

**SOUTHWEST OKLAHOMA FOOTBALL**  
**OFFICIALS ASSOCIATION**

**Lawton, Oklahoma**

**BY-LAWS**

**ARTICLE I. MEETINGS**

- Section 1. Regular business meetings for the Association may be held Monday – Friday beginning no earlier than June 1st of the current year. All members of the Association from the previous year who have provided the secretary their current address shall be mailed notification of the time and place for the first meeting of the current year. For this document the term ‘mail’ and all variations (mailed, mailing, etc.) includes both postal delivery and electronic mail.
- Section 2. Weekly meetings shall be held Wednesday evening’s beginning week zero and ending the last Wednesday in September. Additional meetings may be scheduled at the discretion of the Board of Directors
- Section 3. Association meetings of the membership should be a minimum of 90 minutes in length. The agenda for each regular meeting should include the following elements: Welcome and Attendance; Association Business; and Training All members will be encouraged to attend all Association meetings.
- Section 4. An annual gathering will be held to honor past and present members of this association.

**ARTICLE II. ELECTION OF OFFICERS**

- Section 1. The President of the Association will be the Vice President of the Association from the previous year. The President shall begin his term of office with the beginning of the business year as defined by the Constitution.
- Section 2. Regular annual nominations will be held the first meeting of August, with elections to be held the following meeting. Officers elected at this meeting will begin their term of office immediately upon their election.
- Section 3. Special elections may be called by the Board of Directors two weeks in advance of such elections.
- Section 4. The Secretary-Treasurer will notify the membership in writing by mail not later than one (1) week prior to any election. Notification will consist of the time and place the election is to be held and the office or offices to be filled.

### **ARTICLE III. DUTIES OF THE OFFICERS**

Section 1. The duties of the President are to:

- a. Call and preside at meetings;
- b. Act as chairman of the assignment roster;
- c. Render decisions in the name of the Association;
- d. Supervise the conduct of officials and activities of the Association;
- e. Delegate authority for meetings, when necessary;
- f. Be responsible for all training aids purchased by the association;
- g. Maintain a list of standard operating procedures for the Association.

Section 2. The duties of the Vice-President are to:

- a. Assist the president in his duties;
- b. Assume the President's duties, in his absence;
- c. Act as chairman of the program committee.

Section 3. The duties of the Secretary-Treasurer are to:

- a. Maintain a record of all meetings;
- b. Be responsible for all correspondence pertaining to the Association, including promotional material;
- c. Maintain a record of financial transactions;
- d. Collect membership dues;
- e. Be responsible for the distribution of the Constitution and Bylaws to new members of the association;
- f. Prepare a financial statement at the beginning and end of each football season for presentation to the membership;
- g. Maintain a roster of game assignments of officials;
- h. Maintain a list of all members of the Association. As part of this responsibility, he shall verify that all members have successfully completed Part I of the OSSAA Football Rules Examination.

Section 4. The Board of Directors shall be responsible for the assignment of all games under the Association's jurisdiction. Crew chiefs will provide the board with their current schedule by July 1st of each year. It shall be the responsibility of the members of the Association to provide the Board with information pertaining to possible schedule conflicts prior to the scheduling of any such games by the Board.

### **ARTICLE IV. APPRENTICESHIP PROGRAM**

Section 1. The Apprenticeship program shall follow the current "Football Official Mentoring Program" located in the OSSAA web site. To better train the new officials in the Mentoring program, the Apprenticeship program will consist of three separate phases and will be more detailed in the training. They are classroom training, observation, and on-field experience. This program shall begin no later than September August 1st and shall conclude when all criteria in the Mentoring program, or no earlier than October 15th whichever occurs first.

