

THE WESTERN PENNSYLVANIA
FOOTBALL OFFICIALS
ASSOCIATION
(WPFOA)

BY-LAWS

ORIGINAL DRAFT 1959
REVISED 1978, 1983, 1986, 1997

BY-LAWS OF THE WESTERN PENNSYLVANIA
FOOTBALL OFFICIALS ASSOCIATION (WPFOA)

Article I
Association Name

Section 1. This association of football officials shall be known as the WESTERN PENNSYLVANIA FOOTBALL OFFICIALS ASSOCIATION, (WPFOA).

Article II
Purpose of the Association

Section 1. The mission of the WPFOA is to officiate high school football. To provide to high schools in Western Pennsylvania, the most capable and competent football officials and to ensure integrity and good sportsmanship. Every official must be certified by the Pennsylvania Interscholastic Athletic Association (PIAA).

Article III
General Rules

Section 1. Rights and Privileges: Every active member, in good standing, shall be entitled to all of the rights and privileges of the association. Provided that all conditions and requirements contained in the by-laws of the association are observed and complied with.

Section 2. Game Assignments: Members who accept assignments from the assigning secretary are held responsible for appearing to fill the assignment. Failure to do so will result in a fine of at least the game fee and/or any punitive discipline the board of directors deem feasible. If a discrepancy in a game assignment occurs and after investigation by the board of directors, it is discovered that the discrepancy was caused by an association official the association will make restitution as required. No official will book two games in the same day if they cannot arrive at the second game within the appropriate time set down by the school, commissioner, or organization. A varsity game obtained by an official can be filled by that official with approval of the Assigning Secretary.

Section 3. Changing Assignments: Members who are unable to complete assignments received through the association are bound to communicate this to the assigning secretary as soon as it is discovered that the member can not complete the assignment. Only the assigning secretary can make reassignments. However, in instances where last minute reassignments must be made, the member must use the best judgment and do whatever necessary to ensure the assignment is covered. When using this judgment keep the good name of the WPFOA in mind. A violation of this section will result in a fine levied by the board of directors.

Section 4. Closing Game Dates: Members are required to notify the assigning secretary of all "closed" dates immediately. Members accepting game assignments, from the WPFOA Assigning Secretary, must close the date, in writing, to the Assigning Secretary, as soon as possible, but no later than two weeks upon receipt of the assignment. Failure to do so will result in fine levied by the board of directors no to exceed the game fee involved.

Section 5. Giving/Receiving Games: No member shall give or receive game assignments without the knowledge of the assigning secretary. A violation of this section will result in a fine levied by the board of Directors not to exceed the game fee involved. Any game received by a WPFOA member must be assigned to officials from the WPFOA, and closed with the Assigning Secretary. If the Assigning Secretary is unable to fill the assignment from within the chapter, then officials from outside the chapter can be used. An exception would be made if a coach or commissioner requests a specific official from outside of the chapter be assigned to the game. If a crew from the WPFOA is assigned a game and one of their crew members cannot work the game, that spot must be assigned to a member of the WPFOA and closed with the Assigning Secretary. If no officials from the WPFOA are available, and this is confirmed by the Assigning Secretary, then the crew may go outside the chapter to fill the assignment. An exception is when a specific official is requested by the coach or commissioner. A varsity game given to the WPFOA must be filled by the Assigning Secretary with WPFOA officials in every case possible.

Section 6. Professionalism: Every official that reports for a game assignment must report to Athletic Director, or designate, within the appropriate report times (the Assigning Secretary will notify the game officials of the report time as each conference has different reporting times). Every official will carry themselves with dignity and act in a professional manner from the time they report in until the game is ended and they go into their locker room. A violation of this section may result in a fine or expulsion as deemed appropriate by the Board of Directors.

Section 8. A referee cannot arbitrarily, without good reason or without the consent of the Board, remove an official from a game in which the dates have been closed with the Assigning Secretary. A violation of this section may result in a fine levied by the Board of Directors not to exceed the game fee involved and/or any other actions deemed appropriate by the Board.

Article IV Membership Requirements

Section 1. Membership in the WPFOA will be done in accordance with the PIAA rules and regulations and in accordance with dues and assessment requirements of the WPFOA.

Section 2. Transfers: Transfers, both in-area and out-of-area or state, may be accepted into the association during any chapter year. The board of directors will review all applications for membership from transfers.

Article V Meetings

Section 1. Meetings of the association will conform to PIAA format and shall be as follows: A fall clinic will be held annually at a time and place designated by the president of the association. Weekly meeting will be held during August, September, and October at a time and place designated by the president of the association. Rules interpretation meetings shall precede the business meetings beginning at 7:30 PM.

Section 2. Special Meetings: Special meetings may be called by the president of the association or if five members request a special meeting through the association secretary. The special meeting notice will be sent to each association member and will include the purpose of the special meeting.

