

**THE CONSTITUTION AND BYLAWS
OF
THE WESTERN PENNSYLVANIA CHAPTER**

EASTERN ASSOCIATION OF INTERCOLLEGIATE FOOTBALL OFFICIALS

1. **NAME:**

This organization shall be known as the Western Pennsylvania Chapter, EASTERN ASSOCIATION OF INTERCOLLEGIATE FOOTBALL OFFICIALS.

2. **PURPOSE:**

The purpose of the association shall be to promote the welfare of the American intercollegiate game of football, its players and officials; to maintain the highest standards of football officiating; to encourage the spirit of fair play and sportsmanship; to have available at all times an adequate number of thoroughly trained and capable officials for use by the various appointing authorities; and to cooperate with all other organizations officially connected with the American intercollegiate game of football in furthering its interests and ideals.

3. **TERRITORY:**

The organization shall cover such territory as may be assigned to it by the Eastern Association of Intercollegiate Football Officials.

4. **MEMBERSHIP:**

- a. Requirements for membership shall be as provided for in the Bylaws of the Eastern Association of Intercollegiate Football Officials.
- b. The membership shall be classified into five (5) groups:

REGULAR — ASSOCIATE — PROBATIONARY — INACTIVE — HONORARY.
- c. A REGULAR Member shall be one who is a member in good standing of the Eastern Association of Intercollegiate Football Officials per E.A.I.F.O. Bylaws Article I.
- d. An ASSOCIATE Member shall be one who is presently associated with the Western Pennsylvania Chapter, and who is not a REGULAR, PROBATIONARY,

INACTIVE or HONORARY Member of the Eastern Association of Intercollegiate Football Officials.

- e. A PROBATIONARY Member shall be an applicant who successfully met all requirements of Article Five of the Constitution and Bylaws of the Western Pennsylvania Chapter of the E.A.I.F.O. Upon satisfactory completion of one (1) year probation and successful completion of a proctored rules exam, application for Regular Membership to the E.A.I.F.O. will be accepted per E.A.I.F.O. Bylaws Article II.
- f. An HONORARY Member shall be one who has been elected to Honorary Membership in the E.A.I.F.O.; or a Regular or Associate Member of the Western Pennsylvania Chapter in good standing for a period of fifteen (15) years and has retired from High School and College football officiating. A favorable vote by a majority of the Executive Committee is required.
- g. An INACTIVE Member is a Regular or Associate Member who, upon approval of the Executive Committee, is excused from membership requirements for a period of one (1) year only. Inactive membership dues shall be set by the Executive Committee. Inactive Members have no voting rights. Members in that status are obligated to reimburse the chapter any dues or fees paid on their behalf. Inactive members will not be restored to regular member status until all past obligations have been met.

5. **APPLICATION FOR MEMBERSHIP:**

Application for membership in the Western Pennsylvania Chapter shall be in accordance with the requirements for membership in the E.A.I.F.O. as follows:

- a. New applicants for probationary membership must:
 - i. Be at least 21 years of age and
 - ii. Be an active member of a recognized football association and
 - iii. Comply with uniform screening procedures including a personal interview

Plus meet one of the following:

- i. Have five (5) years of football officiating experience, 25 varsity games (provide schedule of games officiated including class level and names of WPA EAIFO members on game) and the written recommendation of one active EAIFO member; or
- ii. Provide two (2) written recommendations from active EAIFO members, active Division I, or NFL officiating staff or Supervisors/Observers acceptable to the Board; or

- iii. Have significant, demonstrable football experience (such as successful study group participation, substantial clinic experience, past college playing experience) acceptable to the Board and provide video of the applicant from an actual varsity game.
 - b. Transferring members must:
 - i. Be transferring from a recognized collegiate officiating organization meeting the requirements of regular EAIFO membership.
 - ii. Provide a letter of recommendation from either their prior Supervisor or an Observer, Division I, NFL officiating staff acceptable to the Board.
 - c. The applicant for membership shall signify his intentions in writing to the Western Pennsylvania Chapter Secretary prior to a date designated by the Board of Directors.
 - d. The Association will not discriminate against any member or application for membership, because of race, creed, color, national origin, age or sex. (Constitution and Bylaws, E.A.I.F.O.)
 - e. A successful applicant shall become a Probationary Member of the Western Pennsylvania Chapter.
- 5.1 The uniform screening procedures of the Western Pennsylvania Chapter of the E.A.I.F.O. are as follows:
- a. The applicant shall contact the Secretary, who will provide a letter of instruction and application form.
 - b. The applicant shall complete all forms and return them, along with a nonrefundable application fee.
 - c. Failure to comply will cause the applicant to be ineligible that year.
 - d. Applications of the candidates will be studied by the Executive Board and alternates two (2) weeks before the interview.
 - e. Candidates not meeting all criteria will be ineligible for membership during the current year and will be so notified.
 - f. Candidates selected by the Executive Board will be notified of the interview date.
 - g. All candidates will be promptly notified as to their acceptance or rejection.

