

MARYLAND BOARD OF FOOTBALL OFFICIALS
BY-LAWS (Approved August 6, 2018)

I. NAME

This organization shall be known as the Maryland Board of Football Officials, Inc. and shall hereinafter be referred to as the "Board".

II. SERVICE

The Board shall provide football officiating services to any school or organization with whom the Board has established a contractual relationship.

III. DEFINITIONS

The following definitions apply to these bylaws:

- Regular Member – an official who has successfully completed probationary levels as defined in this section, and has been approved by a majority vote of the Regular Members in attendance at the annual meeting. Regular Members are entitled to vote.
- Probationary Member – any official who has not yet been accepted into regular membership. Probationary members shall be further classified as "applicant", probationary 1 ("P1"), or probationary 2 ("P2"). An applicant is an individual who has applied for membership. Probationary 1 and 2 members are those officials who have successfully completed the requirements of an applicant, but have not yet been accepted as a regular member.
- Transfer Applicant – an official who has experience as a high school football official as a member of another association or organization and who seeks to join the Board without completing the regular application process.
- Off-field Official – any individual who accepts assignments as chain crew members or timers on behalf of the Board.
- Inactive Member – Regular members who are not entitled to accept game assignments on behalf of the Board. Unless otherwise specified in these bylaws, inactive members do not retain the right to vote.
- Active Member – those regular, probationary, and transfer members who accept assignments on behalf of the Board.
- Honorary Member – a Regular Member who has served at least 10 years and does not accept any assignments on behalf of the Board.
- Executive Committee – means, collectively, the President, Vice President, Secretary, Treasurer, the most recent past President retaining membership, the Chairperson of the Membership Committee, and three (3) members at large.

IV. MEMBERSHIP

A. Application for Membership and Membership Responsibilities

1. Requirements of Applicants

- a. Be not less than 18 years of age as of September 1 in the year of application;
- b. Pay an application fee as determined by the Executive Committee;
- c. Apply in writing on the prescribed form and supply sufficient information to enable the Membership Committee to verify the application
- d. Attend meetings, classroom instruction, and field work as prescribed by the Membership Committee for a minimum of one football season
- e. Pass the pre-season test mandated by the State of Maryland and the end of year test mandated by the Membership Committee

2. Elevation from Applicant to Probationary 1:

- a. In order to be elevated from Applicant to P1, Applicants must be recommended for promotion by the Membership Committee to the regular members at the Annual Meeting. A majority vote of the regular members in attendance at the Annual Meeting is required to accept the recommendation of promotion.
- b. If an applicant is not elevated to P1 status in the year of application, the applicant may reapply for membership the following year and shall pay a new fee.

3. Elevation from Probationary 1 to Probationary 2:

- a. In order to be elevated from P1 to P2, P1 officials must be recommended for promotion by the Membership Committee to the regular members at the Annual Meeting. A majority vote of the regular members in attendance at the Annual Meeting is required to accept the recommendation of promotion.

