

WESTERN MASSACHUSETTS FOOTBALL OFFICIALS' ASSOCIATION, INC. BY-LAWS

ARTICLE I – MEMBERSHIP

SECTION 1 – Application & Eligibility

- a. All applicants shall be at least eighteen years of age.
- b. All applicants shall apply for membership no later than June 1 of any given year. They shall submit the names of three character references with the application for membership (the references may be from members of the Association).
- c. All applications shall be reviewed by the Executive Board. Applicants will be interviewed by members of the Screening Committee of the Executive Board, which shall notify each approved candidate concerning the required entrance rules examination.
- d. All eligible applicants shall take a written entrance rules examination on a date to be announced. They shall be required to pay a fee equivalent to the current annual membership dues prior to the examination.
- e. The passing grade for the examination shall be determined by the Executive Board.
- f. Failure to pass the examination eliminates an applicant from progression for that year.

SECTION 2 – Progression

- a. All applicants who meet the eligibility requirements in Section 1 will be accepted as trainees for one year.
- b. All trainees who pass a second written rules examination, and continue to be in good standing at the beginning of the next season, will be accepted as probationary members for one year.
- c. All probationary members who pass a third written rules examination, and continue to be in good standing at the end of the probationary season, will be accepted as active members.
- d. Failure to pass the second or third examination or other requirements mandated by

the Executive Board leaves the trainee or probationary member in the same status for another year.

SECTION 3 – Maintenance Requirements

a. Trainees must conform to the Constitution, By-Laws, Code of Ethics and rules of the Association; pay the appropriate dues; attend the required number of meetings (including pre-meeting instructional classes); and accept assignment as a box-man or stake-man at varsity contests (trainees names will be provided to the assigning Commissioner by the Secretary/Treasurer). Trainees are eligible to officiate amateur (youth) games; and also freshman and junior varsity high school and preparatory school games when active and probationary members are unavailable. Trainees cannot vote in elections, or in procedural or business matters.

b. Probationary members must conform to the Constitution, By-Laws, Code of Ethics and rules of the Association; pay the appropriate dues, and attend the required number of meetings (including pre-meeting instructional classes). Probationary members are eligible to officiate amateur (youth) games; and also freshman and junior varsity high school and preparatory school games; and varsity games, on emergency assignment by assigning Commissioner, when active members are unavailable. Probationary members cannot vote in elections, or in procedural or business matters.

c. Active members must conform to the Constitution, By-Laws, Code of Ethics and rules of the Association; pay the appropriate dues; attend the required number of meeting; and pass an annual written examination. Active members are eligible to officiate any games available for assignment.

d. Inactive members must conform to the Constitution, By-Laws, Code of Ethics and rules of the Association; and pay the appropriate dues. Inactive members do not officiate, nor are they eligible to hold an elective office, nor vote. Any member may request to become inactive by stating his intention in a letter to the Association Secretary/Treasurer and receiving approval from the Executive Board. Inactive members may become active by writing to the Association Secretary/Treasurer requesting active membership, fulfilling any and all Association membership obligations and receive the approval of the Executive Board. If a member is granted inactive status, such member may remain inactive for not more than two (2) full consecutive years.

e. Official clock operators have been certified as such by successful completion of a clinic and written rules examination conducted by this Association. Official clock operator must conform to the Constitution, By-Laws, Code of Ethics and rules of the Association, pay the appropriate dues; attend the required number of meetings; and pass an annual written take-home examination. Any active, inactive, probationary, or retired member may serve as an official clock operator if no other board member is available.

f. Transfers from other recognized football officiating organizations are accepted into membership with proper written recommendation from the former organization which is acceptable to the Executive Board and which conforms to the Constitution and By-Laws of this Association.

g. A life member shall have been an active member of this Association for at least twenty-five years and have made significant and noteworthy contributions to the community, the game of football, and this organization. Care should be taken in the nomination of retired members to this status so as to maintain a magnitude of high standard. A life member has all the rights of an inactive member but shall not be required to pay dues.

