

Douglas County Football Officials Association

By-Laws

1. By-Laws

- 1.1 The rules contained in “Robert’s Rules of Order” shall govern the Association in the transaction of all business to which they are applicable, and in which they are not in conflict with the Constitution and By-Laws of this Association.

2. Officers

- 2.1 Tenure of an officer, except the Member-at-Large and Boys and Girls Club Coordinator, shall be for a period of two years. The Member-at-Large, Boys and Girls Club Coordinator shall hold office for a one-year term. Any officer elected to an unexpired term shall serve until adjournment of the last meeting of the same year. Tenure of the Commissioner shall be for a period of three years.
- 2.2 The term of office for all members of the Executive Board shall commence on January 1 following their election and will end on the December 31 at the conclusion of their term.
- 2.3 In the case of any permanent vacancy of an officer exist due to resignation, death, or other personal reason, filling a vacancy shall be by nomination with an election during a meeting following the creation of such vacancy. Voting shall be according to Section 5.5 of the Constitution. The remaining members of the Executive Board may recommend officers who neglect their duties for removal from office. Removal requires a majority vote of members present at any regular meeting. The exception for this is for the office of Commissioner, as in Section 5.4 of the Constitution provides for election on a new Commissioner.
- 2.4 All Association officers shall attend all meetings except in the case of illness, or causes which are unavoidable.

3. Duties of Officers

- 3.1 **The President** will preside at all Association meetings, and sit as Chairman for meetings of the Executive Board. As Chairman of the Executive Board, he is responsible for providing and agenda. He is responsible for the success of the organization in accordance with the Constitution and By-Laws.
- 3.2 **The Vice-President** will assist the President in carrying out the business of the Association and shall assume the office of the President in the absence of that officer. The Vice-President will assist the Rules-Interpreter with the training of the Rookie class.
- 3.3 **The Secretary-Treasurer** shall keep the minutes of the Executive Board and the Association meetings. He shall maintain accurate attendance records of the Association members. It will be his duty to develop and distribute a regular season roster for the Association. He will deposit all funds for the Association in the bank, and primarily pay expenses by check. He shall maintain an itemized account of all receipts and expenditures and be prepared to make a financial report at each meeting.
- 3.4 **The Rules-Interpreter** is responsible for and acts as senior instructor for the interscholastic rules discussion conducted at each meeting and be responsible for the training of the Rookie class. If there is any dispute within the Association of a rule interpretation, it will be the responsibility of the Rules-Interpreter to contact the state authorities as necessary, to resolve the matter. He will report to the Association on the ruling and any pertinent justification involved for the ruling.
- 3.5 **The Member-at-Large** shall be the primary liaison between the membership and the Executive Board. Members who wish to suggest a course of action for the Association or wish to bring attention to specific problems or incident that occurred during the season should be encouraged to voice these items to the Executive Board through the Member-at-Large. Maintaining order on the floor during Association meetings, and he/she shall be in charge of the end-of-season banquet arrangements.
- 3.6 **The Boys and Girls Club Coordinator** is the primary liaison between the membership, the Executive Board and the Boys and Girls Club. The Coordinator will make all game assignments for the Boys and Girls Club games. The Executive Board can appoint any member in good standing to the position. The Coordinator is a non-voting member of the Executive Board.

4. Commissioner

- 4.1 The Commissioner shall make all game assignments to the officials. The Executive Board will retain the right to change any assignment after review of the schedule.
- 4.2 The Commissioner shall make whatever arrangements are necessary so that members of the Association will have the opportunity to take the examination necessary to become a certified football official for the OSAA.
- 4.3 The Commissioner shall maintain records of the proficiency of officials and be prepared to present supporting information for classification of officials.
- 4.4 The Commissioner must convey to the Association any and all reports obtained by him/her from schools or other organizations pertaining to the Association or the members.
- 4.5 The Commissioner shall observe and evaluate Probationary members and make recommendations for acceptance to Regular membership any such member who, in his/her opinion, possess the basic qualifications of a football official, or recommend for rejection to further participation in the Association any Probationary member who does not possess the basic qualifications of a football official.
- 4.6 The Commissioner is the liaison between the OSAA and the Association, and between the schools and the Association.
- 4.7 The Commissioner will attend Executive Board meetings during the regular season. In case of a tie on any vote of the Executive Board, the Commissioner shall have the tie-breaking vote.
- 4.8 The length of the Commissioner's term is three years. He/she may succeed himself/herself.
- 4.9 The Commissioner is not to officiate unless an emergency arises or there is a need of an "on the field evaluation" of a Probationary official. In either case, the Executive Board must be aware of the situation.

