

## MARYLAND BOARD OF FOOTBALL OFFICIALS

### BY-LAWS (updated November 2012)

#### I. NAME

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

#### II. SERVICE

The Board shall serve any secondary school with whom the Board has established a working relationship.

#### III. MEMBERSHIP

##### A. Classification of Members

1. Active - Those qualified to accept game appointments. They are required to pay dues, attend 50% of the meetings held by the Board and take an annual examination on the rules and mechanics. Members in this category, with the exception of those in applicant status, are members-in-good-standing and are entitled to vote.
2. Inactive - Status granted to those members not accepting game appointments. Dues are applicable, but attendance at meetings is not required. Only Inactive Members who are in attendance at any given meeting shall be considered members-in-good-standing and entitled to vote for purposes of that meeting.
3. Honorary - Status bestowed by the Board on request to those who have been active members for ten (10) years or more. No dues are applicable and such members are welcome at all meetings. They may attend the annual banquet upon payment of the cost thereof. Membership in this category does not reserve the right to reinstatement to active status nor the right to vote.
4. Members-In-Good-standing - Members as listed in 1 and 2 above, but as restricted therein.
5. Disqualification – Any person accused of a crime which is or would be a felony under Maryland Law, or accused of a sex offense or the equivalent under Maryland Law, or any person whose name appears in a sex offender or child abuse registry in any state of the United States is disqualified from membership.
  - a. Each member shall certify annually, that he or she is not “disqualified” for the purposes of this section or upon failure to do so, shall be considered as “disqualified”.
6. Game timers, provided they have at least ten years service to the Board as an on field official, shall be entitled to the same rights and privileges as a full member.

##### B. Application for Membership

### 1. Qualifications for Applicants

- a. Be not less than 18 years of age as of September 1 in the year of application.
- b. The above requirement may be waived by the Executive Committee upon recommendation of the Membership Committee; no applications for the current season will be considered after the third regular meeting.

### 2. Requirements of Applicants

- a. Pay an application fee to be determined by the Executive Committee that is recommended by the Executive Board and approved by the general membership.
- b. Submit an application in writing on the prescribed form, (the burden of proof of qualifications is upon the applicant), and supply sufficient information to enable the Membership Committee to verify the application.
- c. Attendance at meetings, classroom instruction, and field work as prescribed by the Membership Committee.
- d. Must be available to accept scholastic junior varsity and under squad appointments if tendered by the Commissioner; no applicants shall be assigned to varsity level games until he has satisfactorily completed one full season as a working official unless approved by an Officer of the Board.
- e. If not recommended for admission to membership in the year of application, the applicant may reapply for membership the following year and a new fee is applicable.
- f. Applicants may attend the annual banquet upon payment of the applicable cost thereof.

### 3. Requirements for Transfers

- a. Present credentials from former Association and/or Commissioner to the Membership Committee.
- b. Pay applicable dues for the current year.
- c. Secure the approval of the Executive Committee upon recommendation of the Membership Committee.
- d. Individuals accepted as Transfers shall be required to serve in extended applicant (probationary) status for at least one (1) year.

## C. Admission to Membership

1. Fulfill all the requirements of applicants.

2. Secure the recommendation of the Membership Committee which should be based on:

- a. Examination - consisting of questions on rules and manual; said examination given a value of up to 40 points for final evaluation purposes.

- b. Attendance at meetings assigned a value of up to 20 points.
  - c. Field work - consisting of scrimmages and assigned games; said field work given a value of up to 40 points based on coaches evaluations, reports by other officials and evaluation by Membership Committee.
  - d. A total score of 75 points is considered necessary for acceptance.
  - e. Said recommendation of Membership Committee shall be presented to the Board at the annual meeting for approval; and membership shall be effective upon payments of dues and any other fees within 30 days of notice thereof.
  - f. Qualified Officials - Qualified Officials for the purposes of these bylaws shall be those officials who successfully pass a written examination on rules and mechanics of football.
  - g. Member Benefit - No personal benefit shall inure to any member of the Board.
3. Extension of Applicant's Status - A probationary period of two years from date of admission is established during which the Board will have a better opportunity to evaluate potential and interest of the applicant. Said probationary official is responsible for all regular dues and fees; shall attend a minimum of 12 hours meetings and/or instructions during the first probationary period; and shall not be assigned to varsity level games unless he/she has satisfactorily completed one full season as a working official.

