



# **Eastern Massachusetts Association of Interscholastic Football Officials**



## CONSTITUTION

### ARTICLE I NAME:

EASTERN MASSACHUSETTS ASSOCIATION OF INTERSCHOLASTIC FOOTBALL OFFICIALS (EMAIFO)

### ARTICLE II PURPOSE:

1. To promote, develop and improve the American game of football.
2. To collaborate with other MIAA Officials' organizations, coaches, officials, Rules Committees, and other organizations in everything proper pertaining to the advancement of the game of football.
3. To promote the uniform interpretation and administration of the game of football by all officials.
4. To always have available an adequate number of thoroughly trained and capable officials for use by various schools and organizations.

### ARTICLE III

#### A. Membership

1. To be eligible for membership in the EMAIFO, one must present evidence of having worked at least ten (10) games at the sub-varsity or Pop Warner/Youth Football level as an official within the two years prior to his application. The individual must also take and pass a written examination administered by EMAIFO.
2. Applicants must apply to the Board of Directors and the application must be certified by two active members of this Association
3. Applicants for membership shall attend 70% of the EMAIFO Candidates Rules classes to be eligible to take the written exam. *(Added 06/26/2008)*

#### B. Admission by Transfer

1. The Board of Directors may, by majority vote, admit by transfer, duly certified members in good standing of other recognized boards of football officials. The individual must also take and pass a written examination administered by the EMAIFO. *(Amended 11/19/2021).*
2. The Board of Directors may, by majority vote, admit by transfer on a probationary basis, duly certified members of other recognized boards of football officials outside of Massachusetts. Applicants admitted under this section shall be required to take and pass an

examination administered by the Board of Directors. If the applicant passes the examination, the probationary period will be for one year at the end of which time the Board of Directors shall take final action on the transfer applicant. Should the transfer applicant fail the examination, he must reapply, meeting the requirements spelled out in section A. *(Amended 11/9/95 to make probation 1 year)*

3. To be eligible to apply for admission by transfer, the applicant shall not have previously failed the EMAIFO examination. *(Amended 11/09/1978)*

#### C. Suspensions

By acceptance of membership in this Association, the individual pledges to be bound by the Association's rulings and agrees that any violation of said rulings subjects him to suspension or expulsion.

#### ARTICLE IV BOARD OF DIRECTORS:

1. The Board of Directors shall be elected by the members present at the annual meeting or at a special meeting called for said purpose and be given sole charge of the conduct of the Organization. The Board of Directors shall consist of the President, First Vice-President, Secretary/Treasurer, the Immediate Past President, together with five (5) Directors at Large. It is expected that board members will attend all board meetings to transact the business of the association. In the select case where this cannot occur, board members are expected to attend four out of six meetings. Unique circumstances may arise and prevent a board member from attending meetings. The Board of Directors has the duty to review the attendance matter and with discretion act to remedy the attendance issue. *(Amended 11/9/1995 to change "retiring to "Immediate Past", Amended 11/2013 changing all 5 directors to At-Large, Amended 11/19/2021 to address member attendance 11/05/2025 to remove county director reference, combine secretary/treasurer and eliminate second vice-president.)*
2. The Board's powers are:
  - a. To admit members; admission shall be by a simple majority of those voting. *(Amended 11/9/1995)*
  - b. The Board shall have the power to censure, suspend or expel any member guilty of misconduct as outlined in the EMAIFO Code of Conduct. Any member so dealt with shall be entitled to notice, an opportunity to be heard, and an appeal to the Board of Directors as outlined in the Code of Conduct. *(Amended 11/06/2014 to add Code of Conduct.)*
  - c. It will be their duty to transact all business of the Association subject to the approval of the General Membership at the next regular meeting.