- b. If a member is not elevated to P2 status, they will remain as a P1.
4. Elevation from Probationary 2 to Regular Member
- a. In order to be elevated from P2 to Regular Member, P2 officials must be recommended for promotion by the Membership Committee to the regular members at the Annual Meeting. A majority vote of the regular members in attendance at the annual business meeting is required to accept the recommendation of promotion.
- b. If a probationary 2 is not elevated to regular member status, they will remain as a P2.
5. The application process outlined in the above paragraphs of this Article shall be known as the "three-step application process".
6. The elevation of applicant and probationary members shall become effective at the conclusion of the annual banquet in the year that the member was elevated.
7. If an official has not been elevated to a regular member by the completion of the 5th year from the official's initial application, that official shall not be permitted to continue with the process to become a regular member. That official shall not be accepted as an applicant for a period of at least two years. The official may, however, be given chain crew assignments during the two-year period of inactivity, at the discretion of the Commissioner.
8. Requirements for Transfers Applicants
- a. An official who seeks to join the Board without completing the three-step application process due to previous experience as a high school football official shall:
1. Apply in writing by submitting the required information to the chairperson of the Membership Committee
 2. Submit verifiable information from the transfer applicant's former association and/or commissioner describing the transfer applicant's previous experience as a high school official, including contact information for the former association or commissioner, and
 3. Pay applicable dues for the current year.
- b. Upon receipt of a transfer application, the Membership Committee shall:
1. Review the application and all provided information to determine if the transfer applicant has sufficient experience as a high school football official that the individual is likely to be an effective official without completing the three-step application process, and
 2. After an appropriate period of observation of the individual both on the field and in the classroom, present a recommendation to the Executive Committee that the official be accepted or rejected as a transfer applicant. The Executive Committee will then vote to approve or reject that recommendation. If the individual is not accepted as a transfer applicant, the individual will be permitted to proceed with an application for membership through the three-step application process.
- c. Individuals accepted by the Executive Committee as transfers applicants will be immediately classified as probationary 2 members and are subject to the same requirements as P2 members.
9. Requirements of Regular Members
- a. For each football season, regular members must:
1. Pay dues and fines as required
 2. Attend at least five regular meetings held by the Board
 3. Attend both the interpretation and annual meeting, and
 4. Pass an annual examination on the rules and mechanics as required by the State of Maryland
- b. A regular member who fails to meet requirements 1, 2, or 3, of subparagraph 9.a of this section during or after a football season shall immediately become an inactive member until the regular member has cured the deficiencies by paying all fines levied pursuant to these bylaws. Upon satisfaction of all outstanding dues and fines, the regular member shall be reinstated as an active member.
- c. A regular member who does not meet requirement 4 of subparagraph 9.a of this section shall become an inactive member for the current football season and may not be assigned to on-field positions on behalf of the Board in any game which utilizes the National Federation of State High School Associations (NFHS) football rulebook. The regular member retains their ability to vote during the football season in which they are an inactive member. The regular member's status will be restored on January 1 of the succeeding year unless the member is also subject to section A.9(b) of this Article.

B. Discretionary Termination of Membership

1. The Executive Committee may terminate the membership of any member for any of the following reasons:
 - a. Failure to pay dues in a timely manner
 - b. Failure to meet attendance requirements as established by these bylaws for two (2) consecutive years
 - c. Repeated violations of the constitution, bylaws, or other policies of the Board, or
 - d. Misconduct by the member which is clearly prejudicial to the good order and conduct of the Board.
2. Action to terminate membership for reasons under this section shall be initiated by the Executive Committee, in consultation with the chairperson of the Legal Committee, which shall notify the member in writing by email of the following:
 - a. The proposed termination of membership, and
 - b. The specific violations of the constitution, bylaws, policies, or the instances of misconduct on which the proposed termination is based.
 - i. The notice of violation involving misconduct should, when possible, inform the member of the time, place, persons and specific acts of misconduct involved
 - ii. The member shall have the right to know the name of any person supplying information to the Board relative to misconduct
 - c. The member shall be informed of the right to submit a written rebuttal within twenty-one (21) days of the date of the Executive Committee's letter, and
 - d. The member shall be informed of the right to appear before the Executive Committee, in person, on a specified date to present a rebuttal
3. The Executive Committee shall consider the violations upon which the recommended termination is based and any written or oral rebuttal presented by the member and render a decision in writing within seven (7) days to the member.
4. The Executive Committee may, in its discretion, vote to suspend the member, in lieu of termination, after being presented with all relevant information. The maximum suspension length is 365 days. The Executive Committee may also impose additional sanctions or conditions in addition to a suspension.
5. If the decision of the Executive Committee is to terminate membership, the member will be informed of his right to appeal the decision of the Executive Committee to the Board by submitting a letter to the President of the Board within fourteen (14) days of the date of the Executive Committee's letter of decision to the member. The letter submitted to the President will include any matter which the member wishes the Board to consider in connection with the member's appeal. No right to appeal exists any sanction other than termination of membership.
6. At the next regular meeting of the Board, the President shall submit the original statement of violations emailed to the member by the Executive Committee and the member's letter of appeal to the Board for consideration. The member may not appear in person.
7. The regular members will vote on the appeal. A 2/3 majority of those regular members present is necessary to set aside a termination.
8. An individual whose membership was terminated pursuant to this subsection may reapply for membership after a period of two years by submitting a written request to the President. The written request shall include information as to why the individual should be granted membership. The Executive Committee will vote on whether to restore the individual's membership and, if so, in which membership category.

