



# Washington District Football Officials Association

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## Constitution

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## **ARTICLE I**

### **NAME**

#### **Section 1**

The organization created by this document shall be known as the Washington District Football Officials Association, and will be referred to as the WDFOA.

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## **ARTICLE II**

### **MISSION STATEMENT**

#### **Section 1**

The WDFOA is an organization of football officials that primarily serves the Washington D.C. Metropolitan area. The purpose of this organization is to promote the game of football by developing and maintaining a membership consisting of experienced and capable football officials whose integrity is beyond reproach, as well as to foster a high standard of ethics which encourage fair and safe play, sportsmanship, professionalism, and cooperation among the officials, athletic directors, coaches and players. This mission will be accomplished by achieving the following objectives:

- Uniting in membership of this organization fully qualified football officials who believe in and will strive to help this Association fulfill its mission.
  - Assisting all football officials in the development of a thorough understanding of the rules of the game as officially published by the Football Rules Committees of the National Collegiate Athletic Association and the National Federation of State High School Associations.
  - Surrounding the game of football with proper safeguards; aiding in the development of sportsmanship, honesty, and fair play in connection with the game; and promoting the friendly discussion of football insofar as it pertains to the relations and association of officials with the general public, press, coaches, players, athletic directors, and principals of participating schools and other organizations.
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## **ARTICLE III**

### **MEMBERSHIP**

#### **Section 1**

Any person who has reached 18 years old and is otherwise physically fit and interested in the Mission Statement of the WDFOA is eligible for membership, subject to the requirements hereinafter set forth.

#### **Section 2**

The membership shall comprise of the following classifications: Regular, Inactive, Probationary, Associate, Honorary, Affiliate, and Limited.

- (a) A Regular Member is one who has complied with all the requirements of the WDFOA and has been formally and unconditionally accepted by the WDFOA pursuant to proper procedure as specified in the Bylaws.
- (b) An Inactive Member is one who had been a Regular Member in good standing for any particular year and who, because of extenuating circumstances, was unable to fulfill their obligations to the WDFOA. Any Regular Member may apply for Inactive Membership and, if approved by the Board of Directors, may continue in an Inactive status until they apply for and are approved for return to Regular Membership status.
- (c) A Probationary Member is one who has submitted an application to the WDFOA, and who has been approved by the Board of Directors as having the qualifications to represent the WDFOA as an official.
- (d) An Associate Member is one who has submitted an application to the WDFOA, has a minimum of three (3) years of recent football officiating experience at the high school level or higher, has presented verification of their previous football officiating experience, and has been approved by the Board of Directors as having the qualifications to represent the WDFOA as an official.
- (e) An Honorary Member is one who, because of their recognized outstanding service to or for the WDFOA and/or accomplishments as a football official, has been granted this honor by the Board of Directors.
- (f) An Affiliate Member is a member of another association who applies to work games for the WDFOA while still remaining a member of their "home" association, who has submitted an application to the WDFOA, and who has been approved by the Board of Directors as having the qualifications to represent the WDFOA as an official.

- (g) A Limited Member is one who has submitted an application to the WDFOA but who intends only to accept assignments as a clock operator, chain crew member, or other off-field officiating assignment.
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## **ARTICLE IV**

### **ELECTED POSITIONS**

#### **Section 1**

Officers from the Regular Membership shall include a President, Vice-President, Secretary, Commissioner, and Assistant Commissioner.

#### **Section 2**

The general management of the WDFOA shall be vested in a Board of Directors, consisting of the officers of the WDFOA and four Regular Members elected at large.

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## **ARTICLE V**

### **TREASURER**

#### **Section 1**

The Treasurer position is not an elected position, but shall be a non-voting member of the Board of Directors.

#### **Section 2**

The Treasurer position shall be fulfilled through a selection process conducted by the Board of Directors while meeting criteria established in the Bylaws.

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## **ARTICLE VI**

### **BYLAWS**

#### **Section 1**

The Bylaws to this Constitution shall consist of operating procedures and other information necessary for the successful operation of the WDFOA. The Bylaws shall be made and adopted by specified procedure therein, provided such Bylaws are not in conflict with the letter of intent of this Constitution.

