

# CONSTITUTION & BY LAWS

## OHIO-WV FOOTBALL OFFICIALS ASSOCIATION

### **ARTICLE I: NAME**

Section A: The name of this organization shall be the Ohio-West Virginia Football Officials Association (OWVFOA)

### **ARTICLE II: PURPOSE**

Section A: The purpose of this Association shall be:

1. To Improve the quality of football officiating.
2. To unite as one organization, all football officials approved and registered with the Ohio High School Athletic Association (OHSAA) and/or the West Virginia Secondary School Activities Commission (WVSSAC), hereafter referred to as State Associations (s).
3. To hold meetings for the study of rules, mechanics, and officiating philosophy.
4. To promote uniform administration of rules by officials throughout the region.
5. To provide a forum for football officials to study and improve their officiating skills, and share on-field experiences.
6. To provide a resource for the ongoing codification of rules and mechanics.
7. To perpetuate football officiating through the recruitment and training of new officials.
8. To provide a resource for assigning officials to games for all schools served by the State Associations(s).
9. To work jointly with state associations, coaches associations, and other organizations pertaining to the advancement of football, and athletics in general, as a wholesome form of recreation.
10. To promote a better understanding of the rules by the general public.
11. To promote athletics as a positive aspect of life, influential toward the development of good character, sportsmanship, and citizenship.

## **ARTICLE II: PURPOSE (Continued)**

Section B. Nothing in this Constitution & By-Laws shall supersede any state regulations. Nor shall the OWVFOA make a rule, plan or policy that supersedes those set forth by the State Associations(s).

Section C. Rules and regulations of the OWVFOA apply only to secondary schools. They do not  
Apply to college, independent, or professional games.)

Section D. These By-Laws shall apply to all meetings, including those of the Executive Committee and the members thereof.

## **ARTICLE III: MEMBERSHIP**

Section A. REQUIREMENTS for membership in the OWVFOA shall be:

1. Registration with one or more State Association.
2. Submission of application and payment of dues to the Secretary/Treasurer.
3. Will have Apprentice Member status while holding WVSSAC Class 3 or OHSAA Class 2 ratings.
  - a. Must attend at least 50% of the apprentice training sessions.
  - b. Not eligible to hold office.
4. Respect the judgment and integrity of fellow officials all times.

Section B. TRANSFER of the OWVFOA shall be contingent upon the applicant being a member in good standing of the board from which they are transferring. Transfers will be approved by both the Executive Committee and State Association(s) as stated in the handbook(s).

Section C. EQUAL OPPORTUNITY: We believe in and operate on the premise that it is the right of all persons to seek work and to advance on the basis of their individual merit and their ability and potential. This basic concept applies to all members and new applicants of our association without regard to race, color, religion, national origin, sex or physical ability.

Section D. HONORARY MEMBERS: Election to honorary membership as recognition of outstanding service to the OWVFOA shall be by the Executive Committee.

1. No dues or fees shall be charged.
2. Ineligible to vote or hold office

Section E. SUSPENSION: OWVFOA members violating the constitution & By-Laws May be referred to the Officers (President, Vice President, Secretary/Treasurer, Rules Interpreter, Past President, Booking Agent/Commissioner) of the Executive Committee for possible disciplinary action or suspension. Any decision shall be decided by a simple majority vote. (President does not get a vote except in the event there is a tie.) The four (4) At-Large members of the Executive Committee will not participate in any decision relating to disciplinary actions or suspensions. (See Article IX)

Section F. INDEPENDENT ACTION: No member shall take independent action involving the use of the OWVFOA name without prior approval of the Executive Committee. Members wishing to do so must submit this request in writing to the Secretary/Treasurer.

Section G. Games: Being a member of the OWVFOA and registered with your appropriate State association does not guarantee you officiating assignment and does not obligate the the Association to assign you games.

#### **ARTICLE IV: DUES**

Section A. Membership dues shall be determined periodically by the Executive Committee.

Section B. The Secretary/Treasurer shall E-Mail an invoice for annual membership dues to each member before March 1, payable before April 1.