- Section 2. The classroom phase of the Apprenticeship program will include attendance of a minimum of 75% of the Association meetings and separate sessions held specifically for the Apprenticeship program during the duration of the program. These sessions shall consist of discussions of fundamental rules and mechanics, plus 'round table' discussions of the workings of each officials position with members of the Association experienced at each position. This phase of the program will also consist of a training session on a football field covering many of the basic mechanics of officiating a football game.
- Section 3. Members in the Apprenticeship program will be encouraged to travel to a minimum of two (2) high school varsity football games with at least two (2) separate crews. These members should participate in any pregame and postgame discussions, and will be allowed to observe from the sidelines if they so choose. (OSSAA Mentorship)
- Section 4. Each participant in the Apprenticeship program will be encouraged to work a minimum of four (4) nights for the Lawton Parks and Recreation department officiating Little League football games monitored by an Apprenticeship supervisor. Also, each participant, depending upon their availability, will be assigned a minimum of two (2) non-varsity junior high school football contests to officiate with experienced officials. Unless otherwise limited by availability, no more than two (2) apprentices will be assigned to any such contest.
- Section 5. The Apprenticeship program will be supervised by a member of the Association appointed by the President, and confirmed by the Board of Directors. The Apprenticeship program supervisor shall be an *ex-officio*, non-voting member of the Board of Directors, and shall be responsible for the implementation of all phases of the Apprenticeship Program. Should this position be filled by a member of the Board of Directors, he shall retain the vote he is entitled to because of his office.
- Section 6. Any or all phases of the Apprenticeship program may be waived by the Board of Directors on a case-by-case basis. The Apprenticeship program supervisor shall make a recommendation to the Board of Directors on the successful completion of the program, and submit a copy of the OSSAA Mentoring Program Verification form, who will then determine if a candidate has successfully completed his apprenticeship. Should a member disagree with the Board's decision, he shall have the right to meet with the Board of Directors to discuss such determination.

## **ARTICLE V. DUES**

- Section 1. All previous members of this Association shall be liable for membership dues as determined by the Board membership for the previous season. A recommendation for Dues for the following year will be presented to the membership from the Board of Directors. and this amount will be voted on by the membership. Should the membership not ratify the amount proposed by the Board of Directors, there will be no change in the dues for the following year.

- Section 2. Dues for previous members of the Association will be due at the first meeting of the Association; however, a grace period for payment until the last Wednesday of August prior to the beginning of the current football season shall be extended to such members. During this grace period no member shall be allowed to vote on Association business or be assigned games until their dues are paid.
- Section 3. Newly elected members shall be liable for dues as determined by the Board of Directors. membership for the previous season. A recommendation for dues for the following year will be presented to the membership from the Board of Directors. and this amount will be voted on by the membership. Should the membership not ratify the amount proposed by the Board of Directors, there will be no change in the dues for the following year. At the time of their dues payment they shall receive a copy of the Constitution and Bylaws of this Association.
- Section 4. Membership dues will include the cost for the member to attend any banquet and preseason picnic that the association may organize.
- Section 5. Failure to pay dues may result in suspension of the member. Such suspension will also include the reassignment of any football games acquired through this Association to other members of the Association. Such members will be notified of their delinquency in writing, by mail and will have two (2) weeks to appear before the Board of Directors. Should the member pay his dues prior to the meeting with the Board of Directors he will be automatically reinstated to full membership status; however, any games reassigned shall remain assigned to the member who currently has them. Failure to pay dues after meeting with the Board of Directors, or failure to meet with the Board of Directors, will constitute reason for dismissal from this Association, with notification being sent to the OSSAA.

## **ARTICLE VI. FINANCES**

- Section 1. There shall be a carryover balance of at least \$200 in the Association's treasury to allow the startup of business for the next football season.
- Section 2. The President, Secretary-Treasurer and/or any member or associate member selected by the Board of Directors shall be authorized to sign checks in the name of the Association.
- Section 3. In the event that the Association is dissolved, any unencumbered funds shall be donated to the Lawton Parks and Recreation Department specifically for the purchase of equipment and training materials for the Lawton Little League Football program.
- Section 4. The Secretary-Treasurer and any individual chosen by the Board of Directors to assign varsity and/or sub varsity games for the Association (Association's Assigner) shall receive a monthly salary from August to November each year. The amount of the salary will be no more than \$100.00 (one hundred dollars) per month. The Board shall recommend the amount to be paid, and the amount must be approved by a majority vote of the membership.