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## **ARTICLE VII**

### **INDEPENDENT CONTRACTOR STATUS**

#### **Section 1**

It is explicit that a member's status within the WDFOA is that of an independent contractor, and not as an employee of the WDFOA. As such, each member is responsible for paying their own social security, income taxes, and travel and equipment expenses. It is understood with this status as an independent contractor that the member, by virtue of their association with the

WDFOA, does not have and is not entitled to workers' compensation coverage or liability insurance. The WDFOA will provide each member with an IRS Form 1099 at the end of each season.

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## **ARTICLE VIII**

### **TAX AND REGISTRATION STATUS**

#### **Section 1**

The WDFOA is a not-for-profit organization operated solely for the benefit of its membership.

#### **Section 2**

The WDFOA shall be registered as a non-stock corporation with the state of Maryland and shall remain current in that registration.

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## **ARTICLE IX**

### **AMENDMENTS TO CONSTITUTION**

#### **Section 1**

This Constitution may be amended by a two-thirds majority vote of the Regular Members of the WDFOA present at any General Meeting.

#### **Section 2**

A proposed amendment must be submitted in writing at a General Meeting, where it is read, discussed, and then tabled until the next General Meeting when it may be presented for formal enactment or rejection.



# Washington District Football Officials Association

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## Bylaws (Updated May 2023)

# **ARTICLE I**

## **OFFICERS**

### **Section 1**

The officers of the WDFOA shall consist of the President, Vice President, Secretary, Commissioner, and Assistant Commissioner.

- (a) The President and Vice President shall each be elected for a one-year term of office.
- (b) The Commissioner, Assistant Commissioner, and Secretary shall each be elected for a two-year term of office.
- (c) The term of office for the Commissioner and Assistant Commissioner shall begin on January 1 of each odd numbered year. The term of office for the Secretary shall begin on January 1 of each even numbered year.
- (d) A majority vote of those voting is necessary for election.

### **Section 2**

The officers shall be elected by a secret ballot at the last General Meeting of the WDFOA, which shall be held on the last Monday in November unless for good cause another date is designated by the Board of Directors. Officer's terms of office shall begin on January 1 following their election.

- (a) If a vacancy should occur in the office of Vice President or Secretary, the Board of Directors shall, by majority vote, elect the successor. The successor will finish the remainder of the term vacated. Such election shall be subject to ratification by a majority vote of the Regular Members at the next General Meeting of the Association.
- (b) If a vacancy should occur in the office of the Commissioner or Assistant Commissioner, the President shall call a Special Meeting for the purpose of electing a successor, which shall be conducted in the manner outlined in the Bylaws. The Assistant Commissioner shall fulfill the duties of Commissioner in any case of absence of the Commissioner, until the position is filled.

### **Section 3**

President

- (a) The President shall be the principal executive officer of the WDFOA and shall generally supervise and control the business and affairs of the WDFOA.
- (b) The President shall be the presiding officer at all General, Special, and Election meetings of the WDFOA. The President shall conduct the meetings in accord with proper parliamentary procedure.
- (c) The President shall serve as Chairman of the Board of Directors and preside at all meetings of the Board. The President shall perform all duties necessary to fulfill the responsibilities of the office, and other duties as assigned by the Board of Directors.

#### **Section 4**

##### Vice President

- (a) The Vice President shall assist the President, and shall perform other duties as assigned by the President and by the Board of Directors. In the absence or incapacity of the President, the Vice President shall perform the duties of the President, and when so acting, shall have all the powers of and be subject to all the restrictions upon the President.
- (b) If, for any reason, the office of President should become vacant, the Vice President shall become the President for the remainder of the current term.

#### **Section 5**

##### Secretary

- (a) The Secretary shall keep a record of all the business that is transacted by the WDFOA and shall issue all correspondence and notices on behalf of the Board of Directors and the WDFOA.
- (b) The Secretary shall keep a record of the minutes of all meetings of the WDFOA and the Board of Directors, and shall maintain and preserve all records and correspondence of the WDFOA in an orderly manner.
- (c) The Secretary shall maintain a current roster listing all categories of members of the WDFOA. The Secretary shall perform other duties as assigned by the Board of Directors.



- (d) The Secretary shall maintain an attendance record of all meetings and shall provide a status to the Board of Directors at the last General Meeting of any fines to be levied for missed meetings.
- (e) The compensation of the Secretary shall be set by the Board of Directors and submitted to the membership as part of the annual budget approval process.