6. **OFFICERS — EXECUTIVE BOARD — DIRECTORS:**

Officers of the Western Pennsylvania Chapter shall be President, First Vice President, Second Vice President, and Secretary—Treasurer. Only Regular or Associate Members shall be eligible to be nominated, elected and to serve in such offices.

The Executive Board shall consist of the following officers:

- a. President
- b. First Vice President
- c. Second Vice President
- d. Secretary-Treasurer
- e. Immediate Past President
- f. Directors of the Chapter of the E.A.I.F.O. (2)
- g. Two or more At-Large Members appointed by the Executive Board from the Regular or Associate Members.

In the event that one person shall be elected to more than one office, the Executive Committee shall appoint an At-Large Member(s) from the Regular or Associate Membership.

7. **ELECTIONS:**

The term of office for all officers, except the Secretary-Treasurer, shall be one (1) year with a maximum of two consecutive terms. The Secretary-Treasurer shall be elected for three (3) years.

With the exception of the Directors of the Chapter to the E.A.I.F.O., all terms shall begin on December 1st of the year elected.

Directors shall be elected to terms in accordance with the Bylaws of E.A.I.F.O.

There shall be no limitation upon the number of offices for which a member shall be nominated after first having been defeated in any of the aforementioned offices. A majority vote of the Regular and Associate Members present, provided always that a quorum is present, shall constitute an election. In case of a tie vote for any office, the candidates who are tied with the highest number of votes shall be voted upon again and if said second balloting also results in a tie vote, then the winner shall be decided by toss of a coin, which toss shall be immediately by the retiring President, who shall designate the person to call the coin.

8. **DUTIES OF OFFICERS:**

The duties of the elected officers mentioned shall be such as usually appertains to the officers in organizations similar to this.

All business of the Western Pennsylvania Chapter shall be conducted by the Executive Board, except upon matters as herein provided. The Directors to the Eastern Association of Intercollegiate Football Officials shall be the representatives of the Western Pennsylvania Chapter and shall attend regular and special meetings of the Eastern Association of Intercollegiate Football Officials and shall perform such duties as shall be subscribed by the Eastern Association of Intercollegiate Football Officials Constitution and Bylaws.

- a. The President shall preside at all meetings of the Association, and the Executive Committee. He shall, conduct all negotiations in behalf of the Association and shall make every reasonable effort to further the policies adopted by the Association. He shall appoint all permanent and any specially authorized committees. The President shall be the only member of the Association to call a vote of the membership or Executive Committee.
- b. The First Vice—President shall perform the duties of the President in his absence or inability to act.
- c. The Second Vice—President shall perform the duties of the First Vice—President in his absence or inability to act.
- d. The Secretary—Treasurer shall keep the minutes of all meetings of the Executive Committee and the Association. He shall send out all notices and bills. He shall keep all records, collect all dues, pay all bills, have charge of all funds and place such funds in the name of the Association in a bank approved by the Executive Board. In his absence or inability to act, the Executive Board shall appoint a replacement until an election of the regular membership can be held.
- e. The Directors shall represent the Association at all EAIFO meetings and regularly report to the membership.
- f. The At-large members shall serve at the leisure of the board and in any specified capacity as designated by the President.

9. **RESIGNATION OF OFFICERS:**

Upon resignation of any officer, or by virtue of his having become ineligible to hold such office, an election by the Regular and Associate Members for the remainder of that term, under the prescribed regulations, shall be held at the next regular meeting following the vacating of such office.

10. **MEETINGS:**

A minimum of eight (8) meetings of the Western Pennsylvania Chapter shall be held at a time and place as established by the Executive Committee. Special meetings may be

called by the President at any time and shall be called by him upon written request of at least fifteen (15) members of the Chapter.

A Quorum must be present for the transaction of any business of the Chapter except interpretation of rules and plays.

A Quorum shall consist of one member over half of the Regular and Associate Members of the Chapter.

A Quorum must be present for the transaction of any business of the Executive Committee and shall consist of five (5) members of the Executive Committee.

All members, Regular, Associate and Probationary, are required to attend a minimum of eight (8) meetings of the Chapter unless excused for due cause shown by the President. Any member who fails to attend the required number of meetings shall be placed on probation upon recommendation of the President and the Secretary to the Executive Committee. Meeting attendance credit can be given for Executive Board-recognized officiating clinics and Executive Board-recognized study group sessions.

Regional meetings must meet the following criteria:

- At least four members in attendance.
- The facilitator has been recognized by the Executive Board.
- The agenda is aligned with that of the chapter Rules Interpreter.

