

Constitution and By-Laws  
Del-Mar-Va Football Officials Association

# CONSTITUTION

## ARTICLE I - NAME

This organization of registered officials shall be known as the Del-Mar-Va Football Officials Association, Incorporated, a non-profit organization.

## ARTICLE II – PURPOSES

Section 1 – To render services to any and all secondary athletic programs.

Section 2 – To study appropriate rules and to discuss their intent for uniform interpretations and to progressively improve the quality of football officiating.

Section 3 – To establish, promote, and maintain a code of ethics for officials and conduct each game in a manner that will aid in the development of character, good sportsmanship and a high type of American citizenship among the participating players.

## ARTICLE III - ORGANIZATION

Section 1 – The parliamentary authority of the Association shall be Robert’s Rules of Order, revised.

Section 2 – The management shall be vested in the Board of Directors, five of whom shall be the President, Vice-President, Secretary, Treasurer, and the Assignor, and others provided by the By-Laws.

Section 3 – The active members of the Association shall be the President, Vice-President, Secretary, Treasurer, and the Assignor, all of whom shall be elected by the general membership. Other board members shall also be elected by the general membership in accordance with the By-laws.

Section 4 – The Assignor shall be elected by the general membership in accordance with the By-Laws.

Section 5 – The past President of the organization shall serve as a voting member of the board in an advisory capacity in the interest of continuity.

Section 6 – The term of office for active officers shall be one (1) year beginning on January 1<sup>st</sup> following their election. The Assignor’s term of office shall be for three (3) years beginning on January 1<sup>st</sup> following his election.

#### ARTICLE IV – MEMBERSHIP

Section 1 – There shall be four (4) kinds of membership in the organization: Active, In-Active, Honorary and Life Member.

#### ARTICLE V – DUES

Section 1 – Annual dues shall be paid by all active and In-Active members prior to the opening night of the varsity season at the rate approved by the Board as established by the financial needs of the organization.

#### ARTICLE VI – AMENDMENTS

Section 1 – The Constitution and By-Laws may be amended by a two-thirds (2/3) favorable vote of all active members who are present (quorum) and who have paid their dues for the current year. Any amendment change will be read at two (2) consecutive meetings of the Association prior to taking a vote.

As Amended, August, 2006

# BY-LAWS

## ARTICLE I – ELECTIONS

Section 1 – The last regular meeting of the current season shall be designated as the election meeting. The next to last regular meeting of the current season shall be designated as the nominating meeting.

Section 2 – The President, Vice-President, Secretary and Treasurer shall be elected annually for the following year at the election meeting.

Section 3 – Election of the President, Vice-President, Secretary, Treasurer and other board members shall be of a quorum of all active members who have paid dues for the current season, are members in good standing and who are present at the election meeting.

Section 4 – Nominations for active officers and members of the board of directors shall be presented to the membership by the nominating committee at the nominating meeting. Valid nominations by active members of the Association will be accepted from the floor at the nominating and election meetings.

Section 5 – The term of office for the President, Vice-President, Secretary and Treasurer shall be for one (1) year. The term of office for the Assignor shall be for three (3) years. Active members may serve the same office for more than two (2) successive terms. The President may succeed himself only once.

Section 6 – Board of Directors shall consist of one (1) at large member for each twenty-five (25) active Association members of any fraction thereof, and will be elected beginning fall 1985 as follows: One (1) member elected for a period of one (1) year and one (1) member elected for a period of two (2) years. Thereafter, one (1) director will be elected each year for a period of two (2) years.

Section 7 – All elections shall be conducted by secret ballot unless there is no contest in which case the President shall order the Secretary to cast the ballot; otherwise a simple plurality of votes polled shall be the basis for choice.

Section 8 – At elections, all active members in good standing who are present shall be entitled to vote.

Section 9 – Any vacancy which may occur in any elected office by resignation, removal, expulsion, death or otherwise shall be filled. A special election by nominating and election at the next regular meeting of the Association will be held.