## **ARTICLE VII. CONDUCT OF MEMBERS**

- Section 1. All members of this Association who do not pass Part I of the OSSAA Football Rules Examination shall be transferred to Associate Member status. If these members had games assigned through this Association, they will be reassigned to current Association members.
- Section 2. If any member of this Association cannot officiate a contest that he was assigned through this Association, he will make every effort to contact the Association's Assigner so that the game can be reassigned to another member of this Association. Failing this, he will be responsible for finding a replacement official from the members of the Association. The replacement official must be a member of the Association and must be on the list of eligible (football) officials as published by the OSSAA
- Section 3. Any member of this Association who is asked by a coach, athletic director, or other school official to find football officials for football games his school is sponsoring should provide to the Board of Directors through the Association's Assigner a list of all such contests that he has declined to officiate. These games will then be assigned to other members of this Association.

## **ARTICLE VIII. EXPULSION OR SUSPENSION**

- Section 1. The President shall appoint a special committee, consisting of three (3) members and one (1) alternate to effect the prompt and expeditious investigation of any incidents which could in any way reflect on the Association or the status of any members of the Association. The committee will function only at the call of the President or his authorized representative and shall report to the Board of Directors.
- Section 2. Reasons for suspension or expulsion of any member will include, but not be limited to, failure to adhere to the Constitution and By-Laws, failure to attend the appropriate number of meetings without being excused by the President for emergencies or other commitments, or violation of the Officials Code of Ethics as published by the National Federation of High School Associations and Code of Ethics for Athletic Officials as published in the OKLAHOMA OFFICIALS' ASSOCIATION (OOA) CONSTITUTION.
- Section 3. Reasons for the suspension, expulsion, or removal from office for any elected official shall include all circumstances listed in Section 2, plus failure to discharge the duties of the office to which he was elected. If charges are made against the President of the Association, the Vice-President will appoint the special investigation committee.
- Section 4. The Board of Directors shall have the authority to assign appropriate punishment should a member or elected official be found to be in violation of Section 2 or 3 above, up to reassignment of games obtained through this Association. Any member(s) recommended for suspension or expulsion by the Board of Directors will have two (2) weeks from the date such recommendation is made to answer any and/or all charges. Any suspension or expulsion from the Association will require a two-thirds (2/3) vote of the members present at a meeting, providing a quorum is present.

Section 5. The Association will notify the local board representative to the Oklahoma Officials' Association and the Area Coordinator for football from the OSSAA of any member expulsion or suspension immediately.

Section 6. A member who has been suspended must pay all unpaid dues, and must have approval to regain membership by a two-thirds (2/3) vote of the members present at a meeting, providing a quorum is present.

#### **ARTICLE IX. UNIFORMS**

Section 1. At their own expense, all officials will properly attire themselves with uniforms and equipment necessary for officiating. The approved uniform will be as described in the NFHS official's manual. The crew chief will determine uniform specifics when options are allowed by the OSSAA.

#### **ARTICLE X. AMENDMENTS**

Section 1. Each member must be notified by mail of intent to amend the By-Laws at least two (2) week prior to the meeting at which the vote to amend the By-Laws will be held. Notification will include a copy of the proposed changes to the By-Laws.

Section 2. A simple majority approval by the members present who represent a quorum will be required to amend the By-Laws.

**Adopted 12/8/1993**

**Amended 10/27/1997**

**Amended 10/27/2004**

**Amended 7/27/2011**

**Amended 10/23/19**