## **Section 6**

### Commissioner

- (a) The Commissioner shall have complete authority over the assignment of members to officiate all games pursuant to agreements or contracts between schools or organizations and the WDFOA to provide officiating services.
- (b) The Commissioner may negotiate fees and the terms of agreements between the WDFOA and clients. In negotiating fees and agreements, the Commissioner shall act as a fiduciary in the best interest of the organization and its members. The Commissioner shall submit fees and agreements to the Board of Directors for review and approval, after which the Commissioner shall be authorized to sign contracts or otherwise bind the organization.
- (c) The Commissioner shall ensure that assigned games are staffed with the appropriate officials as outlined by the schools or organizations under contract with the WDFOA.
- (d) The Commissioner shall assign playoff games following the general guidance as laid out in the Bylaws. This guidance is not meant to override the Commissioner's prerogative in making playoff assignments, but to act as a set of standards for the Commissioner to use in identifying the best officials for playoff assignments.
- (e) The Commissioner shall assign observers to varsity games for the purpose of grading officials to facilitate improvement in the officiating of the WDFOA and to enhance the profile of the WDFOA as the premier officiating organization in the areas covered. These observations shall be supplied to the officials being graded and appropriate feedback provided to enable the official to improve on field performance.
- (f) The Commissioner shall ensure that members are informed of their game assignments using internet-enabled applications.

- (g) The Commissioner shall be responsible for ensuring that members complete and pass any football rules exam required by the MPSSAA or by a school or organization under contract with the WDFOA. The Commissioner shall provide the exam score for each member to the Board of Directors.
- (h) The Commissioner shall maintain an accurate list of the active members of the WDFOA and shall provide that list to the Secretary and Treasurer.
- (i) The compensation of the Commissioner shall be set by the Board of Directors and submitted to the membership as part of the annual budget approval process.

## **Section 7**

### **Assistant Commissioner**

- (a) The Assistant Commissioner shall assist the Commissioner in the execution of the Commissioner's duties. In the event the Commissioner is unable to perform the duties of the office, the Assistant Commissioner shall become the acting Commissioner until the Commissioner can resume their duties or until a new Commissioner is elected. The Assistant Commissioner shall also perform other duties as assigned by the Commissioner or by the Board of Directors.
- (b) The compensation of the Assistant Commissioner shall be set by the Board of Directors and submitted to the membership as part of the annual budget approval process.

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## **ARTICLE II**

### **BOARD OF DIRECTORS**

#### **Section 1**

The general management of the WDFOA shall be vested in a Board of Directors, consisting of the officers of the WDFOA and four Directors who are elected from the Regular Membership.

- (a) The terms of the four Directors shall run so that two Directors shall be elected each year for two-year terms.
- (b) The Directors shall be elected using a secret ballot. When two Director positions are up for election, the two candidates who receive the most votes shall be elected.

- (c) If a vacancy should occur in a Director position, the Board of Directors shall, by majority vote, elect the successor. The successor will finish the remainder of the term vacated. Such election shall be subject to ratification by a majority vote of the Regular Members at the next General Meeting of the Association.

## **Section 2**

The Board of Directors shall conduct all business pertaining to the WDFOA which may come up for appropriate action and shall be solely responsible in conjunction with the Commissioner and Assistant Commissioner in setting game fees. In other matters of policy its determinations must be approved by the WDFOA.

## **Section 3**

The Board of Directors shall prescribe and submit the fine structure and the criteria for disciplinary action to the membership for possible modification and ratification. Once adopted, the fine structure shall remain in force and effect until otherwise amended.

## **Section 4**

The Board of Directors shall approve or disapprove all applications for membership.

## **Section 5**

The Board of Directors shall prescribe the duties and salaries of the Commissioner, Assistant Commissioner, Secretary, Treasurer, and all other positions, subject to the approval of the membership as part of the annual budget approval process.

## **Section 6**

The Board of Directors shall have the sole power to enter into contracts or otherwise bind the WDFOA for agreements and expenditures.

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# **ARTICLE III**

## **TREASURER**

### **Section 1**

The Treasurer shall be the financial representative for the WDFOA. This person shall be responsible for all the monies and financial records.

### **Section 2**

The Treasurer shall be selected by the Board of Directors and submitted to the membership for approval. The performance of the Treasurer will be reviewed annually by the Board of Directors and a determination will be made if the person will be kept as the Treasurer.

### **Section 3**

The compensation of the Treasurer position shall be set by the Board of Directors and submitted to the membership as part of the annual budget approval process.