C. Mandatory Termination of Membership

1. The Executive Committee shall terminate the membership of any member if that individual (1) is charged with a crime which is or would be a felony under Maryland law, (2) is charged with any crime which is or would be considered a sex offense under Maryland Law, (3) is charged with any crime which is or would be considered a crime of domestic violence under Maryland law, or (4) appears on any sex offender or child abuse registry in any state of the United States.
2. An action to terminate an individual's membership based upon this subsection shall be initiated by the Executive Committee, in consultation with the chairperson of the Legal Committee, which shall:
 - a. Notify the member in writing by email to the last known email address as reflected in the records of the Board, that the individual's membership is summarily terminated.

- b. An individual whose membership has been terminated pursuant to this section may reapply for membership upon proof that the individual is no longer subject to the conditions of paragraph C.1 of this Article.
 3. It shall be the affirmative obligation of each member to inform the Executive Committee within three days if the member believes he or she is subject to the provisions of paragraph C.1 of this Article.

V. OFFICERS AND EXECUTIVE COMMITTEE

A. Officers

1. President – The President is the leader of the Board and is responsible for its overall organization and operation. The President shall: preside at all meetings of the Board and Executive Committee, make every effort to further the policies of the Board, conduct all negotiations on behalf of the Board not specifically delegated otherwise, shall appoint regular members to serve on committees; and serve as an ex-officio on all committees
2. Vice-President – The Vice President shall perform the duties of the President in his or her absence or inability to act and shall perform other duties as assigned by the President.
3. Secretary – The Secretary shall:
 - a. Keep accurate minutes of all meetings of the Board, the Executive Committee, and any other official activities of the Board
 - b. Provide for the reading and/or distribution of minutes of the Executive Committee at the next regular membership meeting of the Board
 - c. Prepare and have available a roster of members and other qualified officials containing their name, applicant year, membership classification, home address, phone number and email address
 - d. Notify all members of the date, time and place of meetings of the Board
 - e. Keep an accurate record of each member's attendance at meetings
 - f. Conduct all correspondence of the Board not specifically delegated otherwise
 - g. Preserve all records, including files of incoming and outgoing correspondence, and
 - h. Have available to all regular and probationary members a copy of the Charter and Bylaws.
4. Treasurer – The Treasurer shall:
 - a. Send a statement of annual dues and fines for the succeeding football season to each member by December 1 of each year
 - b. Keep an accurate record of all dues and fines paid by each member
 - c. Receive and dispense all funds of the Board, record all transactions, and deposit such funds in the name of the Board
 - d. Report to the Board all members delinquent in dues and fines
 - e. Prepare a financial report for presentation at the annual meeting, indicating balances forwarded and on hand, amounts and sources of monies received, and amount and recipient of all monies paid; a copy thereof to be filed with the minutes of the meeting, and
 - f. Perform all duties by using an online accounting software, such as QuickBooks online, in order to improve the bookkeeping process.

B. Members at Large

Three members at large shall serve on the Executive Committee. There shall be one member at large elected from each of the following groups of membership:

- 1-5 years of active membership
- 6-10 years of active membership
- 11 years or more of active membership

C. Executive Committee

The Executive Committee is charged with the responsibility to manage and direct the affairs and formulate policies of the Board, to act on behalf of the Board in accordance with these bylaws during those periods when the Board is not having regular meetings and to act on any matter referred to it by the President.

D. All officers and members of the Executive Committee must be regular members.

E. In the event of a vacancy on the Executive Committee, the President shall appoint a regular member to fulfil that position within 14 days of creation of the vacancy. An individual appointed to the Executive Committee under this provision shall serve for the remainder of that football season and must stand for election at the next annual meeting in order to continue in that position. If the President position becomes vacant, the Vice President shall become President.

