

SCFOA

Snohomish County Football Officials Association

Bylaws

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SCFOA Bylaws

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ARTICLE I - ORGANIZATION

Section 1 – Name

This organization shall do business as the SNOHOMISH COUNTY FOOTBALL OFFICIALS ASSOCIATION, INC., (hereinafter referred to as the SCFOA or the Association).

Section 2 - Purpose

- A. To provide qualified football officials for games at all age levels.
- B. To recruit and train new officials.
- C. To promote good sportsmanship.
- D. To promote goodwill among its members.

Section 3 – Membership

- A. Members shall be classified as either apprentice or varsity officials and shall be governed as such.
 1. Apprentice officials must comply with the rules set forth in **Article I Section 4**.
 2. Varsity officials are those who have advanced through the apprentice program and are eligible to work varsity games as long as they meet the qualifications set forth in this document.
 3. All new members or transferring officials with less than two (2) years officiating experience shall be designated as apprentice officials.
- B. Members considered to be in good standing are those that comply with all of the following qualifications:
 1. All dues for the current year and any outstanding fees, fines, or other charges owed to the association paid in full.
 2. Having no more than two (2) unexcused absences at the general meetings during the current year. The definition of an excused absence is any absence from a general meeting when working for the SCFOA at the time of the meeting or as determined by the board of directors (hereinafter referred to as the board).
 3. Meeting all Washington Officials Association (hereinafter referred to as the WOA) requirements.
 4. Members shall not engage in misconduct as defined in Article VI Section 10 of the Bylaws.
- C. Members not in good standing for missing more than two (2) general meetings may be reinstated by scheduling a make-up assignment with the board. Once approved by the board, that individual will immediately be reinstated.
- D. Members not in good standing shall be notified in writing by the recording secretary.

Section 4 – Apprenticeship

- A. All new members of the SCFOA who have not previously served at least two (2) years as a WOA approved football official shall serve a minimum of a two-year apprenticeship with the SCFOA.
- B. Apprentices shall attend classes conducted by the Officials Training Committee, general membership meetings, officiate non-varsity games with varsity officials, and attend varsity games as assigned to assist the officiating crew.
- C. Apprentices shall be assigned varsity games on an individual basis with the approval of the board.
- D. Members transferring into the SCFOA shall serve an apprenticeship as determined by the board.
- E. Collectively, the board shall create a list of ranking apprentices and provide that list to the assignor.

Section 5 - Transfers

- A. Officials transferring into the SCFOA shall be granted membership rights, provided the official is a current member of another WOA or other state recognized football officials association, has completed all the applicable transfer requirements with the WOA, and paid the SCFOA dues.
- B. Transferring officials must present written evidence of prior membership in a former state recognized officials association and receive clearance from that association to transfer membership.
- C. Officials transferring with less than two (2) years of officiating experience shall be designated the status of apprentice and must comply with **Article I Section 4**.
- D. Officials transferring with two (2) or more years of officiating experience shall be evaluated and classified by the board.
- E. Transferring officials shall not receive varsity assignments until their classification as a varsity official has been established by the board.

Section 6 - Assessments

- A. SCFOA requires dues from all members in order to belong to the association. New members may pay their dues upon joining or elect to have their dues deducted from their earnings. Returning members will have their dues automatically deducted from their net earnings at the end of the year.
- B. Dues shall consist of SCFOA dues plus any applicable WOA dues.
- C. All members may be assessed a percentage of their game fees (excluding mileage) as an assigning fee, as determined by the board.
- D. Special assessments and/or fines are permitted by the board and will be deducted from net earnings.
- E. To the extent the WOA increases Varsity game fees for officials, the SCFOA dues shall increase by the amount equal to the increase in a single Varsity game fee. For example, if the WOA increases Varsity game fees by \$10, the total SCFOA dues increase for the year will be \$10.

Section 7 – Fiscal Year

The fiscal year of the association shall be the calendar year beginning January 1 and ending on December 31.