1. A ten dollar late fee will be assessed for any registration postmarked after April 1.
2. Any member not paying dues postmarked on or before April 15 will be dropped from OWVFOA membership and will be notified in writing before May 1.
3. Any member desiring to be reinstated after failing to pay the succeeding year's dues must submit a written request with board dues plus twenty dollar late fee to the Secretary/Treasurer before the State Association's make-up clinic.

4. All members shall provide a valid E-Mail address to the Secretary/Treasurer before March 1st.

#### **ARTICLE V: TRAINING PROGRAM**

Section A. TRAINING COURSE: Completion of a training course following State Association(s) course of study is mandatory to become an apprentice official.

Section B. The Executive Committee shall authorize all training courses and approve any instructor other than the Rules Interpreter.

Section C. The Executive Committee shall empower the training course instructor to:

1. Publicize the training course including dates, objectives, instruction, etc.
2. Notify State Association(s) of training dates.
3. Order rule books and other necessary materials.
4. Supply each trainee with OWVFOA Membership Application, summary of State Association(s) registration, and OWVFOA Constitution & By-Laws.
5. Encourage trainees to have their registration, physical examination and other requirements to the State Association(s) on time.
6. Submit roster including full name of each individual completing the course to the State Association(s) and Secretary/Treasurer.

Section D. APPRENTICE TRAINING SESSIONS shall be held one hour prior to each regular business meeting. These sessions will be conducted by the Rules Interpreter and/or Assistant Rules Interpreter:

1. Attendance at the apprentice training sessions does not fulfill state requirements for meeting attendance.
2. This training is in addition to State Association(s) requirements.

## **ARTICLE VI: OFFICERS**

Section A: The officers and their duties shall consist of:

1. PRESIDENT – Become familiar with OWVFOA By-Laws and basic parliamentary principles; preside over all meetings and maintain order according to those principles; appoint committee chairmen and members for both standing and special committees to facilitate work authorized by the Executive Committee.
2. VICE-PRESIDENT – Perform duties of the President in his/her absence.
3. SECRETARY/TREASURES – Keep an accurate record of the proceedings of the OWVFOA and its Executive Committee; serve as treasurer and keep a full and accurate account of all monies received and deposit same in the name of the OWVFOA; distribute all monies pursuant to the direction of the Executive Committee.
4. RULES INTERPRETER – Supervise the study of football rules, mechanics and philosophy; serve as instructor for training programs in accordance with Article V; preside over meeting; only member authorized to conduct State Association(s) for an official interpretation. Shall appoint Assistant Rules Interpreter and Ohio Mechanics Interpreter with approval of the Executive Committee.
5. ASSISTANT RULES INTERPRETER – Perform duties of the Rules Interpreter in his/her absence.
6. BOOKING AGENT/COMMISSIONER – Keep a current list of closed and open dates for all OWVFOA Members and assist schools in hiring those officials; serve as Little Kanawha Conference (LKC) Commissioner for the purpose of assigning officials to member schools' games. No other OWVFOA member is authorized to assume any of these duties or act in this capacity.
7. AT-LARGE EXECUTIVE COMMITTEE MEMBERS – Four members serving on executive and nominating committee.
8. OHIO MECHANICS INTERPRETER—Duties are to supervise the study of the Ohio football mechanics. Present any changes in Ohio mechanics to the membership. This person must not be the Rules Interpreter or Assistant Rules Interpreter.

Section B. TERM of office for all officers except the Booking Agent/Commissioner and Secretary/Treasure shall be one year:

1. Term of office for Booking Agent/Commissioner shall be determined by the Executive Committee.
2. Term of office for Secretary/Treasurer shall be 2 years, voted on by membership on even years.
3. Newly elected officers shall take office on January 1.

