



MWFOA By-Laws

1.1 Purpose

The MWFOA Bylaws provide definitions of terms used in and relevant to the MWFOA Constitution and other MWFOA governing documents

1.2 Assignment

An assignment is a specific contract between an official and the MWFOA, fulfilled through the officiating of a specified game at a specified position by that official. All assignments are made in alignment with the policies and processes as outlined in the Operating Procedures.

1.3 Member Defined

A Member is any person who meets all of the following criteria:

- Is at least 18 years of age, or has received permission from the Board and OSAA to officiate for the MWFOA.
- Has paid the OSAA registration fee, has declared their association membership with the MWFOA during their OSAA Football registration process, and has signed the MWFOA Independent Contractor Agreement (ICA) for the current year.
- If no OSAA Football current year registration has been processed, and the MWFOA member was a registered OSAA Football Official the immediate prior year, then the Membership ends at 12 AM midnight of the next season's OSAA "First Contest Date".

1.3.1 Member in Good Standing

A Member in Good Standing is any Member who meets all of the following criteria:

- Has not been placed by the Board on a probation period for the current season
- Has not had their membership revoked by the Board for the current season
- Is registered and certified by the OSAA to serve as a High School Football Official
- Has signed the MWFOA Independent Contractor Agreement
- For "Training/Study Time" certification requirements, "End of the Current MWFOA Football Season" is 11:59.59 PM the day of the last scheduled OSAA Football State Championship Contests of the current season.
- For "Training/Study Time" certification requirements, "START of the Current MWFOA Football Season" is 12:00.00 AM midnight following the day of the last scheduled OSAA Football State Championship Contest from the most current season.



1.3.2 Member Not in Good Standing

A Member Not in Good Standing is any Member who meets all of the following criteria:

- Has been placed by the Board on a probation period for the current season
- Has had their membership revoked by the Board for the current season

A member not in good standing does not maintain the right to vote in any Association matters, and may not be assigned games without the approval of the Board, and have their status reported to OSAA.

1.3.3 Junior Member

A Junior Member is any Member who meets any of the following criteria:

- Junior members must be registered as a Youth Official with the OSAA

1.3.4 Dual Member

Dual membership must follow the OSAA regulations on Dual Association membership, and must receive Commissioner and Board approval.

2 Elected and Assigned positions within the MWFOA

2.1 Consecutive and Concurrent positions

- There are no limits to the number of consecutive terms a person may hold in a particular position
- The following limits apply to holding concurrent positions within the MWFOA
 - The commissioner cannot concurrently with his office as commissioner hold any assigned or elected position within the MWFOA
 - No person may hold more than one board position concurrently
 - No person that is a candidate in an election may be serving on the Elections committee at the time of their running for elected office

2.1.1 Term of Office

The Board members shall serve for a term of 2 years, beginning May 1 following the election. In the event that the board member is removed from office or cannot complete his/her term, the President will be replaced by the Vice President; all other Board positions will be replaced by



appointment of the President. By written agreement between the President Elect and their predecessor with notification to the board, the President Elect may begin their term prior to the May 1 official start date. Additional time served prior to May 1 does not count toward their 2 year term.

2.1.2 Position Staggering

In order to avoid complete changeover in personnel, and lack of continuity, not all Board members will be elected in the same year.

The following positions will be elected at the end of the season in odd numbered years and begin their terms in even numbered years: Vice President, Treasurer, 1st Trainer, Member-at Large.

The following positions will be elected at the end of the season in even numbered years and begin their terms in odd numbered years: President, Secretary, 2nd Trainer.

2.1.3 Elected Board Positions

All members elected to Board positions must meet the following common requirements:

- Member in Good Standing of the MWFOA
- May not concurrently serve in any other board positions or in any positions hired by the board
- Must have MWFOA as declared primary High school football association
- Must be OSAA playoff certified before the election date

2.1.4 Assigned Positions

Specific responsibilities of each assigned position are defined in the Operating Procedures.

2.2 Committees

The President may create committees and appoint members in good standing as necessary to conduct association business.

2.2.1 Elections Committee

Prior to voting for board members for the upcoming season, the President will assign an Elections committee for the season. The Elections committee will



consist of at least 3 members in good standing, who themselves are not a candidate for a position nor eligible for a 'Write-in' vote.

2.2.2 Banquet Committee

The President will assign a Banquet committee for each season. The Banquet committee will consist of at least 3 members in good standing

2.2.3 Mediation Committee

The Mediation Committee shall consist of five (5) members. The Member At Large will serve as Chair. Two (2) members will be Board Members and two (2) members will be non Board Members. If any member(s) have a conflict of interest which prevents them from serving, the Rules Interpreter shall serve if and only if their appointment would maintain an odd number of committee members. The duties and powers of the committee are outlined in the Operating Procedures.

2.2.2 Auditing Committee

The Auditing Committee shall consist of three (3) members. One Chair appointed by the President, and Two other volunteer members. The committee shall audit the books of the Association annually and submit a financial report for review at a general meeting in August of each season.