F. All incoming and outgoing members of the Executive Committee will meet along with the Chair of the Audit Committee and the Chair of the Legal Committee. The meeting is to be conducted prior to the change of

officers and their responsibilities. All committee reports, minutes of the meetings of the membership and the Executive Committee are to be available in good order. All bank statements, deposit slips, bills supporting any disbursements, invoices, invoices supporting collecting of funds other than dues listing of all members who paid dues and the date of such and other supporting documents that relate to the payment of dues and other transactions. Minutes of the transition meeting are taken and duly approved.

VI. COMMISSIONER

The Commissioner shall make all officiating assignments within his or her sole discretion.

VII. DUES AND FINES

- A. Each active member shall pay annual dues as established by the Executive Committee.
- B. Any regular member who has served at least 30 years of membership to the Board shall pay half of the dues of assessed to regular members.
- C. The Executive Committee shall impose a fine of \$10 to any member that fails to pay his or her dues by January 31 of the year following the previous football season. An additional \$10 fine shall be added for each month thereafter that the member is delinquent.
- D. The Executive Committee shall impose a fine of \$5 for to each member who does not attend a mandatory meeting. A "mandatory meeting" is a meeting of the Board where attendance by all active members is compulsory. An active member may be excused from attendance at a mandatory meeting for good cause as submitted to and accepted by the Executive Committee.
- E. The Executive Committee shall impose a fine of \$5 to each member for every regular meeting missed in excess of three (3) meetings.
- F. A regular member who does not complete at least one preseason scrimmage shall be assessed a fine equivalent to the take-home fee for one public school varsity game.
- G. Any appeal of a fine imposed shall be made in writing and filed with the Executive Committee no later than January 31st of the year following the end of the previous year's football season. If the fine is not levied before January 1st of the year set forth above, the appeal shall be made in writing within thirty (30) calendar days of the date the member is notified of the fine. An untimely appeal shall be summarily denied.
- H. The Executive Committee may waive or reduce the fines levied in this Article for good cause shown. Any check charges assessed against the Board because of a returned check from a member shall be reimbursed to the Board by the member as a condition of continued membership.

VIII. MEETINGS

The Board shall hold the following meetings:

- A. Annual Meeting – A meeting of the Board will take place at the end of each season at such time and place as the Executive Committee shall determine. This meeting shall be a mandatory meeting.
- B. Interpretation Meetings – Each active member must attend one annual rules interpretation meeting conducted by the State of Maryland and provide proof thereof. This meeting shall be a mandatory meeting.
- C. Regular Membership Meetings - The Board shall hold at least eight regular membership meetings before and during each season at such times and places as the Executive Committee shall determine.
- D. Special Meetings – Special meetings of the Board shall be held at the call of the President upon his or her own motion or when requested by a majority of the Executive Committee. This meeting shall be a mandatory meeting.

IX. VOTE AND QUORUM

- A. Fifty-one percent (51%) of the regular members shall constitute a quorum for the purposes of meetings of the Board. Five members of the Executive Committee shall constitute a quorum for the purposes of meetings of said committee. No votes may occur at any meeting in which a quorum is not present.
- B. Unless otherwise stated in these Bylaws, a simple majority of the members present at any meeting of the Board or committee of the Board is necessary to approve an action submitted for vote.

X. COMMITTEES

The following committees are established as standing committees of the Board. Unless otherwise specified, the President shall appoint all members and shall designate a chairperson for each committee.

1. Membership – To be composed of at least six members. Two members are to be appointed each year for a three-year term and members may be reappointed. Duties shall include acceptance of applications for

membership, testing, evaluation, and recommendation for admission to membership of probationary and transfer members. This committee shall conduct a training program for applicants and probationary members covering rules and mechanics, observe and/or evaluate reports of field work, prepare and supervise a written examination, and otherwise verify all qualifications necessary for admission to membership. The committee may, at any time, recommend to the exec committee that an award be given to a member for exemplary conduct.