Section C. ELECTION of officers other than Booking Agent/Commissioner shall take place at the last regular business meeting of each calendar year:

1. No person shall hold more than one office at a time.
2. The four (4) At-Large Executive Committee Members shall serve as the Nominating Committee. They shall annually nominate qualified candidates for election to officers provided herein. Their report shall be made prior to the last regularly scheduled business meeting.
3. Following the Nominating Committee's report, additional nominations from individual OWVFOA members will be accepted. After that meeting, no further nominations will be accepted.
4. All elections shall be by secret ballot. If there is only one nomination for an office, the Secretary/Treasurer shall cast a unanimous ballot for that nominee.
5. Only active members in good standing shall be eligible for election of office or to vote.
6. Booking Agent/Commissioner shall be selected by the Executive Committee. The Booking Agent/Commissioner is excluded from voting when their name is nomination for this office.

Section D. REMOVAL: When, in the judgment of the Executive Committee, an officer is not fulfilling the obligation for which they are elected, or the best interest of the OWVFOA would be served, said Committee may remove that individual from office.

Section E. VACANCY in any office because of death, resignation, removal, disqualification or otherwise may be filled by the Executive Committee for the un-expired term.

#### **ARTICLE VII: EXECUTIVE COMMITTEE**

Section A. The Executive Committee shall consist of all officers except the Assistant Rules Interpreter and the Ohio Mechanics Interpreter. Included in the Executive Committee is the immediate Past President.

Section B. Five members of the Executive Committee constitute a quorum.

Section C. All Executive Committee members shall vote as follows:

1. President votes only in case of a tie vote.
2. There will be no proxy votes.
3. Majority shall be one-half plus one.

Section D. The Executive Committee may direct the President to appoint such committees as it may from time to time determine necessary and convenient in the conduct of the affairs and duties.

Section E. The Executive Committee shall meet when directed to do so by the President, or upon written request of five Executive Committee members.

Section F. The Executive Committee shall be designated to hear grievances. (See Article IX)

Section G. All members of the Executive Committee shall be notified by the Secretary/Treasurer or President of all Executive Committee meetings.

#### **ARTICLE VIII: MEETING**

Section A. Robert's Rules of Order shall be the guide for all meetings of the OWVFOA, and for amendments to the Constitution & By-Laws, except as otherwise provided herein.

Section B. The Executive Committee shall set at least ten regular meetings, three of which must be held prior the beginning of the high school varsity season. Seven business meetings shall be held at a central location. No more than three local meetings shall be scheduled.

Section C. The President shall call any special meetings.

Section D. All OWVFOA members shall be notified of all meetings by E-mail by the Secretary/Treasurer.

Section E. Regular Business Meetings shall be conducted according to the following agenda:

- I. Call to Order
- II. Play Situations and Rules Interpretation
- III. Reading of Minutes
- IV. Secretary/Treasure's Report
- V. Unfinished Business
- VI. New Business
- VII. Announcements
- VIII. Roll Call or Sign in Procedure
- IX. Adjournment

Section F. Attendance Requirements:

1. To receive credit for attendance members must be present during the entire play situations and rules interpretation session.
2. All members must attend at least two Regular Business Meetings.

#### **ARTICLE IX: GRIEVANCE**

Section A. The primary purpose of this shall be to obtain at the lowest level and in the shortest period, equitable solutions to grievance which may arise from time to time.

Section B. Nothing contained herein shall be construed as limiting the individual right of any OWVFOA member to discuss matters informally with any member of the Executive Committee or State Association(s).

Section C. The Executive Committee shall be available to assist all OWVFOA members with this grievance procedure.

Section D. Procedure:

1. OWVFOA member must submit their grievance in writing or email to the four (4) At-Large members of the Executive Committee.
2. The deciding officers shall submit a document explaining the reasoning behind their decision for the consideration of the Appeals Committee (At-Large members). A simple majority vote among the At-Large members is required to amend or reverse any decision.
3. The Appeals Committee (At-Large members) of the Executive Committee will answer the member's grievance in writing or E-mail within two weeks.



4. If the member is not satisfied with the At-Large members grievance response, they may move to Level II and submit a copy of the original grievance to the appropriate State Association Advisory Committee.

Section E. This procedure is intended to permit any member due process of any grievance. A member may also appeal disciplinary action for violating the Constitution & By-Laws rules specified in the State Association(s) Handbook(s).

#### **ARTICLE X: UNIFORM**

Section A. The uniforms to be used by OWVFOA members shall be designated by the State Association(s) and or national governing body. Where such requirements are not stated, the OWVFOA shall determine the proper uniform if they desire.