## ARTICLE V OFFICERS AND DIRECTORS:

1. The officers shall consist of the President, First Vice-President, Secretary/Treasurer. They will be members of the Board of Directors. The Immediate Past President and the elected Directors shall complete the Board of Directors. *(Amended 11/9/1995 change retired to Immediate Past 11/05/2025 to combine Secretary and Treasurer and eliminate Second Vice-President)*

The President, First Vice-President, Secretary / Treasurer, and all directors will be elected for two-year terms. All officers and directors may succeed themselves in office. *(Amended 11/9/1995, 11/05/2025 to combine Secretary and Treasurer and eliminate Second Vice-President)*

## ARTICLE VI DUTIES OF OFFICERS:

1. The President is the Chairman of the Board of Directors and shall have authority to call a Board of Directors meeting. The President shall preside at all meetings. The President may call a Special Meeting at his own insistence or as provided in the Constitution and By-Laws and shall perform other duties which pertain to the office. If a Director cannot complete their term; the President shall nominate a replacement to complete their term. The President shall have the authority to appoint an individual or committee to address any Association related topics to include a requesting a report from the Auditing Committee. The President will oversee revisions to the Mechanics Manual. The President may appoint an individual or committee to revise the manual. The Assigners who assign EMAIFO members will be invited to participate in the revision process. Changes in the Mechanics Manual will be submitted to the Board of Directors for approval. The President will oversee the release of the revised Mechanics Manual. *(Amended 11/19/2021 amended 11/05/2025 to remove redundant term dates/reference to member of BOD to Director and add Audit request)*
2. The First Vice-President, in the absence of the President, shall assume the duties of the President. The First Vice-President shall be a member of the Board of Directors and shall perform such duties as may be delegated to him by the President and the Board of Directors. He is also a member of the Education Committee and the designated second signatory on any bank account. *(Amended 11/05/2025 to add Education committee and signatory)*
3. The Secretary / Treasurer will keep accurate records of the organization membership. The Secretary / Treasurer will maintain accurate records of all meetings and correspondence. The Secretary / Treasurer is the custodian of historical records such as corporate reports, insurance policies, Constitution and By-Laws and related state associations. The Secretary / Treasurer will act as custodian of all funds and keep an accurate record of receipts and disbursements of the organization and will readily submit books and records to the Auditing Committee for their examination. The Secretary / Treasurer will serve on the Board of Directors and will perform such duties as may be delegated to him by the President and the Board of Directors. He shall also be a member of the Education Committee. The Secretary / Treasurer will receive an annual stipend set by the Board of Directors *(Amended stipend 06/26/2008, 11/06/2008 11/05/2025 along with combining duties with Treasurer)*

4. Should there be a vacancy in the office of President, the First Vice President shall become president. Should there be a vacancy in the office of First Vice-President, the President will appoint an interim First Vice-President until an election can be called. For all other vacancies among the other positions of Officer and Directors, the Secretary / Treasurer, or any other Board member appointed by the President, shall notify the membership in writing of the vacancy, and set the date for a meeting to elect a new Officer or Director pursuant to Articles ~~VII and VIII~~ VI 1 of this Constitution. *(Amended 11/05/2025 to combine Secretary/Treasurer and correct Articles)*

#### ARTICLE VII MEETINGS:

1. The annual meeting shall be held at the call of the President for the election of officers and for such other business as may be brought before the Association. If no quorum is present, the presiding officer may adjourn the meeting to any other day within two weeks, with the same effect as if held as above. Twenty-five percent (25%) of the total membership shall constitute a quorum. Special meetings may be called whenever necessary by the President, a majority of the Board of Directors or upon request of ten (10) active members of the Association. Such a request by the membership shall be in writing, addressed to the Board of Directors, and shall specify the object of the meeting.
2. At the annual meeting, the order of business shall be:
  - a. Election of officers.
  - b. Reports of Committees and communications.
  - c. Old Business.
  - d. New Business.*(Amended 11/9/1995 to insert "old business")*
3. All meetings, procedures and conduct shall be in accordance with Roberts' Rules of Order, Revised, unless in conflict with other sections of the Constitution or By-Laws.

#### ARTICLE VIII ELECTIONS:

1. All nominations shall be made from the floor at the annual meeting.
2. The election shall be conducted by ballot and the nominee with the highest number of votes for any given office shall be declared the winner. If there are more than two candidates for a position, and no one candidate receives a majority of the votes cast, then there shall be a runoff election with the two candidates with the most votes participating. In the event of a tie in any election, the annual meeting shall be suspended until a date agreed upon by the membership and at that time, only those members not attending the annual business meeting shall be allowed to cast votes to break the tie. *(Added tie breaker 06/26/2008)*

3. All officers and directors are to be nominated and voted upon by the membership. *(Amended 11/2013 to reflect the At-Large Directors.)*
4. The term of all officers pursuant to ARTICLE IV shall begin on January 1<sup>st</sup> of the year next following the election and terminate on December 31<sup>st</sup> of said year. *(Amended 11/05/2025 to correct Article numbers)*

#### ARTICLE IX MEETINGS OF THE BOARD OF DIRECTORS:

1. Meetings may be called at any time by the Chairman. He shall also be required to call a meeting of the Board five (5) days after he has been requested to do so by fifty percent (50%) of the Board of Directors.
2. All meetings, procedures and conduct of the Board of Directors shall be in accordance with Roberts' Rules of Order, Revised.