### **Section 4**

The qualifications of the Treasurer are as follows:

- Knowledgeable in Generally Accepted Accounting Principles
- Capable of maintaining the WDFOA accounting records utilizing Quickbooks Online web application.
- Knowledgeable in all the appropriate state and federal tax forms and when submission is required.
- Knowledgeable in the use of the web application used by the WDFOA for assignment of games, how to use it for determining amounts to be billed to each client and the fees earned by each official.

### **Section 5**

The Treasurer shall perform the following duties and will report to the Board of Directors when the actions are completed at the scheduled board meetings:

- Maintain the checking account and will reconcile the account on a monthly basis with Quickbooks. The reconciliation report will be printed and kept with the checking account statement.
- Submit the Maryland Annual Property Tax form by the 15th of March each year.
- Submit the Federal and State tax forms each year by the date required.
- Transmit the 1099's for each member who meets the annual threshold. These shall be mailed to the individuals along with the annual earnings statement and end of year check as funds are made available.
- Submit to the Board of Directors each year before the 30th of October a complete list of members who will be paid and what deductions will be made. The Board must approve any deviation from the standard deductions for a member.
- Deposit all funds of the WDFOA in a bank designated by the Board of Directors.
- Issue checks in payment of expenses or liabilities incurred by the WDFOA only upon authorization of the Board of Directors.

- Submit an annual budget for approval by the Board of Directors for the March Board of Directors meeting.
- Create invoices for each client that shall be billed for that season as soon as the last game for each client is played. The goal is to have all clients billed within one week of the last game played.
- Create an earnings statement for each official based on the games worked that season, with the goal to have each official paid by the 15th of December. This shall be based on how fast each client pays the invoice for that season.
- Submit a financial report in writing to the Board of Directors for each Board Meeting and to the membership at each General Meeting. The latest financial reports shall also be posted on the WDFOA secure website.
- Maintain orderly records of accounts which shall be audited annually in January by a committee comprised of the Vice President, Secretary, and a third individual who does not serve on the WDFOA Board of Directors.
- Maintain the insurance policies current in accordance with the policies that have been established unless changed by the Board of Directors.

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## **ARTICLE IV**

### **OTHER POSITIONS**

#### **Section 1**

##### Rules Interpreter

- (a) A football rules interpreter, well informed on National Federation rules, shall be appointed on a yearly basis by the Board of Directors. The interpreter shall have the responsibility of ruling on or obtaining rulings on controversial rules or mechanics and reporting their findings to the membership.
- (b) This position shall be compensated as set by the Board of Directors and approved by the membership during the annual budget approval process.

#### **Section 2**

##### Webmaster

- (a) A person who is knowledgeable in the operation and maintenance of web sites and applications shall be selected by the Board of Directors on an annual basis.
- (b) This person shall maintain the [wdfoa.org](http://wdfoa.org) site including all aspects of updating the master database and posting announcements or material as requested by the Board of Directors or members of the organization. This shall also include

conducting periodic backups of the material in case the data needs to be restored.

- (c) This position shall be compensated as set by the Board of Directors and approved by the membership during the annual budget approval process.

### **Section 3**

#### Training Coordinator(s)

- (a) A person or persons well informed on National Federation rules and mechanics, shall be appointed on a yearly basis by the Board of Directors to conduct the annual training courses for new officials prior to the beginning of the season.
- (b) This person or persons shall be responsible for determining the course curriculum and scheduling classes.
- (c) This person or persons shall be compensated as set by the Board of Directors and approved by the membership during the annual budget approval process.

### **Section 4**

#### Development and Film Review Coordinators

- (a) Each year, the Board of Directors shall appoint experienced members to work under the direction of the Commissioner to review and analyze film of games officiated by the WDFOA.
- (b) The Development and Film Review Coordinators shall have the requisite skills, knowledge, and officiating expertise to review, analyze and breakdown game film.
- (c) The Development and Film Review Coordinators shall provide training films and mechanics information to the membership at regular intervals during the season and as needed during the off-season. The Development and Film Review Coordinators shall perform other duties as assigned by the Commissioner or the Board of Directors.
- (d) The Development and Film Review Coordinators shall be compensated as set by the Board of Directors and approved by the membership during the annual budget approval process.

## **ARTICLE V**

### **MEMBERSHIP DUTIES AND OBLIGATIONS**

#### **Section 1**

A candidate for membership in the WDFOA must submit an application to the Secretary and said application shall be reviewed by the Board of Directors who is authorized to accept or reject the applicant.