#### **ARTICLE XI: AMENDMENTS**

Section A. This Constitution and By-Laws may be amended by a two-thirds majority of the OWVFOA voting members present at any regular business meeting.

Section B. A proposed amendment must be submitted in writing at a regular business meeting, read, discussed then tabled until the next business meeting when it may be presented for formal enactment or rejection.

Section C. All amendments are to be voted on by secret ballot.

Section D. All amendments will be in accordance with State Association(s) Handbook(s).

#### **AMENDMENTS**

02/28/88.....The Ohio West Virginia Officials Association was organized in 1946 to serve officials from several sports. On February 28, 1988, the Ohio-West Virginia Football Officials Association was formed and adopted this Constitution & By-Laws.

12/09/93.....Article VII: Section C (voting of the Executive Committee)

08/14/96.....Article II: Section A (editorial change)  
Section B (moved from Article XI; Section A, editorial changes)  
Section C (moved from Article XIII; Section C)  
Section D (moved from Article XIII; Section G, editorial changes)

Article III: Section A (rewritten)  
Section B (editorial changes)  
Section C (added physical disability)  
Section D (moved from Article IV; Section C, (not eligible to vote)

Section E (added)  
Section F (moved from Article XIII; Section B (editorial changes)  
Section G (moved from Article XIII; Section A (editorial changes)

Article IV: Section A (editorial changes)  
Section B (Changes does payment dates)  
Section C (moved to Article III; Section D)

Article V: Section A (follow state course)  
Section B (other than Rules Interpreter)  
Section C (editorial changes)  
Section D (editorial changes)

Article VI: Section A (editorial changes, combined with Section D &  
article XIII; Section D)  
Section B (editorial changes)  
Section C (rewritten, no person shall hold more than one office)  
Section D (move to Section A, added REMOVAL)  
Section E (moved to Section C4, added VACANCY)

Article VII: Section A,B,C,D (editorial changes)  
Section E (moved to Article VI; Section C2 and replaced with  
Article VIII; Section G)  
Section F (added for Article IX; Section A)  
Section G (added)

Article VIII: Section A (editorial changes)  
Section B ( 3 meetings before varsity season)  
Section D,E,F (editorial changes)

Article IX: Section A (moved to Article VII; Section F)  
Section B,C,D,E,F (editorial changes)

Article X: Section A (editorial changes)

Article XI: Section A (moved to Article II; Section B)

Article XII: (changed to Article XI)

Article XIII: Section A (moved to Article III; Section G (editorial change)  
Section B (moved Article III; Section F with editorial changes)  
Section C (moved to Article II; Section C)  
Section D (moved to Article VI; Section A6)  
Section E (moved to Article III; Section A4)  
Section F (moved to Article VI; Section D)  
Section G (moved to Article II; Section D)

Article XIV: Section B (changed officers taking office to January 1)

10/17/10.....Article III: Eliminate Section G

Article VI: Section A (#4 additional duties)  
Section A (#7 At large from 3 to 4 members)  
Section A (#8 Defined duties)  
Section C (#2 At large from 3 to 4 members)

Article VII: Section A (members of Executive Committee)

Article VIII: Section E (order changes)

10/17/11 Article III: Added Section G

10/24/16 Article IV: Section B. (Delete mail, add e-mail)

Add Section B #4. All members shall provide a valid e-mail address to the  
Secretary/Treasurer before March 1<sup>st</sup>

Article VII: Section G. (Add Secretary or President)

Article VIII: Section D. (Delete in writing. Add by e-mail)

Article IX: Section D. Procedure 1(Change: in writing or e-mail)

2. (Change: in writing or e-mail)

10/2/18 Article III: Section E. (Rewritten)

Article VI: Officers Section B (added and Secretary/Treasure)  
(added 2. Term of office for Secretary/Treasurer shall  
be 2 years, voted on by membership on even years.)

Article IX: Grievance Section D (rewritten)

Associations name be corrected in the Constitution and Changed from OWFOA to  
OWVFOA.