Section 10 – Removal of any officer for unsatisfactory work or failure to properly represent this organization can be accomplished by recommendation of the membership or board and a two thirds (2/3) vote of the membership who are present.

Section 11 – Officers shall assume office on January 1<sup>st</sup> following their election.

## ARTICLE II – MEMBERSHIP

### Section 1 – Rated Officials

- A. All active rated members must attend 75% of the Association meetings, unless granted a waiver by the board.
- B. Must pass the DIAA required test.
- C. All rated officials must have officiated at least fifteen (15) high school varsity games and served the organization for a period of two (2) years.

### Section 2 – Approved Officials

- A. All approved officials must attend 75% of the Association meetings, unless granted a waiver by the board.
- B. Have officiated at least twelve (12) below varsity level football games.
- C. Be approved by the board to enable them to work varsity games.
- D. Must pass DIAA required test administered by the State of Delaware or a state with reciprocal agreement.

### Section 3 – Apprentice Officials

- A. Must attend 75% of the Association meetings, unless granted a waiver by the board.
- B. Must pass a board approved apprentice test, the National Federation Football Rules test (part 1 or part II), with a score of at least 70%.
- C. Must be approved for membership on an individual basis by the general membership.

### Section 4 – Probationary Officials (Rated, Approved or Apprentice) who:

- A. Are deemed by the rating committee in conjunction with the board as failing to fulfill one (1) or more of the requirements of a satisfactory official. An official will be notified, in writing, specifying deficiencies, corrective action required and a time period in which to improve.
- B. Are liable to disciplinary action, including expulsion by the board for failure to correct noted deficiencies.

Section 5 – In-Active members: Are those members of the organization in good standing who for reasons of their own do not work in any given season. These members must pay the In-Active dues set by the board of directors for each season. In order to stay in good standing, DIAA requirements for that of a rated official apply.

Section 6 – Life Members: This membership shall be awarded to members who have completed no less than twenty (20) years active service and are entitled to the same status as honorary members.

Section 7 – Honorary Members: This type membership can be bestowed upon persons by a majority vote of the membership. Honorary members have no status as officials or voting members of this Association.

## Section 8 – Transferred Membership

- A. Upon transferring from another organization and upon being elected to membership to the Del-Mar-Va Football Officials Association, Incorporated, said member must provide a letter to the board of directors stating years of experience, position experience and competition level from their previous association(s) signed by the President or Secretary of said association(s).
- B. Member must provide a letter to the Delaware Interscholastic Athletic Association from their previous state's secondary school athletic association stating their qualifications.
- C. If transferring member fails to satisfy the requirements in sub-sections A and B, said member shall be treated as a first year official.
- D. The Del-Mar-Va Football Officials Association, Incorporated, shall provide to any transferring member a letter, signed by the President or Secretary, stating years of experience, position experience and competition level. A copy of this letter shall be sent to the executive director of the Delaware Interscholastic Athletic Association.

## Section 9 – Member in Good Standing is;

- A. A member who has paid their dues.
- B. Accepted by the Association as meeting all requirements of the Association.
- C. Not on probation

Section 9(B) – A member who is deemed, by the board, to not be in good standing for attendance shall be suspended from all varsity game assignments until the member meets the minimum requirements (75% attendance) of the Association meetings. If the attendance requirement cannot be met in the current year, the member shall be suspended from all varsity game assignments and voting privileges for the current year.

Section 9© A member who is deemed to not be in good standing may satisfy the attendance requirement by:

1. Petitioning the board of directors requesting a waiver for their absences, citing the specific reasons for their absences.
2. Petitioning the board of directors to combine the attendance of the last two (2) months of the previous years scheduled meetings and attendance of the current years scheduled meetings to attain the 75% attendance requirement. The combination of the meetings shall not exceed the number of the previous years scheduled meetings.
3. Attending the current years scheduled meetings until the 75% attendance requirement is met.