SECTION 4 – Voting Privileges

a. Only active members in good standing are entitled to vote, each member receiving one vote. A member must be present to vote; no proxy voting will be allowed.

b. The President shall have no vote except when votes are equally divided.

SECTION 5 – Disciplinary Action, Suspensions, & Fines

a. Any member of the Association whose actions are considered by the membership to be detrimental to the best interest of the game of football and any grouping with whom this Association is connected to, or which may bring discredit to the Association pursuant to the Constitution, By-Laws, Code of Ethics and rules of the Association, is subject to disciplinary action, including such measures as fines, suspensions, and expulsions.

b. A member subject to disciplinary action shall be entitled to a hearing before the Executive Board concerning suspension or other disciplinary action. A hearing shall be held no less than seven (7) days from the time a member is notified in writing by the Secretary/Treasurer of the actions against him and no more than thirty (30) days following said notification. At that time, the member subject to disciplinary action may produce whatever evidence he has to support his case. In matters of fines, suspensions, or lesser disciplinary actions, the Executive Board will make final judgment through a sixty (60) percent majority of a quorum required to hold session. In matters of expulsions, the Executive Board will make its recommendations to the membership for a vote; a sixty (60) percent majority of a quorum required to hold session is needed to expel a member.

c. When a member is suspended or expelled, the Secretary/Treasurer shall notify all concerned that such member is no longer eligible to accept assignments or officiate as a member of the Western Massachusetts Football Officials Association, Inc.

d. No member shall officiate with a suspended or expelled member.

ARTICLE II – DUTIES OF ELECTIVE OFFICERS

SECTION 1 – President

- a. The president shall be elected and serve a term of one year. The President's term ends on the last day of December of the current season and will then immediately assume to position of Immediate Past President.
- b. He shall be the principal executive officer and shall preside at all regular and special meetings of the Association.
- c. He shall serve as a member and Chairman of the Executive Board.
- d. He shall vote with the membership during elections; otherwise, he shall vote only to break a tie on procedural and business matters.
- e. He shall have the power to declare any member out of order at any meeting, and if the member fails to abide by such ruling, he will be dismissed from the meeting. No meeting attendance credit will be granted to a dismissed member. Two dismissals of member during a season will be grounds for disciplinary action.
- f. He shall make appointments, as necessary, with the majority approval of the Executive Board.

SECTION 2 – First Vice President

- a. The First Vice President shall be elected and serve for a term of one year. The First Vice President's term ends on the last day of December of the current season.
- b. He shall assist the president in his duties and shall preside at meetings for him in his absence.
- c. He shall be a member of the Executive Board.
- d. He shall serve as Program Director and be responsible for planning the annual program of rules interpretations and discussions to be conducted at each of the regular meetings.

SECTION 3 – Second Vice President

- a. The Second Vice President shall be elected and serve a term of one year. The Second Vice President's term ends on the last day of December of the current season.
- b. He shall assist the First Vice President in his duties and shall preside at meetings for him and the President in their absence.

c. He shall be a member of the Executive Board.

SECTION 4 – Secretary/Treasurer

a. The Secretary/Treasurer shall be elected to a five year term.

b. He shall be a member of the Executive Board.

c. He shall record the proceedings of the Association and it's Executive Board.

d. He shall make available and distribute all handbooks, exams, and instructional materials on behalf of the Association.

e. He shall handle all routine correspondence, keep the accounts and records, collect all dues and fines and deposit all funds.

f. He shall be the custodian of all funds and other property belonging to the Association.

g. He shall make a detailed financial report to the Association annually and to the Executive Board upon request.

h. He shall maintain a current list of membership status which shall be distributed to the member ship and also forwarded to the statewide and regional assigning authorities.

i. He shall be given annual compensation at a rate to be determined by vote of the membership at the annual business meeting.

SECTION 5 – Executive Board Members At Large

a. Four Executive Board Members At Large shall be elected and serve a two year term; two shall be elected in odd number years and two to be elected in even number years.

b. Executive Board members will attend and participate in the proceedings of the Executive Board.

