



Washington District Football Officials Association

Constitution

ARTICLE I

NAME

Section 1

The organization created by this document shall be known as the Washington District Football Officials Association (WDFOA).

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 that 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:

- (a)** Uniting in membership of this organization fully qualified football officials who believe in and will strive to help this Association fulfill its mission.

- (b)** 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.

- (c)** Surrounding the game of football with proper safeguards; aiding in the development of sportsmanship, honesty, and fairness 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 public, press, coaches, players, and staff of participating schools and other organizations.

ARTICLE III

MEMBERSHIP

Section 1

Individuals who are interested in the Mission Statement of the WDFOA shall complete a membership application and submit it to the Secretary. The Board of Directors shall approve or reject all applications for membership.

Section 2

A Regular Member is one who has complied with all the requirements of the WDFOA and who has been formally and unconditionally accepted by the WDFOA pursuant to proper procedure as specified in the Bylaws.

Section 3

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 on-field football official.

Section 4

An Associate Member is one who has submitted an application to the WDFOA, who has a minimum of three years of recent on-field football officiating experience at the high school level or higher, who has submitted verification of their previous on-field football officiating experience, and who has been approved by the Board of Directors as having the qualifications to represent the WDFOA as an on-field football official.

Section 5

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.

Section 6

An Honorary Member is one who is recognized for their outstanding service to or for the WDFOA and/or accomplishments as a football official, granted by the Board of Directors.

Section 7

An Inactive Member is one who had been a Regular Member in good standing for any particular year and who was unable to fulfill their obligations to the WDFOA because of extenuating circumstances. 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.

ARTICLE IV

ELECTED POSITIONS

Section 1

The general management of the WDFOA shall be vested in a Board of Directors — composed of a President, a Vice-President, a Secretary, a Commissioner, an Assistant Commissioner, and four Directors — elected from the Regular Membership.

ARTICLE V

TREASURER

Section 1

The Treasurer shall be selected by the Board of Directors using criteria established in the Bylaws.

Section 2

The Treasurer shall be a non-voting member of the Board of Directors.

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.

ARTICLE VII

INDEPENDENT CONTRACTOR STATUS

Section 1

An individual's work status with the WDFOA is explicitly that of an independent contractor, and not as an employee of the WDFOA. Each individual is responsible for paying their own social security, income taxes, and travel/equipment expenses. Each individual does not have and is not entitled to workers' compensation coverage or liability insurance. Each individual will be provided with an IRS Form 1099 at the end of each year.

ARTICLE VIII

TAX AND REGISTRATION STATUS

Section 1

The WDFOA shall be a not-for-profit organization (NFPO) 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.

ARTICLE IX

AMENDMENTS TO CONSTITUTION

Section 1

The 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 to the Constitution 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 approval or rejection.



Washington District Football Officials Association

Bylaws

ARTICLE I

OFFICERS

Section 1

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

- (a) The President and the Vice President shall each be elected for a one-year term of office. The terms of office for the President and the Vice President shall begin on January 1st of each year.
- (b) The Secretary shall each be elected for a two-year term of office. The term of office for the Secretary shall begin on January 1st of each even-numbered year.
- (c) The Commissioner and the Assistant Commissioner shall each be elected for a two-year term of office. The terms of office for the Commissioner and the Assistant Commissioner shall begin on January 1st of each odd-numbered year.

Section 2

The officers shall be elected by a secret ballot at the last General Meeting, which shall be held on the last Monday in November unless for good cause another date is designated by the Board of Directors. A majority vote of those voting is necessary for election.

Section 3

If a vacancy should occur in the office of the Vice President or the Secretary, the Board of Directors shall elect the successor by a majority vote. 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.

Section 4

If a vacancy should occur in the office of the Commissioner or the 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 the Commissioner in any case of absence of the Commissioner, until the position is filled.

Section 5

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 preside over all General Meetings, Special Meetings, Election Meetings, and Board Meetings of the WDFOA. The President shall conduct all meetings in accord with proper parliamentary procedure.
- (c)** The President shall perform all duties necessary to fulfill the responsibilities of the office and shall perform other duties as assigned by the Board of Directors.

Section 6

Vice President

- (a)** The Vice President shall assist the President and shall perform other duties as assigned by the Board of Directors.
- (b)** The Vice President shall perform the duties of the President in the absence or incapacity of the President.
- (c)** The Vice President shall become the President for the remainder of the current term if the office of President should become vacant.

Section 7

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 the membership status of all members in the WDFOA.
- (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 Secretary shall perform other duties as assigned by the Board of Directors.
- (f) The compensation for the Secretary shall be set by the Board of Directors and submitted to the Membership as part of the annual budget approval process.

