICLE IX - DUES AND ASSESSMENTS

Section 1 - The membership year shall be from January 1 to December 31 annually.

Section 2 - Annual dues for all members shall be established by the Metropolitan Chapter Executive Committee.

Section 3 - No annual dues shall be charged to Honorary Members and Retired Members will pay one-half (1/2) of the Metropolitan Chapter annual dues as well as the full amount assessed annually by the EASTERN ASSOCIATION OF INTERCOLLEGIATE FOOTBALL OFFICIALS (EAIFO).

Section 4 - When in the judgment of the President and Metropolitan Chapter Executive Committee additional monies are needed for the Association to maintain efficient operation, they may recommend a special assessment which must be approved by a majority vote of the membership.

Section 5 - Dues shall be payable in advance prior to the upcoming officiating season/year. The Secretary-Treasurer shall notify by any means feasible which may include by a electronic mail dues notice to each/or group of member(s) or posting on Metropolitan Chapter website each year the amount and location of forwarding the dues. Any member, whose dues have not been received by the Secretary-Treasurer by the date designated by the Secretary-Treasurer, may be subject to disciplinary proceedings, which includes a member's membership being suspended or terminated.

Section 6 - In the event of termination of membership or the Secretary-Treasurer receives written notification of a member's resignation; the Secretary-Treasurer shall refund the member's dues, if such event takes place prior to June 1<sup>st</sup> of that given year.

#### ARTICLE X – AMENDMENTS OF BY-LAWS

Section 1 - No amendment to the By-Laws may be made unless such amendment is proposed in writing by a majority of the Metropolitan Chapter Executive Committee or ten (10) Active Members of the Metropolitan Chapter.

Section 2 - The proposed amendment must be submitted in writing to the Metropolitan Chapter Executive Committee. Following a five (5) day period of review by the Metropolitan Chapter Executive Committee, the Secretary-Treasurer shall forward proposed changes by electronic mail or posted to the Metropolitan Chapter website to the entire membership two (2) weeks prior to the meeting at which a vote will occur.

Section 3 - A two-thirds (2/3) vote of the Active Members of the METROPOLITAN CHAPTER of EASTERN ASSOCIATION OF INTERCOLLEGIATE FOOTBALL OFFICIALS (EAIFO) present and voting is required to approve any amendment.

#### ARTICLE XI — COMMITTEES

Section 1 - The President shall appoint the committee chairman(s) for the following committees in which the chairman shall designate members to assist them on their committee designated:

- (a) Attendance Committee — to be composed of two (2) Active Members, designated as Chairman, whose duties shall be to check-in and account for all the members who attend each general and regional meeting. After each meeting the Chairman shall forward each attendance meeting list of those present and not present to the Secretary-Treasurer.

- (b) Banquet Committee – to be composed of the Secretary-Treasurer and up to two (2) Active Members at his discretion, designated as Chairman, whose duties shall be to coordinate the date, time, location and payment from the Metropolitan Chapter funds in the accounts in name of the Metropolitan Chapter. To organize the program and to invite honorary guest.
- (c) Barbuti Awards Committee – to be composed of (1) Active Member, designated as Chairman and may appoint up to (4) Active or Probationary Members as committee members. Duties shall include prepare application for a recommendation of award; notify membership of current applicants for award and to deliver awards to the recipients.
- (d) 50/50 Committee – to be composed of three (3) Active Members, designated as Chairman, whose duties shall be to sell 50/50 raffles at all Metropolitan Chapter meetings, designate the amounts to be awarded prior to drawing(s), conduct drawing, and forward the remaining 50% of funds collected to the Secretary/Treasure to be deposited into the bank of the Metropolitan Chapter funds in the accounts in name of the Metropolitan Chapter.
- (e) Mentoring Committee - to be composed of (1) Active Member, designated as Chairman and may appoint as many Active Members to mentor the entire Metropolitan Chapter's first (1<sup>st</sup>) & second (2<sup>nd</sup>) year Probationary Members. Duties shall include to handout the rules and requirements to all Mentors and Mentees, along with the end of the year evaluation form, to coordinate and organize the match-up by position of officials along with logistics of each official, to inform the Metropolitan Chapter, Executive Committee of all prior year rating forms and on the development of the Metropolitan Chapter, Probationary Members and to keep all evaluations filed and prepared to be forwarded to the new chairman of this committee.
- (f) Program Committee - to be composed of up to two (2) Active Members, designated as Chairman, whose duties shall be to coordinate, and organize the programs for each of the Metropolitan Chapter Meetings. The programs shall include new rules and there interpretations, current rules, mechanics, philosophy of rules, conduct of an official, and any further course for improvement of the Metropolitan Chapter's Members. The Chairman may appoint committee members as are needed.
- (g) Welfare Committee - to be composed of (1) Active Member, designated as Chairman and may appoint (1) Active Member to assist in duties that include gifts of well wishes, condolences, and any further charitable gift in the name of the Metropolitan Chapter.
- (h) Chapter History Committee - to be composed of two (2) Active, Honorary, or Retired Members, designated as Chairman, whose duties shall be to coordinate and organize the history of the Metropolitan Chapter that will include and not just involve who were past members, award recipients, how the formation of the chapter came to be, and the who, what, where, when, why, and how all is know and in the past of the Metropolitan Chapter. Prior to the end of the year Dinner Banquet the Chairman shall disclose in writing their discoveries of the Metropolitan Chapter's history.

## ARTICLE XII - ORDER OF BUSINESS

Section 1 - For purposes of the annual Metropolitan Chapter Executive Committee business meeting, the order of business shall be:

- (a) Roll Call
- (b) Reading of Minutes of Previous Meeting
- (c) Treasurer's Report
- (d) Director's Report
- (e) Report of Committees
- (f) Communications
- (g) Unfinished Business
- (h) New Business
- (l) Election of Officers (Election Meeting Only)
- (j) Adjournment

Section 2 -For all other meetings, the order of business shall be established by the President as chair, with due consideration for all matters which need to be addressed.

## ARTICLE XIII - VOTE AND QUORUM

Section 1 - Four (4) members of the Metropolitan Chapter Executive Committee shall constitute a quorum for that committee.

Section 2 - One Half (1/2) of the Active and Retired Members of the Metropolitan Chapter shall constitute a quorum to conduct business. A majority vote of those members present shall be required to conduct business.

Section 3 – To qualify as a quorum, attendance must be taken and forwarded to the Secretary-Treasurer within five (5) days.

## Article XIV – EXPENSES

The expenses of the Metropolitan Chapter Executive Committee officers for attending special meetings and expenses for conducting the business of the Chapter shall be paid from the funds of the treasury when, in the opinion of the Metropolitan Chapter Executive Committee, the financial condition of the Chapter justifies such expenditure.

**The above Constitution and By-Laws are a DRAFT COPY for review by the Metropolitan Chapter, Membership.**