2. Banquet and Awards – To be composed of at least three members, who shall handle all necessary details associated with the annual banquet of the Board (in accordance with budget restrictions and the desires of the general membership). The committee shall identify those members whom have met the requirements to obtain longevity awards as established by the Executive Committee and shall arrange for the purchase and presentation of such awards during the annual banquet. The Secretary shall ensure that the committee has an accurate copy of the annual roster of members.
3. Publicity Committee – To be composed of two members who shall ensure the Board received sufficient media coverage to attract qualified applicants for membership in the Board. The committee shall, as directed by the Executive Committee, provide appropriate media coverage of awards, activities, and accomplishments of the Board or its members.
4. Election Committee – To be composed of three members who shall organize and run the nomination and election of officers and members at large for each year at the annual meeting. The chairperson shall follow the procedures for electronic voting as outlined in Article XI, below.
5. Financing and Auditing Committee - To be composed of three members and the Treasurer whose duties will be to draw an operating budget and recommend a dues schedule for the following year, review and audit all accounts of the Board, and present the results of the annual audit at the Annual Meeting.
6. Rules and Mechanics Committee – To be composed of at least five members who shall, at a minimum, represent each field position on a five-man high school crew. The chairperson shall act as the rules interpreter for the Board. The committee shall also conduct an annual review for Board of the rules and mechanics including changes thereto. The committee shall also ensure a uniform mechanics manual exists for the Board. The committee shall be responsible for conducting an annual review of mechanics used by the Board and suggesting changes to the mechanics manual. The committee shall also be responsible for establishing and maintaining a film and/or video library for education and training purposes. The committee may adopt any mechanics manual established by the State of Maryland for use by the Board. The chairperson may also attend any clinics or trainings for coaches, athletic directors, or other school personnel.
7. Legal Committee – To be composed of at least three members, one of whom shall be the Secretary. The committee's duties shall be to make recommendations for changes in the Bylaws and advise the Board in any matter of a legal nature that effects Board members in their capacity as game officials. The Legal Committee shall provide advice to the Executive Committee as to the interpretation of the constitution, bylaws, or other policies of the Board.
8. Scrimmage Committee – To be composed of at least two members who, in coordination with the Membership committee, shall contact coaches and athletic directors of all schools serviced by the Board to arrange scrimmage schedules, coordinate planning of scrimmages for all members and applicants, transmit to the Treasurer information necessary to properly invoice the schools for completed scrimmages, and maintain an accurate record of scrimmages worked by each member.
9. Attendance Committee – To be composed of at least two members. The committee shall establish procedures to ensure accurate recording of attendance by regular, transfer, and probationary members at meetings conducted by the Board. The committee shall report attendance to the Secretary as directed, and assist the Secretary and Treasurer in maintaining accurate record of attendance to be utilized by the Executive Committee and the Finance and Audit Committee as permitted by these bylaws.
10. The Menton Award Committee
 - A. The committee shall be comprised of the three most recent recipients of the award who maintaining regular membership in the Board. The most recent winner of the award maintaining membership shall be the chairperson of the committee.
 - B. To be eligible to receive The Menton Award, a regular member must obtain eight years of membership in the Board and exemplify those humanistic qualities of self-discipline, loyalty, cooperativeness, firmness, and fairness, such characteristic of A. Paul Menton, founding official and first commissioner of the Board.
 - C. There is no requirement that the award be presented each year.
 - D. No member may win the award more than once.
 - E. Voting for the Menton Award shall occur in the manner described in Article XI below for election officers. Each year, the Menton Award Committee shall produce a list containing those members who are eligible for the award and shall provide that list to the chairperson of the Election Committee to be included on the electronic ballot. Those regular members eligible to vote may rank up to three recipients for the

award. The Chairperson of the Election Committee shall provide the results of the Menton Award Committee within seven days of the conclusion of voting. The members of the Menton Award Committee shall total the votes and identify the top three vote recipients, as voted upon by the membership. In totaling votes, the Committee shall award three points for first place, two points for second place, and one point for third place.