Section 3. A quorum is necessary for any meeting of the association. A quorum will consist of a majority of the members be present.

Section 4. At a regularly scheduled business meeting the association will have the power to transact any business of the association. At a special meeting the only business that can be transacted is the business pertaining to the reason the special meeting was called.

Section 5. Any member who fails to attend the weekly meetings for more than two successive weeks, unless excused by the Board of Directors, shall be automatically suspended from membership and can only be restored to membership status by appearing before the Board to explain the situation and any mitigating circumstances. Meetings can be made up by attending other association's meetings and producing a signed letter from that association secretary verifying your attendance. All members of the WPFOA must attend at least 6 business meeting unless excused by the Board of Directors. The Board has the power to levy a fine or take other action they deem appropriate for a violation of this section.

Article VI Officers

Section 1. The elective officers of the association shall consist of the following: President, Vice-President, Recording or Association Secretary, Assigning Secretary, Treasurer, and 6 Board of Directors. . Elections will be held at the last weekly meeting of the current chapter year. Office shall then be held through the end of the next chapter year.

Section 2. The elective officers of President, Vice-President, Association Secretary, Assigning Secretary and Treasurer, shall serve a term of one year and the Board of Directors three years, two directors being elected each year. Any vacancy that might arise on the Board must be filled by an election. In cases where the membership feels that a specific officer or officers are doing an excellent job they will have the right to keep the officers in place for as many terms as they feel necessary. This must be accomplished through a majority vote of the members present at the last meeting.

Section 3. The fee for the compensated officers shall be fixed by the association and appropriately motioned and seconded at the last meeting of the association. This compensation must stay fixed for at least one year.

Article VII Elections

Section 1. The election of officers shall be conducted by the President at the last weekly meeting. Nominations for the various offices shall be made from the floor. Previous to the election the Treasurer shall report the names of all members whose dues are not currently paid in full. Anyone delinquent in dues shall not be eligible to run for any office. The President shall appoint tellers to prepare, distribute, and tally the ballots and announce the winners of said offices.

Section 2. The officers named in Article VI shall be elected by a majority vote of the members present at the last weekly meeting of the year. In case a candidate should not receive a majority of the votes cast, the lowest candidate shall automatically drop out until there are but two candidates remaining. If neither one of the two remaining candidates receives a majority vote, after two ballots, the election for that office shall be held over for a special meeting that must be called within two weeks. At this special meeting the election shall proceed normally, and if at this time no one is elected, the newly elected President shall fill the office by appointment, and in case this office should be that of the President, the Board of Directors shall elect a President.

Article VIII Installation of Officers

Section 1. Officers take office at the banquet with the exception of the newly elected treasurer and they will take office at the completion of an audit when needed.

Article IX Duties of the Officers

Section 1. The President: The President shall preside at all meetings of the association, and shall have a general supervision over the affairs of the association. The President shall vote only when the affairs of any motion or question results in a tie; shall appoint committee that may be necessary for the working of the association; shall perform such other duties as required for the good of the order.

Section 2. The vice-president: The Vice-President shall represent the President during an absence or sickness, and aid in the performance of the duties of the office. Should the office of President become vacant, it shall be filled by the Vice-President, and the association shall elect a successor to the vice-president. The Vice-President acts as the Chairperson of the Board of Directors and provides the association with the Board meeting results at a regular meeting.

Section 3. The Recording Secretary: The Recording Secretary shall keep the minutes of all meetings of the association and of the Board of Directors; attend to all correspondence of the association; maintain the attendance records for all association members; act as the liaison between the association and the PIAA.

Section 4. The Assigning Secretary: The Assigning Secretary shall handle all communications concerning the assignment of officials with the various schools, commissioners, and organizations and be responsible for having rosters printed and distributed to all said schools, commissioners, and organizations. The Assigning Secretary will assign all games to officials in accordance with the by-laws of the organization. The Assigning Secretary shall make arrangements with school administrators for whom assignments are made, to notify the association of instances where game officials arrive late for game assignment, arrive and do not look professional, or act in an unprofessional manner. When such notification is received, the Assigning Secretary shall notify the Board of Directors and provide the Board with a complete report of the incident.

Section 5. Treasurer: The treasurer shall keep the books of account; deposit all monies; issue all warrants when duly authorized by the association; make a weekly report to the association of its financial condition; prepare an annual report to submit to the members after the banquet; and such other duties as required by the by-laws of the association.

Article X
Duties of the Board of Directors

Section 1. The first duty of the Board is to examine all bills and make a recommendation to the association. In the case of a bill not being approved or partly approved by the Board, it shall be necessary for a two-thirds vote of the members present to authorize the payment of said bill. The Board shall hear any complaint that one member may have against another member. The Board may require said complaint be submitted in writing. Upon receiving said complaint they shall, at their discretion, notify the member and complainant to appear before them and explain or defend their positions; and after having heard both sides, or all sides of the issue, the Board will make necessary recommendations to the members for disposing of the complaint. The Board has the right and obligation to take action on any situation covered by the WPFOA by-laws. Any situation "not" covered in the by-laws shall be voted upon by the membership for passage or rejection. Except where these by-laws provide for an automatic suspension by the Board after having received a complaint by the Treasurer for a member's non-payment of assessments within the time prescribed, a recommendation is not necessary to the association, but the action of the Board is final.

