

BY-LAWS of the WESTERN NEW ENGLAND (WNE) CHAPTER
EASTERN ASSOCIATION OF INTERCOLLEGIATE FOOTBALL OFFICIALS (EAIFO)

(As Approved by the Membership October 11, 2022)

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Article I – CLASSIFICATION OF MEMBERS

Membership shall only consist of members of the EAIFO. The classification of members are as follows (A-E):

A. Active On-Field Officials

All members currently officiating on the field

B. Active Clock Operators and Replay Officials

All members currently acting as a clock operator or replay official

C. Associate

All EAIFO members who are members of other collegiate officiating groups who wish to associate themselves with the EAIFO.

D. Honorary

All members satisfying the requirements set forth in Article VIII.

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E. Voting Member

A voting member is a dues-paying member in good standing. All financial obligations must be paid in full before permission to vote is granted.

Article II – APPLICATION FOR MEMBERSHIP

The Screening Committee will set any and all criteria for membership in the Western New England Chapter. In addition to any requirements set by the Screening Committee, the applicant must meet the following minimum criteria:

- A. Applicant must not be less than 21 years of age as of January 1st of the year for which he or she applies for membership.
- B. Must be an active member of a recognized football officials association.
- C. Must have officiated varsity interscholastic or varsity intercollegiate football games and provide evidence of rules knowledge, good field mechanics, and techniques through game film or written evaluations.
- D. Submit written letters of recommendation from two (2) active EAIFO members who are in good standing in the EAIFO, or from two (2) members in good standing of another intercollegiate football officiating associations. This requirement will mirror Article II of the EAIFO by-laws and, if amended at any time, will supersede this subdivision (Article II, D) and take effect immediately.
- E. Be physically fit to meet the demands of intercollegiate football officiating.
- F. Submit an application together with an application fee of \$25.00, to the Secretary-Treasurer. It is the responsibility of the applicant to ensure that all materials, including letters of recommendation, are submitted to the Secretary-Treasurer by the date indicated on the application form.

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G. Admission to the WNE chapter of the EAIFO is based upon the majority vote of the Screening Committee of the WNE chapter.

A successful applicant shall become a member of the EAIFO.

The WNE chapter will not discriminate against any member or applicant for membership because of race, color, religion, sex (including gender identity, sexual orientation, and pregnancy), national origin, age (40 or older), disability, or genetic information. However, consideration is given to subdivision (E) of the Article.

Article III – TERMINATION OF MEMBERSHIP

Membership shall be forfeited at the discretion of the Executive Committee either on its motion, or at the instance of an EAIFO recommendation, at any duly constituted meeting by a majority vote thereof, after due consideration of the facts and circumstances presented to the Committee. Such action of the Committee shall be prompted by, but not limited to, a member's failure to pay dues in a timely manner, repeated inattention to Chapter/Association obligations and responsibilities, violation of required meeting and/or examination attendance, conduct not deemed to be in the best interests of the Chapter/Association and conduct or practices bringing discredit to the organization. A member so terminated may appeal the decision to the EAIFO Board of Directors.

Article IV – INACTIVE STATUS

Any Chapter member may request to become inactive by stating his/her intentions in a letter or email to the Chapter Secretary. Inactive members may become active members by writing to the Chapter Secretary requesting active membership and must fulfill any and all EAIFO and Chapter membership obligations.

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Article V – ELIGIBILITY

Applicants who have obtained membership pursuant to Article II (G) shall become members of the EAIFO.

Article VI – LOSS OF ELIGIBILITY

No member shall officiate during the year in which they have not satisfied his/her obligations to the Chapter including, but not limited to, dues, fines, or meeting requirements.

Article VII – TRANSFERS

The transfer of officials to this Chapter from other EAIFO Chapters or other recognized collegiate football associations shall be subject to the approval of the Executive Committee, in conjunction with guidelines from the Screening Committee.