Section 8 – Meetings/Quorums/Voting

- A. Roberts' Rules of Order, Revised shall be the parliamentary order by which the SCFOA operates.
- B. Board meeting refers to meetings where sole mandatory attendance is by the board of directors. These meetings shall be open to the general membership. The board reserves the right to close any board meeting to the general membership for the purpose of discussing confidential matters. Board meetings should be held no less than one (1) time quarterly.
- C. General meeting refers to meetings where the entire association membership is required to attend. During the season there shall be a minimum of six (6) general meetings, (2) of which shall occur prior to the first set of varsity assignments being distributed. It shall be the duty of the president to call the first general membership meeting of the year.
- D. The annual meeting is the next to last scheduled general membership meeting of the year.
- E. Four (4) board members, with at least one of the members being the president or vice president, must be present at a board meeting and fifty percent (50%) of the membership must be present at any general or annual meeting to constitute a quorum. No vote can take place in any meeting without a quorum present.
- F. Motions are passed by a majority of eligible voting members present at either a board meeting or general meeting, a quorum being present, with the exception of bylaw amendment votes. In case of a tie in a board meeting vote, the president shall cast the deciding vote.
- G. Members not in good standing lose their right to vote.

ARTICLE II - PERSONNEL OF THE ASSOCIATION

Section 1 - Board of Directors

- A. The Board of Directors shall consist of six (6) members. The members are: the president, the past president, the vice president, the third year board member, the second year board member, and the first year board member.
- B. Determination of policies of the SCFOA shall be vested in the board of directors. However, all such policies shall be consistent with the policies of the WOA, as granted under the provisions of the charter. The board shall have the sole power to raise money, approve expenditures, appoint/hire the assignor and treasurer, approve year end ratings, discipline members and any authority not specifically covered by these bylaws.
- C. The privilege of holding any office shall be restricted to members in good standing who are at least in their 3rd year of service with the SCFOA. A member not in good standing may be removed from the board by a vote of the general membership.
- D. Board members shall be elected for a term of three (3) years. There are no restrictions on the number of times a member may serve. Terms of office shall begin at the start of the fiscal year following election and shall end on the last day of the fiscal year three (3) years later.

- E. Board meetings shall be called at the discretion of the president or by no fewer than four (4) board members.
- F. The board reserves the right to discipline members by: censuring, fining, restricting assignments, probation and/or expulsion. When disciplinary action is considered, the board is obligated to provide due process, in accordance with **Article VI**, to the member in question. Disciplinary decisions shall be in writing and retained confidentially, available to Board members and the affected member only.
- G. Each year the board shall appoint or hire an assignor and treasurer for the current fiscal year. Notice of the application deadline shall be made known to the membership and all candidates for each position shall be reviewed by the board.
- H. Any board member who misses two (2) consecutive board meetings or three (3) in one fiscal year without an excused absence from the board may have their position on the board revoked by unanimous vote of the remaining board members. Revocation must be ratified by the general membership. Vacancies shall be filled in accordance with **Article III Section 3**.
- I. All meeting minutes shall be reported at the next general membership meeting by the recording secretary, and, after approval, be made available to the membership upon request.
- J. Board meetings shall be open to all members, but shall be subject to the following procedures:
 1. Matters to be considered by the board shall be presented in writing at least three (3) days prior to the meeting unless otherwise approved by the president.
 2. Only board members may make motions, vote or otherwise partake in the decision-making process.
 3. All board meeting minutes shall be provided electronically upon approval of the board. The board reserves the right, to omit certain meeting minute items deemed confidential in nature.
 4. The board reserves the right to close any board meeting to the general membership to discuss matters deemed confidential in nature.
- K. Board members resigning prior to the expiration of their term of office shall notify the board in writing of their intent with an effective date of resignation. Vacancies shall be handled in accordance with **Article III Section 3**.

Section 2 - President

- A. The president shall have administrative charge, under the direction of the board, of all activities of the SCFOA. The president shall act as chairperson of the board and shall conduct all meetings of the board, as well as all meetings of the general membership.
- B. The president shall notify all members of the results of the year-end financial audit, ensuing meetings, and other business of the association.
- C. The term of office of the president shall be one year in accordance with the fiscal year.
- D. The president does not vote in board meetings unless to break a tie vote.
- E. The president shall appoint all standing committee chairs as stipulated in Article II Section 9.