## Section 10 – Restrictions

- A. Anyone engaged in coaching varsity football shall not be permitted to officiate games for any school connected with this Association.
- B. Members shall make the Del-Mar-Va Football Officials Association, Incorporated, assignments their first priority. Should assignments be assumed from another organization for a school not serviced by this Association, the board shall have the discretion to administer sanctions against said member(s).
- C. Members of this Association shall be at least eighteen (18) years of age and not attending high school.

#### ARTICLE III- MEETINGS

Section 1 – Regular meetings of the Association shall begin on a date, at a site approved by the board, and will continue weekly or less often as determined by the board, until discontinued by the board for the season.

Section 2 – One third (1/3) of the voting membership shall constitute a quorum providing at least two (2) officers are present.

Section 3 – Special meetings may replace a regular meeting by action of the board.

As Amended, August, 2006

#### ARTICLE IV – DUTIES OF OFFICERS

Section 1 – The President shall preside over all meetings and outline the necessary work to insure an efficient working organization, including appointing necessary committees.

Section 2 – The Vice-President shall:

- A. Preside and fulfill all obligations on the President in their absence (amended October 2014)
- B. Serve as the chairman of the rating committee

Section 3 – The Secretary shall record and present the minutes of all meetings, shall maintain all seniority records for each member and shall be responsible for keeping the By-Laws of the organization in a current status. The Secretary will also initiate all written correspondence from the organization as directed by the board.

- A. The Secretary shall prepare and present to the membership the minutes of the board meetings.

Section 4 – The Treasurer shall collect all dues and monies due this organization, pay all obligations at the pleasure of the organization and furnish a written financial report at the first annual meeting. The Treasurer shall send the bill for services rendered by this organization promptly to each school district to insure prompt payment of all officials for the current season before the beginning of the new calendar year. He or she shall take appropriate follow-up action on all outstanding bills to insure this time frame is met. (amended October 2014)

Section 5 – The Assignor shall collect game schedules from organizations or schools serviced by this Association, assign officials to games and maintain individual assignments for each official and make them available upon request.

#### ARTICLE V – BOARD of DIRECTORS

Section 1 – A majority of the board of directors shall constitute a quorum for the transaction of Association business. A favorable vote of this majority of board members shall be sufficient to pass transactions.

Section 2 – The board shall direct the activities of the active officers and shall have the power to act on any matter not expressly covered by the By-Laws, and shall resolve complaints regarding the affairs of the Association.

Section 3 – The board shall screen all applications for “Approved” memberships and give final approval.

Section 4 – The board shall approve all expenditures of the Association upon receipt of proper justification for the expenditure. No expenditure should be made without a proper invoice made out to the organization.

#### ARTICLE VI – UNIFORM

Section 1 – The official VARSITY uniform components/gear for this organization will be as per NFHS “Football Game Officials Manual” pertaining to “the Game Officials Uniform” with approval of DIAA and this Association. Any changes that are to be made to this will be brought up under proper order of business of this Association, voted on and if passed be recorded in the minutes of the Association. (amended October 2014)

Section 2 – (Deleted October 2014)

#### ARTICLE VII – COMMITTEES

Section 1 – The President shall appoint a nominating committee of three (3) senior members. The chairman of which shall be the senior member. They shall report their nominations for office in writing to the President at or before the nominating meeting.

Section 2 – The President shall appoint a rating committee of at least three (3) members in good standing, one of which will be the Vice=President, who shall serve as the chairman. This committee shall present to the board a suggested rating system to be used for the upcoming season to rate our Association members. This system shall be approved by the board or changed as appropriate before the beginning of the current season, and members informed in writing, of how they will be rated and under what criteria. The board shall insure that changes to an established system are minimal in the interest of consistency.

Section 3 – There shall be appointed as many committees as necessary to carry out the business of the Association.

