

# Northwest District Football Officials Association

## Secretary - Treasurer

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## PREAMBLE

In 1949, a group of men dedicated to the purpose of serving the interest of competitive athletics, joined together to form the local Athletic Officials Association. Upon the efforts of these men, the strength and stature of this group of officials the Association has grown. Their original rules and orders are our guidelines or the association today.

The previous herein define and regulate the pattern of order and procedure agreed upon as the controlling body of law under which the Association shall conduct and maintain itself.

## CONSTITUTION

### ARTICLE 1 – NAME

Northwest District Football Officials Association (NDFOA)

### ARTICLE 2 – STRUCTURE

Membership in the Northwest District Football Officials Association shall be open to all Football Officials duly licensed with the Ohio High School Athletic Association (OHSAA) to officiate in any interscholastic athletic football activity that is sanctioned by that association.

Three (3) Classifications of Membership shall be recognized:

Retired

Class #1

Class #2

Unless otherwise required by the OHSAA, voting privileges shall be held by all members in good standing. Only Class #1 rated officials may hold office and chair committees with the exception that Retired Officials may hold the office of President or Secretary – Treasurer.

### ARTICLE 3 – OBJECT

The object of the NDFOA is to promote good fellowship among the members, to elevate the standards of officiating, to provide means for the correct interpretation of the rules of football, to foster cooperation with the recognition of the members of the Northwest District Football Officials Association by the Interscholastic Athletic Directors, Assignors and their associations, to secure a fuller understanding with all news media, to cultivate the highest standards of ethics, to further the interest of athletics by encouraging a proper spirit of sportsmanship and fair play, maintain a high level of cooperation with the Ohio High School Athletic Association and the Ohio Association of Football Officials.

**ARTICLE 4 – OFFICERS AND EXECUTIVE COMMITTEE**

The Officers of the NDFOA shall be President, Vice-President, Secretary-Treasurer, and Sergeant At Arms.

The Executive Committee shall be comprised of the officers, the immediate past president together with four (4) members in good standing. The officers and other members of the Executive Committee, except the Secretary-Treasurer, shall be elected by ballot for a term of two (2) years at every other year election meeting. A majority of the votes cast that are eligible shall be necessary for election. The term of office shall begin at the close of the annual meeting at which they are installed. The President shall be Chairman and the Secretary-Treasurer shall be Secretary of the Executive Committee. The Secretary-Treasurer shall have no voting power in the Executive Committee except to break a tie vote. The Secretary-Treasurer shall be appointed by the Executive Committee for a term of three (3) years. At any time an office becomes vacant, the Executive Committee shall make an interim appointment for the remaining term of office. The duties of the officers, qualifications for membership times of meetings of the Association and such regulations that may be necessary shall be provided for in the By-Laws.

**ARTICLE – 5 – AMENDMENTS TO THE CONSTITUTION**

The Constitution and By-Laws may be amended at any meeting by an affirmative vote of two-thirds of the vote cast, provided that such amendment shall be signed by twenty five members in good standing and shall be read at the preceding two (2) meetings and all members eligible to vote are notified in writing of the proposed amendment five (5) days before the vote is cast.

**BY-LAWS**

**ARTICLE 1 – PRESIDENT**

The President shall preside at all meetings of the Association and at all meetings of the Executive Committee. He shall make all Standing Committee appointments unless otherwise stated in the By-Laws.

**ARTICLE 2 – VICE PRESIDENT**

The Vice President shall perform the duties of the President at all meetings called for in the event the President is absent or his inability to act.

**ARTICLE 3 – SECRETARY-TREASURER**

He shall conduct all meetings in the absence of the President and Vice President.

The Secretary-Treasurer shall keep a record of the proceedings of the Association and of the Executive Committee. He shall keep an account of all business that has been transacted for the Association. He shall make a complete report to the Association at the annual meeting and to the Executive Committee when they request it. He shall have charge of all means of communication.

He shall receive and have charge of all fees and dues. He shall put the money of the Association into one fund from which current expenses of the Association shall be paid and make such disbursements as directed by the Executive Committee. He shall maintain attendance records at all meetings. He shall present all applications for membership to the Executive Committee. He shall report to the Association all applicants who have been approved by the Executive Committee. He shall notify all applicants who are accepted or reasons for rejection by the Association. He shall send a copy of the Constitution to successful applicants. During the season, he shall keep an accurate list of open dates of all members in good standing and upon request for officials, send the names of all members who are open to the person requesting officials. The salary of the Secretary-Treasurer shall be set by the Executive Committee and he shall be reimbursed for all expenses incurred in the administration of the office subject to the approval of the Executive Committee.

#### **ARTICLE 4 – EXECUTIVE COMMITTEE**

The Executive Committee shall transact the regular business of the Association in accordance with the Constitution and By-Laws. Any member of the Executive Committee shall conduct a regular scheduled meeting of the Association in the absence of the President, Vice-President or Secretary-Treasurer. The Executive Committee shall review all applications for membership and shall pass upon qualifications and conditions as set forth in Article 7 herein.

The Executive Committee shall consider written complaints presented to it concerning Improper conduct on the part of any member of the Association and shall be empowered to summon the member so charged to answer the charges at a duly call Executive Committee meeting and to call each witness and demand such papers as the Committee deems relevant to the case.