Article VIII – HONORARY MEMBERSHIP

Any member of the EAIFO who ceases to be an active official, provided he/she has been a member of the EAIFO in good standing for a period of ten (10) years, can be nominated to the EAIFO Board of Directors by the Chapter. Upon approval by the EAIFO Board of Directors, the member becomes an Honorary Member of the EAIFO, without the right to vote or the obligation of dues payment.

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Article IX - DUES

Annual membership dues for the WNE Chapter shall be established by the Executive Committee after due consideration by the membership and shall include the EAIFO dues that are established and governed by Article IX of the EAIFO By-Laws.

Chapter dues shall be payable from the date of the annual business meeting through March 1st of the following year. From March 1st until May 15th, a fee of \$20 will be added to the dues obligation. Members who have not paid their dues, including fee, by May 15th, will be submitted to the Executive Committee for consideration of membership termination.

Article X – DUTIES OF OFFICERS AND DIRECTORS

A. Officers

1. President. The President shall preside at all meetings of the Chapter and Executive Committee. (S)he shall, under the consultation of the Executive Committee, conduct all negotiations on behalf of the Chapter and shall make every reasonable effort to further the policies adopted by the Chapter. (S)he shall appoint all permanent committees, as well as any specially authorized committees, in consultation with the respective committee chairperson.

2. First Vice-President. The First Vice-President shall perform the duties of the President in his/her absence or inability to act, and such other duties as may be required by the By-Laws or the Executive Committee.

3. Second Vice-President. The Second Vice-President shall perform the duties of the First Vice-President in his/her absence or inability to act, and such other duties as may be required by the By-Laws or the Executive Committee.

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4. Secretary-Treasurer. The Secretary-Treasurer shall keep the minutes of all Executive Committee and Chapter meetings. (S)he shall send out all communications, notices and bills on behalf of the Chapter and shall keep all records, collect all dues, pay all bills, have charge of all funds and place such funds in the name of the Chapter in a bank approved by the Executive Committee. The Secretary-Treasurer shall sign all checks and act as a liaison officer between the Chapter and other Chapters. The Secretary-Treasurer shall maintain a roster of all members and new applicants, and shall notify each applicant of his/her election or rejection. If accepted, shall furnish the new member all necessary publications of the Association, including the Constitution and By-Laws.

The Secretary-Treasurer shall receive an annual stipend based upon the recommendation of the Executive Committee, and voted on by the membership at the annual business meeting.

The Secretary-Treasurer shall notify all members with respect to payment of the annual Chapter dues pursuant to Article IX, above.

B. Directors

The Directors, elected pursuant to Article X of the EAIFO By-Laws, shall represent the Chapter as liaison with the EAIFO as well as the officiating supervisors represented within the Chapter. In that regard, (s)he shall act in accordance with the best interests of the Chapter, as promulgated by the membership.

Article XI – MEETINGS

A. Business Meeting

An annual business meeting of the Chapter shall be held. The location, time and date shall be established by the Executive Committee. Any official business of the Chapter shall be handled at that meeting including, but not limited to, the election of officers and amending the Constitution and By-Laws. The order of business is expressed in Article XVI.

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B. Executive Committee Meetings

Executive Committee meetings shall be held at the call of the President either on his/her own motion or when requested by a majority of the Committee.

C. Chapter Meetings

Chapter Meetings are defined as any meeting of the WNE Chapter as a whole or a Regional Meeting under the supervision of a Chapter Officer or designee.

A minimum of ten (10) Chapter Meetings shall be held during each year, at such time and place as shall be designated by the Executive Committee of the Chapter. Meetings shall be for the purpose of discussing NCAA football rules and interpretations, the methods and techniques to be used in officiating, and to transact such other business as may properly come before such meetings. Such meetings shall be under the supervision and control of the officers or their designees. Chapter Meetings shall be geographically located to the extent practicable, with due consideration to the sharing of travel requirements on all members.