#### ARTICLE X ANNUAL REPORT:

At the annual meeting, the Board of Directors, through the President, shall make a full report of its proceedings during the previous year and recommend such measures as it may deem advisable.

#### ARTICLE XI DUES:

1. To defray the expenses of the Association there shall be annual dues payable by March 1<sup>st</sup> of each year. The annual dues amount will be set by the Board of Directors and presented for approval by the membership at the business meeting. The cost of the annual banquet and the cost of liability insurance for the EMAIFO and its Board of Directors will be included in the dues. *(Changed due date to May 1 & tying dues amount to Varsity fee 06/26/2008, 11/05/2025 to revise setting of dues and categories)*
2. Any member who has not paid his dues by May 1<sup>st</sup> shall be subject to a \$15 (fifteen dollar) fine. Any member who has not paid his dues by June 1<sup>st</sup> shall be suspended from membership. Application for reinstatement must be accompanied by a reinstatement fee of \$25 (twenty-five dollars) in addition to the annual dues and any fines accrued.

Said application for reinstatement must be made within 30 (thirty) days after the member has been notified that he has been suspended. Application for reinstatement after such time must be done in accordance with the policies and regulations for new members. *(Changed dates and fines 06/26/2008)*

3. The fee for the candidate's examination shall be determined by the Board of Directors.

4. All resignations of members must be made in writing to the Secretary / Treasurer. *(Added 11/05/2025)*

#### ARTICLE XII AUDITING COMMITTEE:

At each annual meeting there shall be elected a committee consisting of three (3) members, none of whom shall be members of the Board of Directors. This committee shall have full power to examine and audit all accounts of the Association.

#### ARTICLE XIII AMENDMENTS:

Proposed amendments to the Constitution must be submitted to the Board of Directors at least thirty (30) days prior to the annual meeting and said proposed amendment shall be included in the announcement of the meeting, which is sent to each member.

Amendments can be adopted by two-thirds vote of those present at an annual or special meeting. The vote on proposed amendments to the constitution shall be by a voice vote, unless a motion from the floor is voted on to require a written ballot. *(Allowed for voice vote 06/26/2008, added "special meeting 11/3/11)*

#### ARTICLE XIV BY-LAWS:

This organization, from time to time, may adopt such By-Laws as are necessary and proper to the efficient conduct of this Organization. By-Laws may be adopted, suspended, or repealed by a majority vote of those present and voting at an annual or special meeting. *(Adopted 09/29/1977)*

#### ARTICLE XV

Any reference in this Constitution or the By-Laws to the masculine gender pronouns refer also to the feminine gender pronouns; and any reference to the singular pronoun refers also to the plural pronouns.