Section 8

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 and 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 on-field officials and clock operators as outlined by the schools or organizations under contract with the WDFOA.
- (d) The Commissioner shall assign playoff games following the general guidance as listed 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 on-field officials for playoff assignments.
- (e) The Commissioner shall assign evaluators 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.
- (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/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 members in the WDFOA and shall provide that list to the Secretary and the Treasurer.
- (i) The compensation for the Commissioner shall be set by the Board of Directors and submitted to the Membership as part of the annual budget approval process.

Section 9

Assistant Commissioner

- (a) The Assistant Commissioner shall assist the Commissioner in the execution of the Commissioner's duties. In the event that 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.
- (b) The Assistant Commissioner shall perform other duties as assigned by the Board of Directors.
- (c) The compensation for the Assistant Commissioner shall be set by the Board of Directors and submitted to the Membership as part of the annual budget approval process.

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 by a secret ballot at the last General Meeting, which shall be held on the last Monday in November unless for good cause another date is designated by the Board of Directors. The two candidates who receive the most votes shall be elected when two Director positions are up for election.

- (c) If a vacancy should occur in a Director position, the Board of Directors shall elect the successor by a majority vote. 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.

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 setting game fees.

Section 3

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

Section 4

The Board of Directors shall establish dues and propose a budget.

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 develop and specify a fine structure and criteria for disciplinary action. Such fine structure and criteria for disciplinary action shall be subject to ratification by a majority vote of the Regular Members at the next General Meeting, and shall remain in force and effect once adopted and until otherwise amended.

ARTICLE III

TREASURER

Section 1

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

Section 2

The Treasurer shall be selected by the Board of Directors. Such selection shall be subject to ratification by a majority vote of the Regular Members at the next General Meeting. The Treasurer shall remain in that position until otherwise determined by the Board of Directors.

Section 3

The Treasurer shall be bonded for the faithful discharge of their duties in such sum and with such sureties as determined by the Board of Directors.

Section 4

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

Section 5

The Treasurer shall be knowledgeable in Generally Accepted Accounting Principles, QuickBooks accounting software, state and federal tax codes and forms, and assigning applications used by the WDFOA.

Section 6

The Treasurer shall perform the following duties and shall report to the Board of Directors once completed.

- (a) Maintain and reconcile the checking account, every month.
- (b) Submit the Maryland Annual Property Tax form by March 15th, every year.
- (c) Submit the Federal and State tax forms by the date required, every year.
- (d) Create and share an earnings statement for each Member, every year.
- (e) Transmit 1099's for each Member who meets the annual threshold, every year.
- (f) Deposit all funds of the WDFOA in a bank designated by the Board of Directors.
- (g) Issue checks in payment of expenses or liabilities incurred by the WDFOA only upon authorization of the Board of Directors.
- (h) Prepare and present a budget for the WDFOA.
- (i) Invoice each client within one week of the last game played.
- (j) Conduct an audit of all records and accounts with the Vice President, Secretary, and a third individual who does not serve on the WDFOA Board of Directors, every January.
- (k) Maintain insurance policies approved by the Board of Directors.

ARTICLE IV

OTHER POSITIONS

Section 1

Webmaster

- (a) The Webmaster shall maintain the WDFOA's website (wdfoa.org).
- (b) The compensation for the Webmaster shall be set by the Board of Directors and submitted to the Membership as part of the annual budget approval process.

Section 2

Training Coordinator(s)

- (a) The Training Coordinator(s) shall conduct the introductory high school football officiating course for new on-field officials prior to the beginning of the season.
- (b) The Training Coordinator(s) shall be selected by the Board of Directors, every year.
- (c) The compensation for the Training Coordinator(s) shall be set by the Board of Directors and submitted to the Membership as part of the annual budget approval process.

Section 3

Film Review Coordinator(s)

- (a) The Film Review Coordinator(s) shall evaluate game film worked by WDFOA officials.
- (b) The Film Review Coordinator(s) shall be selected by the Board of Directors, every year.
- (c) The compensation for the Film Review Coordinator(s) shall be set by the Board of Directors and submitted to the Membership as part of the annual budget approval process.

ARTICLE V

MEMBERSHIP PRIVILEGES AND OBLIGATIONS

Section 1

Only Regular Members shall have the opportunity to vote in elections and/or hold elected or appointed office.

Section 2

Regular Members, Probationary Members, and Associate Members shall be required to pay the annual dues of the WDFOA.

Section 3

Regular Members, Probationary Members, and Associate Members shall be required to complete and pass the annual NFHS Football Rules Exam in order to work assignments for the WDFOA.