## ARTICLE VIII – AMENDMENTS

Section 1 – Amendments to the Constitution and By-Laws may be made as follows:

- A. Reading the proposed change(s) at two (2) separate meetings before voting.
- B. Then by a two-thirds (2/3) vote of the membership who are present (quorum) who are in good standing.

## ARTICLE IX – GAME ASSIGNING

Section 1 – Game Assignments

- A. At least five (5) on field officials and one (1) electronic clock operator shall be assigned to all varsity games serviced by this Association.
- B. At least three (3) on field officials will be assigned to all below varsity games.

Section 2 – Tournament Assignments, Officials assigned must meet the following:

- A. Be a member of the Del-Mar-Va Football Officials Association, Incorporated. For at least three (3) years.
- B. Have attended the Delaware Interscholastic Athletic Association or a Delaware Interscholastic Athletic Association approved clinic for the current season.
- C. Have worked a minimum of forty (40) on field varsity games.
- D. Have worked the assigned tournament position at least 75% of the regular season games, however, if in tournament play a sixth on field official (side judge) is used. Efforts will be made to ensure that the official assigned meets the criteria as outlined in sub-sections A, B and C of Article IX, Section 2 or shall have experience in working said position.
- E. Previously eligible officials returning from a leave of absence (LOA) are eligible in their second year of return.
- F. Chain crews will be assigned. Efforts will be made to assign a referee, umpire, wingman and back judge to the crew. Those officials will replace anyone, in their like position, hurt during the game.
- G. Attend 75% of the current year general membership meetings, unless granted a waiver by the board.

Section 3 – The number of on field varsity games that each rated official has at the end of the regular season should be in close proximity to the number of games of all rated officials, providing that each official meets the requirements set forth by the board. These requirements may include, but are not limited to:

- A. Previous years rating
- B. Participation in current year scrimmages
- C. Present year attendance (unless granted a waiver)
- D. Having sanction placed by the board
- E. Failure to turn in ratings (as outlined in ARTICLE C, Section 3)



Section 4 – Any official assigned a game who fails to report to their game assignment by the time designated by the referee, unless excused by the board in advance for a valid reason, or in the case of emergency, is subject to sanctions as directed by the board. (Amended October 2014)

Section 5 – Officials of this organization will not exchange games or give assigned games to another member without prior approval by the Assignor.

Section 6 – The Association will be responsible for assigning games that are:

- A. Directly contracted with the Association
- B. Contracted thru another official's Association
- C. Affiliated with Blue-Gold All-Star committee

#### ARTICLE X – GENERAL

Section 1 – Each school will be billed an administrative fee as set by the board, and voted upon by the membership.

Section 2 – Signature Cards

- A. All checks of this Association shall bear two (2) signatures. The signatures must be the President or Vice-President and the Treasurer.
- B. These signature cards must be changed by 15 January of the next business year if there is a change of either officer (President or Treasurer).

Section 3 – Ratings

- A. Varsity Games; each on field official shall turn in, to a member of the rating committee, their peer ratings from their preceding games at
  1. The next regular scheduled meeting
  2. The second membership meeting after their assigned game
  3. A time and place designated by the chairman of the rating committee

These ratings shall be on the form as outlined in Article VII, Section 2. All ratings shall be based on the criteria presented on the form and should NOT be a presentation of personality differences, but of game performance and professionalism. The rating committee shall be responsible for monitoring these ratings and shall report performance, conduct, training issues or any discrepancies to the board. Electronic clock operators are not required to turn in rating forms.

1. Below Varsity Games: The below varsity assignor(s) will require ratings from all below varsity assignments on officials that are in the approved and apprentice (as described in Article II – Membership, sections 2 and 3) status. Approved and apprentice officials are not required to turn in ratings, but may do so if they desire. The below varsity assignor(s) shall monitor these ratings to aid in:
  2. Evaluating the progress of the approved official

3. Identifying training areas that the approved and apprentice officials may need further instruction
4. Improving the training program to help in the development of the approved and apprentice officials.