# **Eastern Massachusetts Association of Interscholastic Football Officials**



## **BY-LAWS**

1. Members who fail to adhere to the schedule of fees shall be subject to disciplinary action at the discretion of the Board of Directors up to and including one year suspension. *(Amended 11/4/1993)*
2. In all varsity football games, no member shall knowingly work with a person who is not a member of a recognized body of football officials. Members in violation of this By-Law shall be subject to disciplinary action at the discretion of the Board of Directors up to and including one year suspension. *(Amended 11/4/1993) (Amended 11/9/1995)*
3. Members shall attain a minimum of seven meeting credits annually. Members must attend an entire meeting, or credit is not granted. Any member who does not meet the required seven meeting credits will be suspended. The Board of Directors is responsible for changing the required annual meeting credits if exigent circumstances arise. The required annual meeting credits can be increased, decreased, or split between spring and fall meetings. If said member is one or two credits short, he may pay a reinstatement fee in the amount of \$50 (fifty dollars), payable within 30 days of suspension at the discretion of the Board of Directors. A hearing with the Board of Directors will be required to grant exceptions. Members may receive credit for any varsity game they are assigned to on a meeting night. Also, members may receive up to 2 credits for sub-varsity games they are assigned to, provided those sub-varsity games start after 4 PM. Members may also attend other accredited Massachusetts Football board's meetings to accrue credit under this bylaw. A maximum of 3 meeting credits may be accrued via game/other accredited Massachusetts Football Boards meetings and proof of assignment/attendance must be submitted to the Secretary prior to the Annual Banquet. *(Amended 6/26/2008, 11/2/2017 enumerating the number of game credits and total game/other board meeting credits, 11/07/2019 assigning the BOD the responsibility to change the required annual meeting credits, amended 11/19/2020 reducing the game and other Boards meeting credits to 3 and eliminating the EAIFO exemption).)*
4. Members of this Association who knowingly officiate in a varsity football game with a suspended member shall be subject to disciplinary action at the discretion of the Board of Directors up to and including one year suspension. Members of this Association shall be responsible for obtaining, from appointing authorities, the names of officials with whom they may work. *(Amended 11/4/1993)*
5. Suspended members who violate the rules of the Association during the period of their suspension shall be expelled. *(Amended 11/9/1995 to remove the second sentence as it was redundant)*
6. No member of this Association shall accept an assignment to work in a varsity football game to which less than four men are assigned. Members in violation of this By-Law shall be subject to disciplinary action at the discretion of the Board of Directors up to and including one year suspension. *(Amended 11/4/1993)*

7. It shall be the policy of this Association that decisions involving the playing or postponement of football games shall rest entirely with the authorities of the schools involved.
8. The Board of Directors of this Association shall set the passing mark for the entrance examination each year.
9. Any member of this Association may apply to the Board of Directors for permission to be considered constructively present if extenuating circumstances prevent him from attending the required number of meetings. This request must be made by the business meeting. Any member of the Association, requesting to be considered constructively present for the second consecutive year, shall be required to take a written examination prior to officiating that season. The content, time, place and passing mark shall be determined by the Board of Directors. Should the petitioner fail to pass the examination, his petition shall be denied. No member may apply for constructively present status for a third consecutive year unless approved by the Board of Directors prior to the first meeting of the third year. Such status will be granted only for extremely extenuating circumstances. *(Amended 11/06/1986 added language about a third year, 11/9/1995 to add "prior to officiating that season", 11/02/2017 changed to allow that the request must be by the business meeting)*
10. Before working a regularly scheduled varsity football game, applicants who passed the annual entrance examination shall participate in one supervised scrimmage game. The time and site of the game and the assignment and supervision of officials shall be determined by the Board of Directors. Any member in non-compliance shall be suspended for one year and still be required to participate in the required scrimmage game before working a varsity game. *(Amended 11/4/1993, changed two to one scrimmage)*
11. At the discretion of the Board of Directors, disciplinary action up to and including a one-year suspension may be imposed on any member of this Association against whom, in any one season, more than one complaint is received for failure to arrive in the dressing room at a game site on time. Late arrival shall be considered as arriving later than the time indicated by the appointing authority. If no time is indicated by the appointing authority, this Association directs its officials to be in the dressing room at the game site 60 minutes before game time. Before any action is taken by the Board of Directors in connection with this By-Law, a hearing shall be granted the offending official. No complaint will be considered by the Board of Directors unless it is received from a Commissioner, a Director of Athletics, or a Coach. *(Amended 11/4/1993) (Amended 11/9/1995)*
12. All members of the EMAIFO shall receive and complete an annual pre-season examination on rules and techniques. The Examination shall be prepared under the direction of the Education Committee and shall consist of a question section and an answer section. The answer section shall be returned to the Interpreter on a date established by the Board of Directors. The Board of Directors shall schedule some time during the meeting schedule for review of the examination. Members who fail to fulfill this requirement shall be suspended immediately until such time as they are in compliance with this By-Law. *(Amended 11/4/1993, Amended 11/9/1995 to include the following):* The Board of Directors shall also set a minimum passing grade for the exam. Anyone not receiving a passing grade must complete and pass a closed book examination under the direction of the Board of Directors. Anyone suspended under this By-Law must complete and pass a closed book examination under the direction of the Board of Directors in order to be reinstated. *(Amended 11/19/2021 to remove the EAIFO exemption from the annual test. 11/05/2025 to add Education Committee and change Secretary to Interpreter)*