Section 3 - Vice President

- A. The vice president shall assume the president's duties in the president's absence.
- B. If the office of president becomes vacant, the vice president shall be acting president until such time that a new president is selected by the board.
- C. The vice president is a voting member of the board.
- D. Additional duties of the Vice President can be found in the SCFOA Board Handbook.

Section 4 – Past President

- A. The past president acts in an advisory role on the board.
- B. The past president is a voting member of the board.
- C. Additional duties of the Past President can be found in the SCFOA Board Handbook.

Section 5 - Recording Secretary (First Year Board Member)

- A. The first year board member shall be the recording secretary. Duties include:
 - 1. Taking minutes of board and general meetings, and provide those minutes in writing to the board for review no later than fourteen (14) days after any meeting. After minutes have been approved at the next board or general meeting they shall become available for distribution to the membership.
 - 2. Maintaining all minutes in a permanent record book, or electronic format as approved by the Board.
 - 3. Taking roll call at all meetings.
 - 4. At all meetings, making available the bylaws and all meeting minutes from the current fiscal year.
 - 5. Reading all board and general meeting minutes at the next general meeting. Board minutes shall be approved by board. General meeting minutes shall be approved by the general membership.
- B. All official records maintained by the recording secretary shall be turned over to the incoming recording secretary at the close of the fiscal year.
- C. The first-year board member is a voting member of the board.
- D. Additional duties of the Recording Secretary can be found in the SCFOA Board Handbook.

Section 6 – Second and Third Year Board Members

- A. The second- and third-year board members act in an advisory role on the board.
- B. The second- and third-year board members are voting members of the board.
- C. Additional duties of the Second & Third Year Board Members can be found in the SCFOA Board Handbook.
- D. If the First-Year Secretary is absent, the Second-Year board member shall take minutes of board meetings and general meetings. If the First-Year and Second-Year board members are absent, the Third-Year board member shall take minutes of board meetings and general meetings.

Section 7 - Assignor

- A. The assignor shall be responsible for the assignment of games for the association. The assignor shall handle all business and correspondence of the association with the guidance and approval of the board.
- B. The assignor shall be hired annually by the board for a term of one (1) year. The term of office is in accordance with the fiscal year.
- C. The assignor position shall be opened annually to all interested individuals and each candidate must provide a letter of interest stating their reasons for desiring the job and their qualifications. All applications shall be submitted to the president no later than the deadline established by the board.
- D. The assignor shall attend all general membership meetings and board meetings.
- E. The assignor shall assign games in accordance the guidelines set forth by the board.
- F. The assignor shall be allowed to assign himself varsity games with prior approval of the board.
- G. Additional duties of the Assignor can be found in the SCFOA Board Handbook.
- H. Violation by the assignor of guidelines or procedures set forth in this document may be considered due cause for termination of the contract by the board.
- I. The assignor's salary shall be set by the board.
- J. Early compensation draws to the assignor will be at the discretion of the board, and the total draws shall not equal more than the total salary amount.
- K. The assignor is not a member of the board and does not vote at board meetings.
- L. The Assignor's job shall be reviewed annually by the board, prior to the end of the fiscal year.

Section 8 – Treasurer

- A. The treasurer shall be appointed by the board for a one (1) year term. The term of office shall be in accordance with the fiscal year.
- B. The treasurer shall be responsible for the finances of the SCFOA under the direction of the board.
- C. Additional duties of the Treasurer can be found in the SCFOA Board Handbook.
- D. The treasurer is not a member of the board and does not vote at board meetings.
- E. The Treasurer's job shall be reviewed annually by the board, prior to the end of the fiscal year.

Section 9 - Committees

The president shall annually appoint a committee chair to oversee each of the following committees. The committee chair shall determine the size, makeup, and structure of the committee unless otherwise stated below.

The term of each committee shall commence upon appointment by the president and shall end at the end of the fiscal year.

Members serving on any committee must be in good standing.

All committees shall be held accountable to the board for its actions, and shall not act in any manner inconsistent with the established vision of the SCFOA as set by the board. The board reserves the right to remove and/or reappoint members of any committee at will.