SECTION 6 – Rules Interpreter

a. The Rules Interpreter shall be appointed to a two year term by majority vote of the Executive Board.

b. He shall serve on the Executive Board as a non-voting member.

c. He shall attend any officially recognized state interpretation meeting, if required.

d. He shall conduct an annual rules interpretation meeting in August for all members.

- e. He shall give rules interpretations throughout the year to Association members.
- f. He shall be given annual compensation at a rate to be determined by vote of the membership at the annual business meeting.

SECTION 7 – Executive Board

- a. The Executive Board shall consist of the President, First Vice President, Second Vice President, Secretary-Treasurer, and Executive Board Members At Large. The Immediate Past-President, and Rules Interpreter will attend Executive Board meetings as consultants to the Board, but will have no voting rights.
- b. The President of the Association shall serve as Chairman with power to call meetings and with voting rights as outlined above Section 1 (d).
- c. The Executive Board shall function as an advisory board and screening committee. It shall offer field position recommendations for each member to the assigning Commissioner. The Executive Board shall deal with all matters pertaining to the Association so that the disposition of business may be expedited at the weekly meetings. All disciplinary action shall be at the discretion of the Executive Board or as prescribed in the Constitution and By-Laws.
- d. A quorum of the Executive Board shall consist of four members.
- e. The minutes of the Executive Board meetings shall be read at any meeting of the Association when so moved by a member in good standing.

SECTION 8 – Succession

- a. No officer, except the Secretary/Treasurer, shall be allowed to serve consecutive terms in the same position.
- b. Upon resignation or loss of eligibility to hold elective office, the Executive Board will appoint a successor to complete that current term.

ARTICLE III – NOMINATION and ELECTION of OFFICERS

a. The chair of the Nominating Committee shall present a slate of proposed officers at the business meeting for consideration. The President shall accept nominations from the floor after the committee presents its slate. The election of officers shall be conducted by paper ballot after all nominations are closed. Each position shall be voted on by eligible members with the candidate receiving the largest number of votes declared the winner. Votes will be counted by the members of the nomination committee and certified by the Secretary/Treasurer.

ARTICLE IV – COMMITTEES

The President shall appoint the following committees and such others as may be authorized by the Executive Board:

- a. Finance Committee - To be composed of two members of good standing appointed by the Executive Board and the Secretary/Treasurer whose duties will be to draw an operating budget, which will be forwarded to the Executive Board for approval. The committee shall inspect the financial records of the Association and report their findings at the annual business meeting. The committee will be chaired by the Secretary/Treasurer.
- b. Constitution/By-Law Committee - To be composed of a chairman and two members of good standing appointed by the Executive Board and responsible for development, interpretation, and maintenance of the Western Massachusetts Football Officials' Association, Inc. Constitution, By-Laws, and Code of Ethics including review, comment, and preparation of any proposed amendment thereto. The committee shall be chaired by the First Vice President.
- c. Banquet Committee - To be composed of a chairman and at least one member of good standing appointed by the Executive Board to be responsible for all aspects of the annual Association banquet. The committee shall be chaired by the Second Vice President.
- d. Nomination Committee - To be composed of a chairman and two members of good standing appointed by the Executive Board and be responsible for developing a slate of candidates for office for presentation at the annual business meeting. The committee will be responsible for the counting of ballots and reporting to the President, who will announce the results, and turn over to the Secretary/Treasurer for certification. The committee will be chaired by the Immediate Past President.
- e. Interpretation Committee- To be composed of a chairman and two members of good standing appointed by the Executive Board who shall be available to interpret NCAA & MIAA football rules. The committee will be chaired by the Rules Interpreter.
- f. Screening/Training Committee- To be composed of the Executive Board and two members of good standing appointed by the Executive Board whose duties shall be to review all applications for membership in the Association, and provide education and training to Trainees and Probationary members. The committee shall be chaired by the President.

ARTICLE V – MEETINGS

SECTION 1 – Interpretation Clinic

a. An open rules interpretation clinic shall be held in August prior to the start of the season of which attendance is mandatory. Members who are unable to attend the scheduled interpretation meeting and clinic must attend any subsequent meeting that fulfills these requirements at the discretion of the Executive Board. Failure to comply with attendance criteria will be taken up with the Executive board for disciplinary action.