D. Termination of Membership

1. The Board may terminate the membership of a member for any of the following reasons:
- a. Failure to pay dues in a timely manner;
  - b. Failure to meet attendance requirements set out in Article III, Sec. A1 for each of two (2) consecutive years;
  - c. Repeated violations of the constitution, bylaws or other policies of the Board;
  - d. Misconduct by the member which is clearly prejudicial to the good order and conduct of the Board.
  - e. A member becoming "disqualified" for the purposes of section III A.5 hereof.
2. Action to terminate membership for reasons under subsections 1 (a) through (e) above shall be initiated by the Executive Committee which shall:
- a. Notify the member in writing by first-class mail of the following:
    - 1. The proposed termination of membership.
    - 2. 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;
    - iii. The right of the member to submit a written rebuttal within twenty-one (21) days of the date of the Executive Committee's letter;
    - iv. The right of the member to appear before the Executive Committee, in person, on a specified date to present a rebuttal.
3. Action to terminate membership for reasons under subsections 1(e) above shall be initiated by the Executive Committee which shall:
  - a. Notify the member by first class mail sent to the last known address as reflected in the records of the Board, that the member's membership is summarily terminated until such time as the member can show proof deemed acceptable to the Board that he or she is no longer "disqualified" for the purposes of section III A.5 hereof.
4. The Executive Committee shall consider the violations upon which the recommended suspension 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.
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 him/her. 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.
6. At the next regular meeting of the Board, the President shall submit the original statement of violations mailed 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 Board will vote on the appeal with a 2/3 majority of those present necessary to set aside a termination.

IV. OFFICERS AND BOARD OF DIRECTORS  
A. Officers

1. President - Shall preside at all meetings of the Board and Executive Committee, shall make every effort to further the policies of the Board, conduct all negotiations on behalf of the Board not specifically delegated otherwise, and shall appoint all committees herein provided and such other committees as necessary to properly administer the affairs of the Board serving ex- officio on all committees and reserving the right to revoke said appointments.
2. Vice-President - Shall perform the duties of the President in his/her absence or inability to act.
3. Secretary -
  - a. Shall keep accurate minutes of all meetings of the Board, the Executive Committee, and any other official activities of the Board; and the following other duties:
  - 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, business and home phone numbers.
  - 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.
  - h. Have available to all members and applicants a copy of the Charter and Bylaws.
4. Treasurer -
  - a. Shall send a statement for annual dues and fines, if any, for succeeding year to each member by December 1 of each year and the following duties:
  - b. Keep an accurate record of all dues 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.
  - 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.

**B. BOARD OF DIRECTORS**

As provided for in Article Six (6) of the Corporate Charter, the Directors of this Board shall consist of the Officers, the most recent past President retaining members, the Chairman of the Membership Committee, and three (3) members-at-large. The

members-at-large shall be elected by the membership at the annual meeting and serve a term of one year. Members-at-large shall not serve more than two (2) years in this capacity. There shall be one member-at-large elected from each of the following groups:

1. 1-5 years of active membership
2. 6-10 years of active membership
3. over 10 years of active membership

The Board of Directors shall also be known as the Executive Committee and 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 of the membership.