If the Committee, after due consideration, finds the defendant at fault, in part or in whole, of the offense charged, they shall take action that they consider appropriate.

Any member who is expelled from the Association, may, after one year, petition the Committee for reinstatement.

The Executive Committee shall appoint a Rules Interpreter annually and his salary shall be established by the Executive Committee. The Executive Committee shall inform the membership of any changes in salary.

#### **ARTICLE 5 – SERGEANT-AT-ARMS**

The Sergeant-At-Arms shall maintain and preserve order at all meetings and functions of the Association. He shall assist the Secretary-Treasurer in the maintaining of attendance when requested.

#### **ARTICLE 6 – STANDING COMMITTEES**

Other Committees in addition to the Executive Committee shall be Nominating Committee, Social Committee and other committees created by the Executive Committee. Each of these committees shall consist of no less than three (3) voting members of the Association, all to be appointed by the President. The Secretary-Treasurer shall notify members of their appointment to committees.

The Nominating Committee shall select candidates for each elective office and shall be charged with conducting all elections of officers of this Association at or before the annual meeting.

## **ARTICLE 7 - MEMBERSHIP**

The Association shall consist of Retired, Class 1 and Class 2 membership rated officials as per state classification.

Any official duly licensed by the Ohio High School Athletic Association may apply for membership in the Northwest District Football Officials Association by filling out an application furnished by the Secretary-Treasurer. He shall forward the application to the Secretary-Treasurer along with his first year's dues. All applicants who apply shall be classified in accordance with the requirement set forth in this article.

### **Membership Classification**

#### **Retired Members**

- A. Retired from active officiating

#### **Class 1 Rated Officials**

- A. Shall hold a Class 1 card with the OHSAA
- B. Be a member in good standing with NDFOA
- C. Must attend one (1) State Rules Interpretation meeting held by a State Rules Interpreter
- D. Must attend a minimum number of regular rules interpretation meetings as set by the OHSAA locally or show proof of attendance at other association meetings.
- E.

#### **Class 2 Rated Officials**

- A. Shall hold a Class 2 card with the OHSAA
- B. Be a member in good standing with NDFOA
- C. Must attend one (1) State Rules Interpretation meeting held by a State Rules Interpreter
- F. Must attend a minimum number of regular rules interpretation meetings as set by the OHSAA locally or show proof of attendance at other association meetings.

## **ARTICLE 8 – DUES AND ASSESSMENTS**

The annual dues of the Association:

Retired Member:	No Dues
Class 1 Rated Official:	\$20.00
Class 2 Rated Official:	\$20.00

Any official who attends our rules interpretation meetings and is not a member of a recognized officials association shall be assessed a fee of \$10.00 for each meeting attended.

The Executive Committee shall recommend such assessments that may be necessary to meet the expenses of the Association. Any assessments must be voted on by the membership and have a majority of votes cast from all qualified members to be passed.

A fine of \$15.00 will be assessed each member who does not have their dues paid by September 15 of each year.

Any member who has not paid their dues by October 1<sup>st</sup> shall be reported by the Secretary-Treasurer to the Executive Committee for consideration of being suspended from the Association. Action of the Executive Committee shall be final and binding.

Any member who has been suspended by the OHSAA for failure to pay dues or attend the State Ruled Interpretation meeting or any other reason shall be automatically suspended from the NDFOA. Reinstatement may be requested at any time by submitting proof to the Executive Committee that such member has fulfilled all requirements of and is again a member in good standing with the OHSAA.

In addition, such member shall be required to pay a reinstatement fee of \$15.00 to the NDFOA in addition to all dues or assessments that may be due either in arrears or current.

### **ARTICLE 9 – MEETINGS**

The annual meeting shall be held at a date, time and place selected and also approved by the Executive Committee. Notice of the meeting shall be sent to the membership at least two weeks prior to the meeting.

The NDFOA shall start the current year as of January first of each year and new officers take office at this time.

Other membership meetings may be called by the President, the Executive Committee, or upon request of the membership in writing by 25 members in good standing. Notice of the meeting shall be sent to all members by the Secretary at least two (2) weeks prior to the meeting date and giving the purpose of the meeting.

Regular Rules Interpretation meetings will begin as allowed by the OHSAA, with the number of meetings to be held in accordance with the OHSAA regulations.

A member must be in attendance for at least one hour and fifteen minutes of the rules interpretation meeting to receive credit for the meeting.

Twenty-five (25) members in good standing plus a minimum of three (3) members of the executive committee shall constitute a quorum for the transaction of business.

### **ORDER OF BUSINESS**

- A. Roll Call
- B. Reading of minutes of previous meeting
- C. Report of the Executive Committee
- D. Admission of New Members
- E. Report of the Committees
- F. Report of Officers
- G. Old Business
- H. New Business
- I. Rules Interpretation

J. Adjournment

**ARTICLE 10 – RULES OF ORDER**

The Northwest District Football Officials Association shall conduct all meetings under the Roberts Rules of Order, Current Edition.

This Constitution and By-laws revision is effective January 1, 2009.

This updated Constitution and By-laws sent to the OHSAA for approval, October 10, 2008.