5. Duties of the Executive Board

- 5.1 The Board may draft amendment(s) to the Constitution or By-Laws as the need arise.
- 5.2 The Board Shall:
 - 5.2.1 Conduct an investigation of each case referred to it involving expulsion of a member.

- 5.2.2 Investigate all grievances involving the Association or its members.
- 5.2.3 Recommend all fee(s) for the management and administration of the Association.
- 5.2.4 Make assignments if the Commissioner is unable to do so, and perform such other duties as may be assigned to it by the President.
- 5.2.5 Review and be ultimately responsible for all game assignments.
- 5.3 A quorum for the transaction of any business by the Executive Board shall consist of four out of the six voting members.

6. Attendance and Assignments

- 6.1 The membership is required to attend all meetings. Members missing a meeting due to working a game or personal reasons need to notify a member of the Executive Board prior to the meeting. The minimum number of six Local Association study meetings or 10 hours of training shall be completed on or before November 1. A member upon missing 3 meetings that are not excused shall not be assigned any games during the next assignment period.
- 6.2 Assignments:
 - 6.2.1 Its members will work only games assigned or sanctioned through the Association. Penalty for this shall be forfeiture of game fees to the Association and/or expulsion of the member.
 - 6.2.2 A member must be present, unless otherwise excused, at three meetings before assigned games.
 - 6.2.3 It is the responsibility of all members to avoid personal conflicts, which will interfere with the assignment of games during the regular season. If such a conflict exists, or does arise, the member shall make the Commissioner or a member of the Executive Board aware of the situation as soon as possible.
 - 6.2.4 All members will accept game assignments as made by the Commissioner. A member shall only be excused from an assignment for:
 - 6.2.4.1 An unavoidable personal conflict
 - 6.2.4.2 By demonstrating to the satisfaction of the Commissioner and the Executive Board that he cannot fairly administer the game assigned.
 - 6.2.5 Minimum Conflict of Interest Standards (Varsity Only): Unless the athletic directors of the schools involved in the contest and the assigning Commissioner agree, no official shall be assigned to a Varsity contest if:
 - 6.2.5.1 The contest involves a school currently attended by the official's child or stepchild.

- 6.2.5.2 The contest involves a school at which the official or a member of his/her immediate family¹ is a current employee or coach.
- 6.2.5.3 An immediate family member of the official is a team member of one of the involved teams.
- 6.2.5.4 The contest involves a school from which the official has graduated within the last four years.
- 6.2.5.5 There are other factors or relationships between the official and a participating school. In the judgement of the Commissioner or the official, might give rise to the appearance of a conflict of interest.
- 6.2.6 Members shall not fail to appear for an assigned game unless excused by the Commissioner. Unless for good cause shown, such as illness, accident or extreme family emergency, a member who has an unexcused absence from a game shall be suspended for the balance of the season or until such time as the Executive Board reviews the situation and reinstates the officials to a Member in Good Standing status. Failure to meet any game assignment shall automatically mean forfeiture of game fees. It is the responsibility of the member(s) involved to notify the Commissioner of the change for payroll records.
- 6.2.7 Members shall not smoke or use any tobacco products on or around my school property before, during, or after games. This applies not only to the officials assigned to a particular game but also to any member of the Association who may attend the game.
- 6.2.8 An Association member shall not work a game while under the influence of alcohol or a controlled substance. In any event, an official shall not consume alcohol or a controlled substance for 12 hours prior to a game. "Controlled Substance" includes prescription medication listed in OAR 855-80-015 through 855-80-105. When in doubt it is the member's responsibility to check with their physician or pharmacist.

7. Certification

- 7.1 A probationary member must be at least 18 years of age, a high school graduate, have good moral character, and meet the requirements established by the Executive Board and the OSAA.

¹ Definition of "immediate family": spouse, parents and grandparents, children and grandchildren (including adopted and step), brother and sister, mother and father-in-law, brother and sister-in-law, daughter and son-in-law.

- 7.2 Probationary and Regular members must pay their current packet fees prior to taking the OSAA test.
- 7.3 In order to be certified, OSAA Football Official, members must score at least 75% on the National Federation Central Hub unless the OAOA Executive Director grants an exception in accordance with OAOA requirements.
- 7.4 State Playoff/Championship Officials shall meet each of the following requirements:
 - 7.4.1 Achieve a score of at least 90% on the NFHS Rules Examination.
 - 7.4.2 OAOA will/shall establish training requirements, as it deems necessary. It is the responsibility of individual officials to be current with the required attendance of the courses, clinics, camps, or other certifying procedures approved by the governing Executive Board of the applicable sport.