2.2.2 Training Committee

The Training committee shall consist of the Trainers, Rules Interpreter, and instructional contributors appointed by the committee. The committee will facilitate association training and instructional needs to meet OSAA minimum education and certification requirements.

2.3 Contracted Positions

The Board shall define a process in the Operating Procedures for the creation and hiring of any Contracted Positions.

2.3.1 Commissioner



- Commissioner is a contracted provider hired on behalf of the MWFOA Board, who serves as the scheduler for officials and their assignments, and serves as the liaison with client schools, associations, and OSAA.
- The Commissioner shall serve a three-year term, renewable at the discretion of the Board.
- When a vacancy in the Commissioner position exists, the board shall advertise to current members of the vacancy and will form a hiring committee of at least two board members and two general members. The hiring committee shall conduct a search and interview, and make hiring recommendations to the Board.
- Commissioner shall represent the Association to the OSAA and OAOA, and other neighboring Associations within Oregon.
- The Commissioner is an ex-officio member of the Board, but does not have a vote in Board matters.
- In the event of a vacancy in the Commissioner position mid-season, the Board may appoint an interim replacement for the remainder of the season, and conduct a search during the off-season.
- The job duties and expectations of the Commissioner are found in the operating procedures of the Association.

2.3.2 Official

- All members of the MWFOA are contract officials for the purposes of serving client schools and associations in officiating.
- All officials shall sign an Independent Contractor Agreement, and any additional liability waivers as required by the Board, prior to being scheduled for any officiating services on behalf of the MWFOA.
- The duties and expectations of the Official are found in the operating procedures of the Association.
- Officials represent the Association when providing officiating services to member schools or associations, and as such must conduct themselves in a professional and positive manner.



2.4 Nominations and Elections

- Nominations for board positions will be completed and approved by the board prior to the last meeting of each season; or another date as set by unanimous vote of the Board during emergency circumstances, not to exceed six months from the original date.
- Voting for board positions and other elected positions will occur at the last regularly scheduled MWFOA meeting of each season
 - o Only current members in good standing can vote
 - o Votes for each position will be tabulated and announced to the members at the meeting where voting occurred (this allows secondary voting to occur if necessary). Absentee votes are only used for first round votes.
 - o Winning an election happens by obtaining a simple majority of all votes cast.
- In the case of more than two candidates running for a single position where no candidate obtains a simple majority, a secondary vote (“runoff”) will occur, between the two candidates with the most votes, at the same meeting.
- Absentee ballots may be issued to members who have been granted an excused absence from the election meeting. Absentee ballots must be returned to the Elections Committee prior to the start of the meeting when the vote is to occur.
- A recall election may be held if requested by two-thirds of the membership. The recall election will be held at the next membership meeting, and a board member may be removed from office with a two-thirds vote of the membership at that meeting.

2.5 Removal of Elected Board Member

In the event the conduct of an elected Board Officer rises to the need for removal from their elected office and duties, the Board may by 2/3 vote suspend the officer, for a period not to exceed 60 days.

If the suspension takes place within the regular meeting schedule for the football season, the Board must report to the membership at the immediate next general meeting of the suspension providing a detailed explanation for the Board’s decision. The membership will then be given an opportunity of equal length to hear from the suspended Officer. Upon receipt of this information, the General Membership will be led to vote on approving and making permanent the suspension of the Board Officer, or immediate reinstatement of the Board Officer to full duties.

If a suspension takes place outside the regular meeting schedule for the football season, within 60 days the Board must call a General Membership Meeting. At the meeting the



Board must report to the membership of the suspension providing a detailed explanation for the Board's decision. The membership will then be given an opportunity of equal length to hear from the suspended Officer. Upon receipt of this information, the General Membership will be led to vote on approving and making permanent the suspension of the Board Officer, or immediate reinstatement of the Board Officer to full duties.

2.5.1 Temporary Replacement of Elected Board Member

If an elected officer is, due to unforeseen or unforeseeable circumstances, unable to execute the duties of their position for a short period of time, that officer may request a temporary leave of absence from the board. By majority vote of the Board members present at the meeting, the Officer may be granted a temporary leave of absence, to not exceed six months or the remainder of their term, whichever is shorter. Following the granted leave of absence, the President may appoint an Interim Officer to the position until the elected officer returns.

3 Evaluating Officials

Each member in good standing will be evaluated and rated each season, according to the process outlined in the MWFOA Operating Procedures. Each member will be provided a copy of their end of season ratings from the prior season, if applicable, and these ratings will be used by the commissioner to make assignments. The Board will provide all members in good standing a rating update during the mid-point of the regular season, and a final end of season rating shortly after the regular season concludes.

4 Officials Fees, Dues and Fines

- Each member will be required to pay membership dues each year, as established by the Board.
- Each Member will have any fees, dues, and fines (as defined in the By-Laws and levied by the Board) deducted from any subsequently received check until these fines, fees, and dues are paid.

5 Finances

The MWFOA will maintain a dual signature corporate account, with the President, Vice President, Secretary, and Treasurer being the signers.