- C. All officers and members of the Board of Directors must be members-in-good-standing.
  - D. **All newly elected officers and prior year officers 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 Board 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.**
- V. COMMISSIONERS
- Members will be subject to the duly appointed Commissioners of those schools served by the Board and shall recognize their exclusive authority in the selection and appointment of officials for all football officiating assignments within their jurisdiction. Each official shall be assessed a service charge as determined by the Commissioner and approved by the Executive Committee for games appointed by said Commissioner and accepted by said members.
- VI. DUES AND FINES
- A. A late payment fee of \$5.00 for every thirty day dues are late after the first forty five days from the date that dues notices are sent.
  - B. There shall be assessed a fine of \$5.00 for every mandatory meeting missed and a fine of \$3.00 for every other meeting missed in excess of three (3) meetings. The Executive Committee shall waive the fines in both paragraph A and B for good cause shown.
  - C. Every active member accepting and officiating an assignment from the high school commissioner must work at least one high school pre-season scrimmage. A member not fulfilling this requirement shall be assessed a fine on his/her annual statement equivalent to the take-home fee for one varsity Friday afternoon assignment.
  - D. Any appeal of a fine imposed shall be in writing and filed with the Board 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 in writing within thirty (30) calendar days of the date of notification of the fine.

After deduction of the Commissioner's fee, the balance of the fine shall revert to the Board.

It is the intention of this provision that the fine not be imposed if there is good cause for the refusal of the game.

An aggrieved member may appeal any fine or fines imposed to the Executive Committee in writing which may waive the fine for good cause shown. Any check charges assessed against the Association because of a returned check from a member shall be reimbursed to the Association by the member as a condition of continued membership.

- E. **All on field officials who have 30 or more years as members of the MBFO shall pay half of the dues of the members.**

## VII. MEETINGS

- A. Annual Meeting - An annual 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 mandatory.
- B. Interpretations Meeting - An annual interpretation meeting shall be held in August at such time and place as the Executive Committee shall determine. This meeting shall be mandatory.
- C. Regular Membership Meetings - The Board shall hold no more than eight regular membership meetings during and before 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 either of his/her own motion or when requested by a majority of the Executive Committee.

## VIII. VOTE AND QUORUM

Fifty-one (51%) percent of the members in good standing shall constitute a quorum for the purposes of meetings of this Board. Five (5) members of the Executive Committee shall constitute a quorum for the purposes of meeting of said committee.

## IX. COMMITTEES

- A. President shall appoint the following committees and such other ad hoc committees as may be established by the Executive Committee:
  - 1. Membership - To be composed of at least six members: at least two of whom are to be appointed each year for a three-year term. The Chairman shall be designated by the President. Duties shall include acceptance of applications for membership, testing, evaluation, and recommendation for admission to membership. This committee shall conduct a training program for applicants 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.

2. Banquet and Awards – immediately prior to the Annual meeting, the president shall appoint a banquet and awards committee to plan the banquet for the following year. The committee shall be comprised of three members, who shall, after the last regularly scheduled game of the football season, handle all necessary details associated with the next annual banquet of the Board (in accordance with budget restrictions and the desires of the general membership); review the qualifications of persons recommended by the general membership during the next football season for various awards; submit the names of the names of those who qualify to the Executive Committee for approval; and conduct an awards ceremony at a regular business meeting prior to the annual banquet, or as the Executive Committee directs.
3. Publicity Committee - To be composed of two members who shall assure newspaper, radio and television public service announcements and/or advertisements to attract qualified applicants to Board membership and who, as directed by the Executive Committee, provide appropriate media coverage of awards, activities, and accomplishments of the Board or its members.
4. Nominating Committee - To be composed of three members who shall select at least one member-in-good-standing as a candidate for each office, and report same at the meeting prior to the annual meeting. Nominations may also be made from the floor at this meeting; at the conclusion of this meeting nominations shall be closed.
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, books, etc., of the Treasurer; with the reports thereof to be presented at the Annual Meeting.
6. Clinic Committee - A member shall be designated as Chairman and as many other members as necessary to conduct a clinic for coaches, athletic directors and other interested persons which clinic shall be held at a time and place as designated by the Executive Committee.
7. Rules and Mechanics Committee - To be composed of at least four members whose duties shall be to assist the Clinic Committee in the annual rules and interpretation meeting, and conduct a review for members of the rules and mechanics including proposed changes thereto. The committee will administer any examinations mandated by the Federation, NCAA, or State certifying authority; will report the results of examinations to the membership, the Commissioner, and the appropriate high school or college officials' certifying organization.  
Additionally, the committee shall designate members as assistants to the committee (who may be members of the committee), one representing each

field position on a five-man high school crew, to be responsible for conducting an annual review of mechanics used by the Board, suggesting changes to mechanics, and conducting a "Mechanics Clinic" as directed by the Executive Board. The committee shall also be responsible for establishing and maintaining a film and/or video library demonstrating various simulated and/or actual game situations of instructional purposes.