- (a) The application must be accompanied by a fee, the amount to be determined by the Board of Directors. Said fee is non-refundable if the application is accepted.

#### **Section 2**

##### **Regular Members**

- (a) Regular Members shall be entitled to all the rights and privileges offered by the WDFOA including the right to vote and hold elected or appointed office.
- (b) Regular Members shall complete evaluations on all Probationary Members and Associate Members assigned to their games.
- (c) Failure of Regular Members to complete evaluations within a reasonable period of time shall result in a fine to be determined by the Board of Directors.
- (d) Regular Members shall be required to pay the annual dues of the WDFOA as well as all proper assessments duly authorized by the WDFOA.
- (e) Regular Members shall be required to complete and pass an annual football rules examination.
- (f) Regular Members shall be required to work at least two (2) preseason scrimmages. Failure to work the required scrimmages may result in a fine determined by the Board of Directors.
- (g) Regular Members shall attend a minimum of 75% of the General or Special meetings as scheduled in accordance with the Bylaws.
- (h) Regular Members shall pass a background check as defined in the Bylaws.

### **Section 3**

#### **Probationary Members and Associate Members**

- (a)** Probationary and Associate Members shall have all the rights and privileges of a Regular Member except that they are not eligible to vote or hold office in the WDFOA.
- (b)** When elected to Regular Membership, Probationary and Associate Members shall pay an initiation fee plus dues for the current and ensuing year, depending on time of admission. Failure to pay these fees by a specified time shall result in an immediate suspension.
- (c)** Any Probationary or Associate Member, who has twice been considered for elevation to Regular Membership but who has not been elevated to Regular Membership, may be dropped from the WDFOA. Any Probationary or Associate Member who has been dropped from the WDFOA may apply for Limited Membership at any time or Probationary Membership after a period of one (1) year.
- (d)** Probationary and Associate Members may be dropped from the WDFOA by a majority vote of the membership at any time.
- (e)** Probationary and Associate Members shall be required to pay the annual dues of the WDFOA as well as all proper assessments duly authorized by the WDFOA.
- (f)** Probationary and Associate Members shall be required to complete and pass an annual football rules examination.
- (g)** Probationary and Associate Members shall be required to work at least two (2) preseason scrimmages. Failure to work the required scrimmages may result in a fine determined by the Board of Directors.
- (h)** Probationary and Associate Members shall be required to attend the annual training courses that are conducted before the start of the season until advanced to Regular Membership.
- (i)** Probationary and Associate Members shall pass a background check as defined in the Bylaws.



## **Section 4**

### Limited Members

- (a) Limited Members shall have all the rights and privileges of a Regular Member except that they are not eligible to vote or hold office in the WDFOA.
- (b) Limited Members shall be required to pay the annual dues of the WDFOA as well as all proper assessments duly authorized by the WDFOA.
- (c) Limited Members shall be required to complete and pass an annual football rules examination if required by a school or organization under contract with the WDFOA.
- (d) Limited Members must pass a background check as defined in the Bylaws.

## **Section 5**

### Affiliate Members

- (a) Affiliate Members shall be accorded all the rights and privileges of a Regular Member except that they are not eligible to vote or hold office in the WDFOA.
- (b) Affiliate Members shall be required to pay the annual dues of the WDFOA as well as all proper assessments duly authorized by the WDFOA.
- (c) Affiliate Members shall be required to pay a partial dues fee of the WDFOA as duly authorized by the WDFOA. Affiliate Members are not registered with MPSSAA through the WDFOA but they shall pay the WDFOA insurance fee.
- (d) Affiliate Members shall not be required to complete an annual football rules examination with the WDFOA.
- (e) Affiliate Members shall pass a background check as defined in the Bylaws.

## **Section 6**

### Honorary Members

- (a) Honorary Members shall be granted all the rights and privileges of a Regular Member except the right to vote, hold office, accept any assignment from the WDFOA or be assigned to officiate in football games.

- (b) Honorary Members shall not be required to pay the annual dues of the WDFOA nor any assessments duly authorized by the WDFOA.
- (c) Honorary Members shall not be required to complete an annual football rules examination with the WDFOA.

### **Section 7**

Any member who is tardy or misses a game or cancels less than twenty-four (24) hours prior to a scheduled game is subject to a fine as determined by the Board of Directors.