11. **DUES AND ASSESSMENTS:**

The annual dues shall be in such amount as shall be determined by the Executive Committee before the first regular meeting of the year and shall be due and payable on or before November 1 of that year. A discount in an amount to be determined by the Executive Board will be available to members who pay their required dues in full prior to October 1 of that year. All Regular, Associate, Probationary and Inactive Members are required to pay dues. Failure to pay dues on the aforesaid date shall result in automatic suspension. A member can be reinstated only upon recommendation of the Executive Committee upon such terms and conditions as they see fit to impose.

Any member who has been suspended by the Executive Committee for any reason shall not be permitted to attend any meetings of any kind of the Chapter and his name shall not appear on the membership roll. Any member who is suspended or expelled by the Eastern Association of Intercollegiate Football Officials shall not be carried as a Regular Member. Dues to the Eastern Association of Intercollegiate Football Officials shall be paid as provided in the Bylaws of the Eastern Association of Intercollegiate Football Officials.

Assessments shall be made by the Executive Committee from time to time as shall be necessary to properly conduct the business and necessities of the Chapter, and said

assessments shall be payable at the time designated by the Executive Committee. Failure to pay said assessments on the date designated by the Executive Committee shall result in automatic suspension and a member can be reinstated only upon recommendation of the Executive Committee upon such terms and conditions as they see fit to impose.

12. **PROBATION, SUSPENSION AND EXPULSION:**

Any member may be placed on probation, suspended or expelled from the Western Pennsylvania Chapter for violation of any of the provisions of the Bylaws as herein set forth and for conduct which may bring discredit upon the Chapter. The President shall submit the charges to the Executive Committee. The Secretary shall notify the member of the charges brought against him and give him an opportunity to defend himself. The Executive Committee shall examine the matter in a spirit of fairness; and after conscientiously checking the evidence, shall recommend his probation, suspension, expulsion or acquittal. This decision shall be final.

- a. **PROBATION:** A probationary period of not less than one (1) year may be imposed by the Executive Committee following procedures outlined above. Conditions of probation will be determined by the Executive Committee. At the termination of the probationary period, the Executive Committee and the member shall determine if the conditions have been satisfactorily met. The Executive Committee will then recommend removal of probation or suspension.
- b. **SUSPENSION:** Upon recommendation of the Executive Committee, a member may be suspended from the Chapter for a specified period of time. At the end of the suspension period, the Executive Committee and the suspended member shall meet to determine action to be taken. The Executive Committee may reinstate the member or recommend expulsion.
- c. **EXPULSION:** Following procedures as outlined herein, the Executive Committee may recommend to the general membership the expulsion of a member. Such recommendation must be approved by three—fourths (3/4) of the Executive Committee present.

Regular and Associate Members will vote to accept or reject the expulsion recommendation of the Executive Committee. A majority vote of the members present shall decide the issue.

13. **COMMITTEES:**

The President and Executive Committee shall appoint committees as deemed necessary to carry on the business of the Chapter. Said committees shall be responsible to the appointing body.

14. **AMENDMENTS:**

These Bylaws are intended to be in accordance and in conformity with the Constitution, Bylaws, Rules and Regulations of the Eastern Association of Intercollegiate Football Officials.

These Bylaws may be amended at a regular meeting, provided notice has been given to the members at the meeting prior thereto, and said amendment must receive the affirmative vote of two-thirds (2/3) of the total Regular and Associate Members in attendance.

15. **EFFECTIVE DATE:**

These Bylaws and Amendments thereto shall become effective immediately upon adoption.

Date of Original Adoption: 11/15/49

Revised and Adopted : 9/ 9/59

Revised and Adopted : 10/13/64

Revised and Adopted : 8/73

Revised and Adopted: 10/3/10

APPENDIX

- (a) The President shall preside at all meetings of the Association, and the Executive Committee. He shall, conduct all negotiations in behalf of the Association and shall make every reasonable effort to further the policies adopted by the Association. He shall appoint all permanent and any specially authorized committees. The President shall be the only member of the Association to call a vote of the membership or Executive Committee.
- (b) The First Vice—President shall perform the duties of the President in his absence or inability to act.
- (c) The Second Vice—President shall perform the duties of the First Vice—President in his absence or inability to act.
- (d) The Secretary—Treasurer shall keep the minutes of all meetings of the Executive Committee and the Association. He shall send out all notices and bills. He shall keep all records, collect all dues, pay all bills, have charge of all funds and place such funds in the name of the Association in a bank approved by the Executive ~~Committee~~ Board. In his absence or inability to act, the Executive Board shall appoint a replacement until an election of the regular membership can be held.
- (e) The Directors shall represent the Association at all EAIFO meetings and regularly report to the membership annually.
- (f) The At-large members shall serve at the leisure of the board and in any specified capacity as designated by the President.