Attendance is required at a minimum of eight (8) Chapter Meetings. Attendance at the annual business meeting and the Rules Interpretation meeting shall be mandatory and count toward the minimum number of meetings. All meetings shall be held pursuant to Constitution Article II – PURPOSE.

Participation via phone or video conference can satisfy the attendance requirement for a Chapter Meeting. In order to receive virtual attendance credit, the member needs approval from the Executive Board prior to the meeting in question. It is understood that some meetings may be virtual-only (due to emergency or Program) and would not need prior approval.

Attendance records will be made available, if requested, to all supervisors/coordinators within the EAIFO.

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Article XII – VOTE AND QUORUM

Three (3) members of the Executive Committee shall constitute a quorum for that committee.

One-half (1/2) of the voting members of the Chapter, as stated in Article I (F), shall constitute a quorum to conduct business. A majority vote of those members present shall be required to conduct business.

Article XIII – EXPENSES

The expenses of the officers in attending special meetings or expenses for conducting the business of the Chapter shall be paid from the funds of the treasury when, in the opinion of the Executive Committee, the financial condition of the Chapter justifies the expenditure.

Article XIV – COMMITTEES

The President shall appoint members in good standing to the following committees and such others as may be authorized by the Executive Committee:

A. Finance Committee. To be composed of two (2) members and the Secretary-Treasurer whose duties will be to draw an operating budget, which will be submitted to the Executive Committee for approval. The committee shall inspect the financial records of the Chapter annually and report their findings at the annual business meeting. The committee shall be chaired by the Secretary-Treasurer.

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B. Screening Committee. To be composed of the Executive Committee whose duties shall be to set membership requirements that are in addition to Article II and to review all applications for membership in the Chapter. The committee shall be chaired by the President.

C. Program Committee. To be composed of the Executive Committee and be responsible for developing, recommending, and implementing programs, meeting agenda topics, discussion activities, techniques and other related activity designed to provide members with a base for continuing development of football knowledge and skills. The committee shall be chaired by the President.

D. Constitution/By-Laws Committee. To be composed of two (2) members and the First Vice President and be responsible for development, interpretation, and maintenance of the WNE Chapter Constitution and By-Laws; including review, comment, and preparation of any proposed amendment thereto. The committee will be chaired by the First Vice President. The Secretary-Treasurer shall be an Ad-Hoc member.

E. Banquet Committee. To be composed of the Executive Committee and be responsible for all aspects of the annual Chapter banquet. The committee shall be chaired by the Second Vice-President.

F. Nominating Committee. To be composed of the immediate Past President and two (2) members from different geographical locations, whenever possible, and be responsible for developing the slate of candidates for office to be presented at the annual business meeting for member consideration. In years necessary, responsible for the nomination of Director. The committee shall be chaired by the immediate Past President.

G. Policy and Oversight Committee. To be composed of both Directors and the President whose duties shall be to study and analyze problems of policy and to recommend any new policies. Each Director will be the chair in their 3rd and 4th year of their respective terms. The Secretary-Treasurer will be an Ad-Hoc member.

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Article XV – AMMENDMENT OF BY-LAWS

The Chapter By-Laws may be amended by an affirmative vote of a majority of the Chapter membership present at the annual business meeting. Any proposed amendments or alterations to the Chapter By-Laws shall be furnished to the membership (email, dropbox, paper, etc.) no less than seven (7) days prior to the business meeting.

Article XVI – ORDER OF BUSINESS

Parliamentary procedure under the Chapter Constitution and By-Laws shall be governed by Robert's Rules of Order Revised.

For purposes of the annual business meeting, the order of business shall be:

- (1) Roll call
- (2) Reading of minutes of previous meeting
- (3) Treasurer's report
- (4) Director's report
- (5) Report of Committees
- (6) Communications
- (7) Unfinished business
- (8) New business
- (9) Election of Officers
- (10) Adjournment

For all other meetings, the order of business shall be established by the President as chair, with due consideration for all matters which need to be addressed.