### **Section 8**

#### Suspension

- (a) Any member may be suspended from all rights and privileges of membership in the WDFOA for actions deemed detrimental to the WDFOA or its membership by a two-thirds majority vote of the Board of Directors.
- (b) Any member may be suspended from all rights and privileges of membership in the WDFOA for actions deemed detrimental to the WDFOA or its membership by a two-thirds majority vote of Regular Members present at any General or Special Meeting of the Association.
- (c) Any member suspended under this Article shall be notified immediately.
- (d) Any member suspended under this Article has the opportunity to appeal their suspension to the membership by notifying the Secretary within thirty (30) days of the suspension notification. The appeal shall be considered at the next General or Special Meeting after the Secretary receives the suspended member's notice of intent to appeal.
- (e) Any member suspended under this Article may be reinstated by a majority vote of the Regular Members present at any General or Special Meeting.

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## **ARTICLE VI**

### **REGULAR MEMBERSHIP REQUIREMENTS**

#### **Section 1**

#### Probationary Members

- (a) Probationary Members shall meet the following game requirements before they may be considered for Regular Membership:

- i. Serve a minimum of two (2) years.
  - ii. Work at least thirty-five (35) high school football games after joining the WDFOA, excluding scrimmages.
- (b) Probationary Members shall achieve a passing score of 75% on the annual football rules examination required by the MPSSAA (or equivalent examination as determined by the Board of Directors) during the last completed season to be eligible for Regular Membership.

## **Section 2**

### Associate Members

- (a) Associate Members shall meet the following game requirements before they may be considered for Regular Membership:
- i. Serve a minimum of one (1) year.
  - ii. Work at least ten (10) high school football games after joining the WDFOA, excluding scrimmages.
- (b) Associate Members shall achieve a passing score of 75% on the annual football rules examination required by the MPSSAA (or equivalent examination as determined by the Board of Directors) during the last completed season to be eligible for Regular Membership.

## **Section 3**

### Advancement to Regular Membership

- (a) Candidates for Regular Membership are those Associate and Probationary Members who have met the game and exam requirements specified in the Bylaws. The list of recommended officials for advancement will be presented at the April General Meeting, requiring a majority vote of the Regular Members to be advanced.
- (b) Candidates for Regular Membership who have met the requirements specified in the Bylaws, but who are not approved for advancement may be retained as an Associate or Probationary Member, or may be dropped from the WDFOA after due consideration and vote by the Board of Directors.

- (c) Candidates for Regular Membership who have not met the requirements specified in the Bylaws are not eligible for Regular Membership but may be retained as an Associate or Probationary Member, or may be dropped from the WDFOA as recommended by the Board of Directors and approved by the Regular Membership.
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## **ARTICLE VII**

### **DUES AND FEES**

#### **Section 1**

The annual dues for Regular, Associate, Probationary, and Limited Members shall be established by the Board of Directors. The membership year shall begin annually on April 1 and end on the same date the following year.

#### **Section 2**

The regular initiation fees for membership in the WDFOA shall be established by the Board of Directors and are non-refundable.

#### **Section 3**

The membership shall modify and/or ratify the fine structure and criteria for disciplinary action proposed by the Board of Directors. The membership may establish and/or modify the fine structure and criteria for disciplinary action at any time.

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## **ARTICLE VIII**

### **MEETINGS**

#### **Section 1**

The WDFOA shall hold General Meetings on the first Monday of April, August, October, and the last Monday of November, subject only to changes authorized by the Board of Directors.

#### **Section 2**

Special Meetings may be called by the President when deemed necessary by the Board of Directors.

#### **Section 3**

The Board of Directors shall meet at least three (3) times a year and at such other times as the interests of the WDFOA may warrant. The time and place of all Board Meetings of the Board of Directors shall be designated by the President.

#### **Section 4**

Any action required to be taken at a meeting of the Board of Directors, or any other action which may be taken at a meeting of the Board of Directors, may be taken without a meeting if

a unanimous written consent, setting forth the action so taken, shall be signed by all of the Board Members, and is filed with the minutes of the meetings.

### **Section 5**

The Regular Membership present at all Regular Meetings and/or Special Meetings shall constitute a quorum for the purpose of transacting business of the WDFOA and the same rule shall be applicable to Board Meetings in connection with its business transactions.