Section 4

Regular Members, Probationary Members, Associate Members, and Limited Members shall be required to complete and pass a background check as defined in the Bylaws in order to work assignments for the WDFOA.

Section 5

Regular Members, Probationary Members, and Associate Members shall be required to work at least two preseason scrimmages.

ARTICLE VI

PROMOTION TO REGULAR MEMBERSHIP

Section 1

Probationary Members shall work at least thirty-five high school football on-field officiating assignments (excluding scrimmages) over at least two years to be eligible for promotion to Regular Membership.

Section 2

Associate Members shall work at least ten high school football on-field officiating assignments (excluding scrimmages) over at least one year to be eligible for promotion to Regular Membership.

Section 3

Eligible Probationary Members and Associate Members shall be promoted to Regular Membership by a two-thirds majority vote of the Regular Members of the WDFOA present at any General Meeting.

ARTICLE VII **MEETINGS**

Section 1

General Meetings shall be scheduled by the Board of Directors and shall be conducted in accordance with proper parliamentary procedure.

Section 2

Board Meetings shall be scheduled by the President at least three times a year. Time-sensitive Any action required to be taken during a Board Meeting 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.

Section 3

Special Meetings shall be scheduled by the President when deemed necessary by the Board of Directors.

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.

ARTICLE VIII

UNIFORM AND EQUIPMENT

Section 1

On-field officials, clock operators, and chain crew members shall wear a baseball-style hat that is black in color with white piping. Referees shall wear a baseball-style hat that is solid white in color.

Section 2

On-field officials, clock operators, and chain crew members shall wear a two-inch striped shirt, short-sleeved or long-sleeved; an undershirt that is black in color; a jacket that is black in color for pregame duties and halftime.

Section 3

On-field officials, clock operators, and chain crew members shall wear football officiating pants that are black in color, with a one and one-fourth inch white stripe that runs from waist to cuff. On-field officials may wear football officiating shorts that are black in color for preseason scrimmages and for Sub-Varsity assignments before October 15th.

Section 4

On-field officials, clock operators, and chain crew members shall wear a belt that is black in color, that is one and one-fourth to two inches in thickness, and that has a plain buckle.

Section 5

On-field officials, clock operators, and chain crew members shall wear shoes that are mostly black in color, with shoelaces that are black in color, and with socks that are black in color.

Section 6

On-field officials shall use a pealess whistle, a down indicator, a flag, a wrist watch, a bean bag, a game card, a chain clip, and a coin.

Section 7

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

ARTICLE IX

PLAYOFF ASSIGNMENT POLICY

Section 1

The Commissioner shall consider officials for postseason assignments who have been a Regular Member for at least five years and who have demonstrated acceptable on-field performance.

Section 2

The Commissioner shall consider officials for postseason assignments who have worked a minimum of ten Varsity assignments during the current season and who have attended at least 70% of the meetings during the current season.

Section 3

The Commissioner shall consider only officials for postseason assignments who have scored at least an 85% on the NFHS Football Rules Exam for the current season.

ARTICLE X

ELECTIONS AND VOTING

Section 1

The President shall appoint a committee of at least three members to prepare and conduct a secret ballot that includes all candidates interested in running for elected positions. 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.

ARTICLE XI

AMENDMENTS

Section 1

The Bylaws shall 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 to the Bylaws 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 approval or rejection.

ARTICLE XII

BACKGROUND CHECKS

Section 1

All members as set forth in the Bylaws shall be required to complete and pass a background check. The background check shall search and report all felonies, crimes that involve a violent act, crimes of a sexual nature, and any arrests and convictions in the last ten years.

Section 2

A background check shall be conducted by an independent third party, whose business it is to provide Pre-Employment screening services. The third party shall be licensed to do business within the United States. The third party shall be a member of the National Association of Professional Background Screeners or other recognized organization. The third party shall adhere to the Fair Credit Reporting Act (FCRA), a United States federal law.

Section 3

Members who receive an adverse finding shall have the right to appeal the finding with the third party. The appeal shall adhere to all applicable laws of the United States and the states where the WDFOA does business.

Section 4

Members who receive an adverse finding that is a disqualifying finding-that is not changed after an appeal with the third party can appeal to the Commissioner and Assistant Commissioner. The Commissioner and/or Assistant Commissioner may need to take the appeal to the MPSSAA for review and approval.

Section 5

Disqualifying findings include Registrable Sexual Crimes (as defined by Maryland, DC and Virginia Law), felonies, crimes of violence, and misdemeanor drug offenses that have not been adjudicated or where the member is still on parole or probation.

ARTICLE XIII

DISCIPLINARY ACTION

Section 1

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 2

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.