SECTION 2 – General Meetings

a. Bi-weekly meetings for general study and administrative matters shall be determined by the Executive Board and published prior to the season by the Secretary/Treasurer. Active members are required to attend six (6) meetings per year, one of which shall be the interpretation clinic. If dues are paid by March 1st and the active member attends the mandatory interpretation clinic, the clinic will count at two (2) meetings. Failure to meet this requirement will result in the loss of the remainder of the active member's game schedule, including youth games. A mid-season attendance check will be made and warnings will be issued by the President. If the active member is not able to correct their attendance issue, post-season assignments will be revoked as well as voting privileges during business meetings. Clock operators are required to attend three (3) meetings per year, one of which shall be the interpretation clinic. Sectional meetings may be scheduled at the discretion of the Executive Board. Failure to comply with attendance criteria will be taken up with the Executive Board for disciplinary action. If the active member has a work commitment that prevents them from meeting the attendance requirement, the active member will need to sit down with the Executive Board to discuss alternatives to meeting the requirement.

SECTION 3 – Business Meeting

a. An annual meeting will be conducted to address the business matters of the Association including, but not limited to, elections, amendments to the Constitution, selection of awards, and committee reports. Although not mandatory, all members are strongly encouraged to attend the annual business meeting.

SECTION 4 – Additional Meetings

a. Additional meetings may be held if deemed necessary for the good of the Association. These meetings may be called by the president, or by ten (10) members in good standing, such request to be made in writing to the Secretary/Treasurer.

SECTION 5 – Procedure

a. All meetings shall be conducted under the Robert's Rules of Order in its latest edition which shall be subordinate to the Constitution and By-Laws.

SECTION 6 – Quorum

a. A quorum for the transaction of Association business shall be a simple majority of eligible voters. Only active members in good standing shall have the privilege of voting. A simple majority of votes cast is required for adoption of any motion in order (exception: a two-thirds vote of membership quorum is required for any modifications to the Constitution).

ARTICLE VI – DUES

SECTION 1 – Membership Requirement

- a. The annual dues for all members in good standing shall be determined by vote of the membership; dues for clock operators will be one-half (1/2) that of an active member. A membership year shall commence on January 1 and conclude on December 31.

SECTION 2 – Timelines & Fines

- a. All dues must be received by the Secretary/Treasurer by January 1 of the succeeding year. Dues received after January 1 and prior to March 1 must include a \$10.00 late fee. Dues received after March 1 must include a \$25.00 late fee. In addition, active members that fail to pay dues by the March 1st deadline will forfeit their right to be a member of a crew for the upcoming season. Active members that fail to pay dues by July 1st will be considered an inactive member of the Board. If an active member, having paid his dues, desires to become an inactive member and notifies the Secretary/Treasurer in writing by August 15, will be granted a dues refund (not including any fines which may have been paid). An active member, having paid his dues, desires to become a clock operator and notifies the Secretary/Treasurer in writing by August 15, will be granted a dues refund (not including any fines which may have been paid) in the amount of the difference between that of an active member and a clock operator.

SECTION 3 – Non Payment

- a. Any member who allows his membership to lapse for failure to pay dues in a timely fashion (as determined by the Constitution and By-Laws of the Association) shall be required to reapply for membership, unless reinstatement after payment of past dues and fines is granted by the Executive Board. Any member can present a case for dues relief on account of a hardship to the Secretary/Treasurer in writing prior to January 1; the Executive Board will review such requests and notify such member of the outcome. No fine will be assessed while a review is in process.

SECTION 4 – Assessments

- a. When in the judgment of the Executive Board additional funds are needed for the Association to maintain efficient operation, a special assessment may be recommended that must be approved by a majority vote of the membership.

Amendments

- April 28, 2019 – Changes to Article V, Section 2 (General Meetings); Article V, Section 6 (Quorum); Article VI, Section 2 (Timelines & Fines).