### **Section 6**

All General Meetings of the WDFOA shall be conducted in accordance with Robert's Rules of Order, to the extent said rules are not in conflict with these Bylaws. The Bylaws will take precedence in the event of a conflict.

### **Section 7**

A majority vote of the members shall be necessary for the enactment of any measure presented for consideration at the General Meetings of the WDFOA and all Board Meetings, unless otherwise specified in the Bylaws.

### **Section 8**

Football Rules and Manual of Football Officiating discussions and interpretations shall be held as scheduled by the Board of Directors. Attendance at all General and Special Meetings is mandatory. Failure to attend any mandatory meeting is subject to a fine approved by the Board of Directors.

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## **ARTICLE IX**

### **UNIFORM AND EQUIPMENT**

#### **Section 1**

The following is the required uniform for members:

- (a) Cap - Baseball style, black in color with white piping. Baseball style, solid white in color for the Referee.
- (b) Shirt - Two inch, black and white stripe, short or long sleeve knit. The crew must all wear the same length shirt. Officials shall wear undershirts that are black in color. During foul weather, officials may wear additional layers and/or water-resistant articles underneath of their officiating shirt so long as any visible undershirt is black in color. In cold weather, officials may wear jackets that are black in color during pregame and halftime.
- (c) Pants - Black football officiating pants with a one and one-fourth inch white stripe running from waist to cuff. Officials may wear shorts that are black in color for

preseason scrimmages and Sub-Varsity assignments before October 15th.  
Officials on the crew shall wear the same uniform.

- (d) Belt - Black in color, one and one-fourth to two inches in thickness, plain buckle.
- (e) Shoes - Mostly black in color, either high or low cut, with shoelaces that are black in color, and with socks that are black in color.

## **Section 2**

The following is the required equipment for members:

- (a) Whistle - A Fox-40 or other similar pealess whistle.
- (b) Down Indicator - Football type indicator or rubber band to track downs.
- (c) Flag - At least one, but no more than two, standard gold penalty flags with a ball that is either gold or black in color.
- (d) Wrist Watch - Digital watch or electronic timing device with functionalities to keep both the game and play clocks.
- (e) Bean Bag - Either white, blue, or black in color.
- (f) Game Card - Plastic or paper, to be used with a writing utensil.
- (g) Clip - Device placed on the chains and used by the chain crew.
- (h) Coin - Referee to use at beginning of the game.

## **Section 3**

The Board of Directors may modify the above uniform requirements prior to the start of a football season.

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# **ARTICLE X**

## **PLAYOFF ASSIGNMENT POLICY**

### **Section 1**

The following are the guidelines that the Commissioner shall consider in assigning officials to playoff games:

- (a) Regular Member for at least five (5) years.

- (b) Worked a minimum of ten (10) Varsity games during the current season.
  - (c) Attended at least 70% of the meetings during the current season.
  - (d) Scored a minimum of 85% on the National Federation Rules Exam for the current season.
  - (e) Acceptable on-field performance as determined by the Commissioner.
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## **ARTICLE XI**

### **ELECTIONS AND VOTING**

#### **Section 1**

The President shall appoint a nominating/election committee consisting of at least three (3) members, one of which shall be appointed as Chairman. This committee shall prepare a secret ballot to include the nominees as well as candidates interested in running for any officer position. Nominations may also be taken from the floor at the designated Election Meeting, and appropriate adjustment will be made to the previously printed ballot, should this be necessary.

#### **Section 2**

A candidate for an officer position shall receive a majority of the votes cast in order to win an election. If a candidate for an officer position does not receive a majority of the votes cast, an immediate run-off election shall be conducted between the two candidates who received the most votes for the respective position. The candidate then receiving a plurality of the votes cast in the runoff election shall be declared the winner.

#### **Section 3**

Election of the Directors shall occur as previously outlined in the Bylaws.

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## **ARTICLE XII**

### **AMENDMENTS**

#### **Section 1**

The Bylaws may be amended by a two-thirds majority vote of the Regular Members of the WDFOA present at any General or Special Meeting.

#### **Section 2**

A proposed amendment must be submitted in writing at a General or Special Meeting, where it is read, discussed, and then tabled until the next General or Special Meeting when it may be presented for formal enactment or rejection.

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**ARTICLE XIII**  
**BACKGROUND CHECKS**

**Section 1**

All members shall complete and pass a background check as required by the State of Maryland or the Maryland Public Secondary Schools Athletic Association (MPSSAA).

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