8. Board Policy Enforcement Committee

- a. To maintain and enforce Board policy.
- b. Board policy is any resolution adopted by a majority vote (at any meeting) which is not in conflict with the Constitution and Bylaws.
- c. The Policy Enforcement Committee shall consist of the Past-President and members-at-large. The Chairman of the committee shall be the Past-President.
- d. The Chairman of the committee shall review the Board policy with the members at the first regularly-scheduled meeting and shall make copies available to each member.
- e. Policy enforcement shall be as follows:
  1. Any member that feels a policy has been violated must put his/her complaint in writing to the committee. Once received by the committee the name of the member making the complaint will not be made public.
  2. The committee shall review the complaint and take any of the following action:
    - (a) Verbally reprimand the member.
    - (b) Written reprimand which will stay in the members files for two years.
    - (c) Fine the member the equivalent of a Friday afternoon varsity game.
    - (d) Take action for removal as set forth in Section III D of the Bylaws. Members shall have the same rights as set forth in Section III D for action taken by the Committee in 3 and 4 above.

9. Legal Committee - To be composed of at least three members, one of whom shall be the Secretary, which committee's duties shall be to make recommendations in changes in the Bylaws and advise the Board in any matters of a legal nature that effect Board members (in their capacity as game officials).

10. Scrimmage Committee – to be composed of three 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, and maintain an accurate record of scrimmages worked.

11. Attendance Committee – a member shall be appointed as Chairman. The Chairman shall appoint, with the approval of the President, as many other members of the committee to fulfill required duties. The committee shall verify the meeting, clinic, and field class attendance of members and applicants; report attendance to the Secretary as directed, and assist the Secretary in maintaining accurate record of attendance to be utilized by the Executive Committee and the Finance and Audit Committee as permitted by these bylaws.
12. The Menton Award Committee
  - A. The Menton Award is presented to the person who best exemplifies those humanistic qualities of self-discipline, loyalty, cooperativeness, firmness, and fairness, so characteristic of A. Paul Menton, founding official and first commissioner of the Board. There is no requirement that the award be presented each year.
  - B. There shall be a standing committee known as the Menton Award Committee. The committee shall be comprised of the three most recipients of the award who are members in good standing of the Board plus two members at large who are past recipients of the award. The members-at-large shall be selected by the Executive Committee. There shall be one member-at-large representing the recipients from the four to nine years prior to the current year, and one member representing the period ten years or more prior to the current year. No member-at-large shall serve more than one year. If any of the three past recipients are either unavailable or not a member in good standing, then his/her place shall be taken by the most recent member then available and not already a member of the committee.
  - C. The Menton Award Committee shall furnish a nomination form to the members who are eligible for the award. Each member in good standing, in attendance at the meeting, may select up to three eligible members for the award. The Committee shall total the votes and select a winner from among the top three recipients, as nominated 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.
  - D. The Menton Award, if presented, will be awarded at the Annual Banquet of the Board./ The Chairman of the Menton Award Committee, or his/her designee, shall make the presentation.

## X. ELECTIONS

- A. The officers shall be elected for a term of one year at the annual meeting and shall not serve more than two consecutive years in the same capacity.
- B. All officers shall take office at the close of the annual meeting.

XI. 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

XII. AMENDMENTS

- A. Proposed amendments to the Bylaws may be made by recommendation of the Legal Committee (or any similar committee appointed by the President) or by any member-in-good-standing presented to the Secretary or Chairman of the Legal Committee in writing and signed by at least twenty members-in-good-standing, no later than three (3) weeks prior to the annual meeting. At least ten (10) days prior to the annual meeting, the Secretary shall notify, in writing, all members of the proposed changes to the Bylaws.
- B. These Bylaws may be amended by a two-thirds (2/3) vote of the members present at the annual meeting or special meeting