Additional duties and responsibilities of each Committee are further described in the Board Handbook, as provided in Article II Section 10.

A. Special Committees

The board may form a special committee for the purpose of a specific task at any time. Upon creation of a special committee, the specific term length shall be designated not to exceed the end of the current fiscal year.

B. Youth Football Committee

The purpose of this committee shall be to improve relations with the youth football leagues and to be a liaison between the SCFOA and the youth football associations.

C. Officials Training Committee

1. The Officials Training Committee shall be responsible for the education and advancement of officials in the SCFOA through rules and mechanics training and review.
2. This committee shall be made of at least four (4) association members.
3. This committee shall determine the dates/times of rules and apprentice meetings and training sessions in cooperation with the board.
4. This committee shall be responsible for apprentice training, general membership rule/mechanics training and apprentice review and advancement recommendations.
5. To maintain consistency with rules and mechanics this committee shall determine approved mechanics to be used by the SCFOA in accordance to the WOA guidelines and shall act as the interpreting committee for any rule questions/concerns within the association. All rules and mechanics questions, concerns or ideas shall be submitted to this committee for review prior to use. If rules or mechanics changes are made, appropriate training will be provided and communicated to the association.
6. This committee shall also act as the rules interpreter and liaison to the WOA and WIAA regarding rules concerns, issues, or clarifications.

D. Auditing Committee

1. This committee shall consist of no less than two (2) members and shall audit the books for the current year. The term of this committee appointment expires upon completion of the audit.
2. The Audit Committee shall provide a written report to the board with their findings within fourteen (14) days of the audit being completed.
3. Upon conclusion of the audit the committee will arrange for permanent storage of the years financial records and board and general meeting minutes to be kept for no less than 7 years.

E. Bylaws Committee

The Bylaws Committee shall be responsible for annually reviewing the bylaws for possible revisions, and preparing for presentation to the general membership any recommended amendments to the bylaws.

F. Season Banquet / Post Game Committee

This committee shall be responsible for making arrangements for and set-up of the season banquet and for establishing a post-game meeting place for officials on Friday nights following varsity games.

G. Ratings Committee

This committee shall be responsible for annually reviewing the ratings system. They will determine improvements to the system and recommend those to the board for approval. The approved ratings system for the year shall be presented to the membership before the first varsity game.

H. Nominating Committee

This committee shall present the board with recommendations to fill vacant board positions.

I. Recruiting Committee

This committee shall be responsible for seeking new officials through various creative endeavors.

J. Due Process Committee

This committee shall be appointed, as needed, according to **Article VI**.

K. Diversity Equity and Inclusion Committee

This committee shall be responsible for shaping the SCFOA's efforts in outreach to diverse groups and recruitment of people from underrepresented communities in officiating.

Section 10 – Handbook

The Board of Directors shall create and maintain a handbook describing the duties and responsibilities of each Board Member and employee.

ARTICLE III - ELECTIONS

Section 1 - Office Succession

- A. A new vice president and a first year board member shall be elected by the general membership each year to assume office at the beginning of the fiscal year following election.
- B. The current vice president shall become the president.
- C. The current president shall become the past president.
- D. The current first year board member shall become the second year board member.
- E. The current second year board member shall become the third year board member.
- F. The current past president and the third year board members shall complete their current term on the board at the end of the fiscal year.

Section 2 – General Elections

A. Elections

Election of officers shall be held each year at the annual meeting.

B. Nominations

- 1. Nominations shall be opened two (2) meetings prior to the annual meeting. Nominations from the floor may be made at those two meetings and at the annual meeting prior to nominations being closed for voting.
- 2. Each nominee shall have the opportunity to make a brief statement before the vote.

C. Teller Appointment

The president shall appoint at least two (2) tellers at any meeting where a balloted vote will take place. The tellers shall distribute, collect and count ballots. The results shall be announced prior to the meeting adjournment. No candidate may be appointed as a teller.

D. Proxy Voting

Members deemed to be on excused business for the association may submit their vote in writing to the board prior to any meeting where a vote shall take place.