- F. Upon completion of the vote, the committee shall review the results. The committee shall then determine which of the top three candidates best exemplifies the characteristics outlined in paragraph B, above. If the committee does not unanimously believe any of the top three vote recipients meets all the established qualifications, no award shall be given that year.
 - G. The Menton Award, if presented, will be awarded at the Annual Banquet. The chairperson of the Menton Award Committee, or his/her designee, shall make the presentation.
11. Assignment Committee – To be comprised of three regular members who shall be elected in the same manner as officers of the Board as outlined in Article XI, below. The committee shall assist the Commissioner in his or her responsibilities of assigning officials to games worked by the Board. Committee members are to be elected for two-year terms and may never serve on the Committee again upon the expiration of their term. The president shall appoint a regular member to fulfil any vacancy on the assignment committee, subject to the conditions of Article V, Section E.
12. Ad Hoc committees – The President may establish any ad hoc committee he or she deems necessary.

XI. ELECTIONS

- A. The officers and members at large shall be elected for a term of one year at the annual meeting. The President, Vice President, and members at large shall not serve more than two consecutive years in the same capacity. The incoming Executive Committee shall take office at the conclusion of the annual banquet.
- B. For elections of the Executive Committee, the candidate who receives the most votes will be declared the winner. If an election results in a tie, a runoff election will occur between the tied candidates until one candidate prevails. For election to the Assignment committee, the top three vote recipients shall be declared the winners. Voting for the Menton Award will occur as outlined in Article X, Section 10 of these bylaws though the electronic voting process described in this Article.
- C. Election of the Executive Committee, members of the Assignment Committee, and voting on annual awards shall be held by electronic ballot in the manner described in this Article. Voting on bylaw amendments shall occur as outline in Article XIII below though the electronic voting process described in this Article.
- D. Electronic Voting Procedures
 - 1. The chairperson of the Election Committee shall be the individual who conducts the election. If the chairperson of the Election Committee is a candidate for any office, any member of the Election Committee who is not a candidate for office shall oversee the electronic vote.
 - 2. Nominations for officers and members of the Assignment Committee shall occur prior to the final regular membership meeting.
 - 3. At the last regular membership meeting, the candidates for office and the assignment committee shall be provided an opportunity to address the membership.
 - 4. Within 48 hours of the conclusion of the last regular membership meeting, all regular members who are eligible to vote shall be sent an electronic ballot containing all matters under consideration to the email address on record with the Board.
 - 5. All electronic ballots must be completed within 72 hours from the time they are sent.
 - 6. The chairperson of the Election Committee (or his or her designee) shall provide the results of the election to the Executive Committee within 24 hours of the conclusion of voting.
 - 7. The chairperson of the Election Committee (or his or her designee) shall then inform the membership of the results of the election at the annual meeting.
 - 8. The results and vote tallies of any election of the Board shall be maintained so as to permit an audit by the Finance and Audit Committee. Upon request, candidates for office will be informed of the vote count of their respective election.

XII. ORDER OF BUSINESS

- A. Parliamentary procedures under the Charter and Bylaws of this Board shall be governed by Robert's Rule of Order Revised.
- B. Except when special order of business shall have been established by the Executive Committee the following shall apply:
 - 1. Roll call
 - 2. Minutes of the previous meeting
 - 3. Treasurer's report

4. Communications
5. Reports of Committees
6. Unfinished business
7. New business
8. Election of officers
9. Adjournment

- C. Minutes of previous meetings, treasurer's report, and reports of committees shall be provided to members at least 24 hours prior to a regular meeting by email communication from the Secretary. A vote may then be taken at the meeting to ratify the materials as submitted.

XIII. AMENDMENTS

- A. Proposed amendments to these Bylaws may be made by recommendation of the Legal Committee, Executive Committee, or by any regular member.
- B. All proposed bylaw amendments must be presented to the Chairperson of the Legal Committee no later than two weeks prior to the final regular membership meeting. At least seven (7) days prior to final regular membership meeting or a special meeting called for the purpose of amending the bylaws, the Secretary shall notify all members by email of the proposed changes to the bylaws.
- C. Discussion of proposed bylaw amendments shall occur at the final regular membership meeting or a special meeting called for the purpose of amending the bylaws.
- D. Voting on bylaw amendments shall occur using the electronic voting process outlined in Article XI, Section D.
- E. These Bylaws may be amended by a two-thirds (2/3) vote of the regular members.