Article XI
Auditors

Section 1. The auditors shall be appointed by the returning President when needed. The newly elected vice-president shall be a member of the Auditing Committee and act as the Chairperson.

Section 2. The auditors shall meet when needed and examine the Treasurer's books and approve the annual report to the association which approval shall be in writing showing the money received, the disbursements made, and the sources thereof.

Article XII
Suspensions

Section 1. Upon any member being suspended or expelled from the WPFOA by the members or through an adverse action of the Board or by reason of any means provided for in these by-laws that members shall be immediately notified by registered mail, return receipt. The Secretary's letter shall be countersigned by the association President.

Section 2. Any member suspended or expelled shall be entitled to a hearing before the members at a special meeting called for this purpose. Upon the member who has been suspended or expelled making a written request to the Secretary or President within 30 calendar days from the action. If no appeal is made within this time from all member's rights will be considered waived. At this special meeting as set forth in Article V, Section 2, the member who has been expelled or suspended shall be given the opportunity to state their position and defend against any charges filed. After which the recommendation of the Board shall stand, or the members may impose such other sentence as they deem the situation warrants.

Article XIII Assessments

Section 1. Each member of the association shall be assessed for the pro rated share of all the expenses for the operation and conduction of the business of the association.

Section 2. These assessments and the amounts thereof shall be levied from time to time as a majority of the members of the association deem necessary.

Section 3. A member must pay all assessments at a date set by the Board. Failure to pay such assessments shall result in a fine of no less than \$5.00 per meeting against said member.

Section 4. The Treasurer shall notify the members when they are in arrears in the payment of their assessments, and that in the case of non-payment as provided by the by-laws, shall report same to the Board. A member is in arrears whenever they fail to make payment on due date as set by the Board.

Section 5. The Board shall upon notification by the Treasurer that a member has failed to pay the assessments, immediately suspend that member and have the Secretary notify by mail that such action has been taken. The Board may also opt to investigate the situation to determine if there are any mitigating circumstances that should be taken into consideration prior to suspending.

Section 6. After the final meeting of each year, the Secretary will compile and notify all members of total fines for violations of the by-laws. Such fines being payable on or before the fall clinic of the next year. Failure to comply will result in Board recommendation for suspension.

Article XIV Grievances

Section 1. All grievances or offenses against the association or the individual members shall be penalized as a majority of the members of the association deems the offense warrants. Any on who is penalized shall have a right to appeal as provided for in Article XII.

Article XV Resignations

Section 1. Any member who has resigned and withdraws from the association may be reinstated to membership only after application in writing and the approval of a majority of the members and payment of all assessments in full that were due at the time of resignation.

Section 2. Release from membership in the WPFOA may be granted by a majority vote of the Board of Directors. Release will be immediate upon approval of the Board. Members requesting release must:

1. Petition the Board in person or in writing through the Secretary. Petition must give cause for release.
2. Petitioner must be a member in good standing and current with all fees paid at time of release.
3. Return all game assignments provided by the WPFOA Assigning Secretary.

Article XVI
Dress Code

Section 1. The dress of the members when officiating shall be established by the PIAA and must be similar to each other. When reporting to the games, officials should dress professionally.

Article XVII
Release from Assignments

Section 1. No official will request a release from a game assignment in order to accept another one. If for some reason a release must be requested, the official will contact the Assigning Secretary to make the request. If the Assigning Secretary feels that the request is not valid, a grievance can be presented to the Board of Directors. Any violation of this article may result in a fine set by the Board not to exceed the game fee.

Article XVIII
Treasury Deficits

Section 1. Should any deficit occur in the treasury, the members shall be equally assessed to cover said deficit. **The Board will immediately initiate an inquiry into the reason for the deficit with the results presented to the membership as soon as possible.**

Article XIX
By-Laws Amendments

Section 1. These by-laws may be amended as follows:

1. Proposed change (s) submitted in writing to the Chapter Secretary.
2. The Secretary will submit the change to the Board for review.
3. The Board will recommend adoption or rejection.
4. The change (s) will be read to the general membership at two consecutive meetings and voted upon by two-thirds of the total membership.

Article XX
By-Law's Inconsistency

Section 1. All by-laws or any part of any by-law or any regulation heretofore enacted, inconsistent with these by-laws are hereby repealed. **Any member who discovers an inconsistency is obligated to bring it to the Board as soon as possible.**

Article XXI
Effective Date

Section 1. These by-laws shall be in force and take effect from and after 1 January 1997.