13. The Board of Directors shall meet at least six times annually. The Board of Directors shall be duly notified of these meetings at least one week in advance by the Secretary / Treasurer. Such notice may, under emergency conditions, be waived by a majority vote of those Board Members present and voting. *(Amended 11/9/1995 to delete "at no expense to the Association" 11/05/2025 to change Secretary to Secretary/Treasurer)*
14. The Board of Directors is authorized to sanction the assignment of non-members whenever, and only whenever, no member of this board is available, provided further that said non-members shall be candidates for admission who have been in regular attendance at the weekly rules meetings. To be in regular attendance, a candidate must have attended three-fourths of the meetings held as of the date of assignment.
15. The Board of Directors is authorized to invite, to appear before it, coaches against whom complaints have been made to the Board of Directors by the members of this Association. If said coach shall fail to appear, the Board of Directors shall be authorized to send an appropriate letter to the Headmaster, Superintendent of Schools, or the hiring authority of the school where the coach is employed.
16. The President must have an annual budget prepared and approved by the Board of Directors by March 1 of each year. *(Replaced in total 11/9/1995, changed to March 1 11/3/2011)*
17. This Association shall affiliate with, and become part of, the Massachusetts State Football Officials Association (MSFOA). *(Adopted 06/22/1978, Editorial change due to name change 06/01/2001)*
18. The delegates from this Board to the MSFOA shall be the President and the Secretary / Treasurer. Alternate delegates shall be the First Vice-President, and the immediate Past President. *(Adopted 06/22/1978, Amended 11/08/1990, Editorial change due to name change 06/01/2001, eliminate Second Vice-President 11/05/2025)*
19. This Association will admit as Associate Members
- Clock operators who are not on field football officials
  - Those under the age of eighteen.
  - Those with documented membership in other Football Officials Boards.

Associate Officials will be required to pay dues at the rate set by the Board of Directors. Clock Operators and those under the age of eighteen will have voting privileges and receive rule books. All Associate Member dues include the cost of the annual banquet. *(Amended 11/05/2025 to change dues rate)*

### Clock Operators:

Clock operators are required to attend three rules' meetings. The meeting discussing Rule 3 (Periods, time factors and substitutions) counts as a double meeting. Clock operators need to meet the MIAA requirements to work high school games.

### Associate Members aged 17 and 16:

Associate membership is available for those who have completed football rules training and taken the rules test. Associate members are eligible to work youth and middle school games. Parental or guardian approval is required.

### Associate Members with documented membership in other football official associations:

Associate Members are required to meet MIAA guidelines for officials to work high school games.

- Be at least 18 years of age
- Be a certified member of a MIAA-recognized officials' group for the specified sport
- Provide accurate information on the official MIAA background check application process.

*(Adopted 11/06/1986) (Amended 11/2/2006 changed dues from 4/7 to JV fee) (Include banquet 06/26/2008, amended on 6/25/2024 to include 17- and 16-year-olds)*

20.The Board of Directors is empowered to investigate and approve the purchase of liability insurance for membership, should it prove to be in the best interest of the organization. *(Adopted 11/06/1989)*

21.There shall be a membership status called “Inactive”. This status is for those members who cannot attend meetings due to their prime vocation. Said members have the following requirements / restrictions:

- a. No voting rights.
- b. Cannot officiate in varsity football games.
- c. Must pay half dues.
- d. Must apply, in writing, by July 1, of each year in which they desire “Inactive” status.
- e. Will be listed in a separate section of the Directory.
- f. Must reapply, in writing, for change of status to be readmitted as full members.

The Board of Directors will act on each application.

An “Inactive” member may retain this status for a maximum of four (4) consecutive years. *(Adopted 11/08/1990)*

22.Candidates for Honorary membership must have been:

- a. A football official on at least a high school varsity level for at least 10 years.
  - b. A member of EMAIFO for at least 5 years. (The Board of Directors, by unanimous vote, may waive B)
  - c. Must be retired for at least 1 year.
  - d. Must have at least one of the following qualifications:
    1. Served as an officer or director of EMAIFO
    2. Participated as a speaker on behalf of EMAIFO. (i.e. meetings/candidates)
    - 3.Represented EMAIFO on the state level. (i.e. MIAA)
  - e. May be voted an Honorary Member by 2/3 vote of the Board of Directors or by a majority of the members of EMAIFO.
  - f. Nominations for Honorary membership may be made by any member of EMAIFO in good standing but must be in writing and list the qualifications of the nominee. Nominations must be submitted at least 7 days prior to the Business Meeting.
  - g. Awards for Honorary Membership will be made at the annual banquet with suitable token.
- (Adopted 11/04/19)*

23.The board shall appoint a position of Webmaster. The Webmaster shall receive an annual stipend with an amount set by the Board of Directors. The Webmaster shall have the following duties:

- a. Keep an internet presence with the association's domain emaifo.net.
- b. Keep the website up to date with current rules and interpretations.
- c. Maintain an online directory of members that will be accessible to EMAIFO members only.
- d. Assist the Secretary / Treasurer with any computer-related activities, such as maintaining a database of member information and records (dues payment, meeting attendance, etc.) mass emails or any other computer assistance as needed.
- e. Any other computer and internet related duties at the direction of the board of directors
- f. Be a member of the Education Committee

*(Adopted 11/06/2008, amended 11/05/2025 to revise stipend and add f.)*

24.The Board of Directors shall appoint a member of the EMAIFO to serve as Rules Interpreter for a period of **(3)** years from the date of appointment. By majority vote of a quorum of the Board of Directors the recommendation shall be approved. If said recommended member is not approved, the Board of Directors shall bring forth a recommendation within 45 days of the prior vote. By majority vote of a quorum of the Board of Directors the recommended member shall be approved. Should the position of Rules Interpreter become vacated at any time during the 3-year appointment period, the Board of Directors shall appoint an Interim Rules Interpreter for the remainder of the season or duration of absence. If the position of Rules Interpreter is still vacated 45 days prior to the annual business meeting, the Board of Directors shall meet within 10 days, 35 days prior to the annual business meeting, to establish a recommended member to fill the position. Said recommendation may be a candidate to serve as either Rules Interpreter or Interim Rules Interpreter.

The duties of the Rules Interpreter or Interim Rules Interpreter shall be as follows:

- a) Consult with the Education Committee, of which he shall be a member to establish a program of study for both in season and out of season meeting. Work with the Committee to develop, deliver and evaluate a Preseason Test based on the rules pertaining to Interscholastic football contests.

- b) Make regular rules presentations to the Board when called upon by either the First Vice President or the Board of Directors.
- c) Will serve as a liaison from the Association to both the MIAA State Rules Interpreter as well as the MIAA.
- d) Be accessible to any Association member for questions pertaining to rules, mechanics, or for assistance in presentation at Board Meetings.

The member serving in the role of Rules Interpreter may be removed from said position at any time with a majority vote of the Board of Directors.

*(Adopted on 11/19/2020, amended 11/05/2025 to revise duties).*

e) Board of Directors shall establish an Education Committee consisting of the Director of Education (defined hereafter), the Interpreter, Secretary Treasurer, the Webmaster and any member who shall be appointed by the Director of Education. This member's term shall run concurrently with the Director's. The Board of Directors shall appoint a member of the EMAIFO to serve as Director of Education for a period of **(3)** years from the date of appointment. By majority vote of a quorum of the Board of Directors the recommendation shall be approved. If said recommended member is not approved, the Board of Directors shall bring forth a recommendation within 45 days of the prior vote. By majority vote of a quorum of the Board of Directors the recommended member shall be approved. Should the position of Director of Education become vacated at any time during the 3-year appointment period, the Board of Directors shall appoint an Interim Director of Education for the remainder of the season or duration of absence. If the position of Director of Education is still vacated 45 days prior to the annual business meeting, the Board of Directors shall meet within 10 days, 35 days prior to the annual business meeting, to establish a recommended member to fill the position. Said recommendation may be a candidate to serve as either Director of Education or Interim Director of Education.

The duties of the Director Education or Interim Director of Education shall be as follows: Work with the Education Committee, of which he shall be the chair to establish a program of study for both in season and out of season meeting. Work with the Committee to develop, deliver and evaluate a Preseason Test based on the rules pertaining to Interscholastic football contests. The Director of Education is responsible for leading recruiting and teaching the EMAIFO Candidates class. Classes will be held in the Spring and or Fall based on

Association need at the discretion of the Board of Directors. The Director of Education may delegate leadership of a Spring or Fall class if two classes are scheduled for the same year.