Section 3 - Board Vacancies

Vacancies on the board of directors shall be filled by the method described below:

- A. A nomination committee comprised of two (2) board members and two (2) general members shall be appointed by the president to select a nominee for replacement. Nominations shall be presented to the board for election by a majority vote of the board, a quorum being present.
- B. Any vacancy on the board is to be filled immediately and must be filled before any other action can be taken by the board.

- C. Any board member elected by this procedure must be ratified by the general membership by voice vote at the succeeding general membership meeting. If the board member fails to gain ratification of the general membership then a special election shall be held.
- D. In the event of multiple vacancies, they shall be filled in the following sequence, with each new member voting on the succeeding vacancy: past president, third year board member, second year board member, first year board member, vice president, and president.
- E. Any board of directors assembled under these special election procedures shall be deemed a legally constituted board conducting legitimate business of the SCFOA. Failure of the general membership to ratify any special election shall have no effect on board business conducted prior to the ratification vote.

ARTICLE IV - Association Procedures

Section 1 - Rating of Officials

- A. The previous year's ratings, as approved by the board, shall constitute the current year's official ratings, which shall be used to place officials in their proper rank for the purpose of assigning varsity games, the playoff list, and other purposes as defined by the board.
- B. The year-end approved ratings and summarized game assignment totals shall be made available to all members after board approval.
- C. A rating system approved by the board shall be presented to the general membership prior to the first varsity game of the season.
- D. Officials transferring in shall comply with **Article I Section 5**. Officials returning after a leave of absence of no more than one (1) season shall be placed in the same numerical position in the ratings as their last ranking prior to the leave of absence.
- E. Members not participating in the rating system risk disciplinary action as determined by the board, unless approved by the board prior to the start of the season.
- F. Transferring officials with 2 years or more experience in the WOA are eligible to participate in the rating per Article I, Section 5, letter D.
- G. Transferring officials from another state will not rate or be rated unless approved by the board.

Section 2 – Payment

- A. Year-end pay sheets shall be emailed from the treasurer to members at the end of each season, unless such statements are automatically generated via ArbiterPay. Notice of the pay sheet review deadline shall be made to all officials; however, members shall have at least two (2) weeks to verify and/or correct any discrepancies.
- B. Members are not entitled to payment unless and until funds are received from the school district, league, or association for the assignments the member worked for said school district, league, or association.
- C. Members must register for ArbiterPay and will receive payments for games automatically in their Arbiter account.

Section 3 - Game Assignments

- A. Officials shall work all accepted assignments.
- B. Excessive turn back of accepted assignments will be reviewed by the board with the possibility of fines as determined by the board.
- C. Two (2) days' notice of conflict for varsity assignments must be provided to the assignor or the official may be fined \$25.
- D. A fine for missed assignments will be assessed equal to the game fee for all missed assignments.
- E. The board shall review all fines assessed by the assignor and can adjust or cancel any fines.
- F. No official shall be assigned a varsity game in which there is a potential conflict of interest. It is incumbent on the official to notify the assignor of any conflict by asking not to be assigned

to games where this situation may occur. Conflicts of interest are defined as, but not limited to:

1. Coach or player that is immediate family of the official.
 2. The official is an employee of the school.
 3. Official was a member of the school or team within the past five (5) years.
 4. Any situation which may put undue pressure on or compromise the official, the game crew, or the team.
 5. No official shall be assigned to work more than two (2) varsity games per week unless:
 - a) There is a lack of another official in good standing with appropriate experience and rating.
 - b) There is a cancellation by an official that does not allow time for a qualified official to be notified.
 - c) Approved by the board unless time constraints do not permit such approval.
- G. The list of playoff officials shall be the top four (4) referees, the top four (4) umpires, the top eight (8) combined linesmen and line judges, and the top four (4) back judges.
- H. Playoffs are defined as any game that is played with the sole purpose of determining placement, seeding or advancement into the state tournament starting in week 11 of the football season.
- I. Playoff officials shall be assigned to playoff games according to their rating.
- J. Officials for the state semi-finals and state finals are determined by the allotments from the WIAA/WOA. The top rated officials in each allotted position will be submitted to the state for assignment subject to letter L below.
- K. If in any given week, there are more playoff assignments in a given position than officials on the playoff list for that position, then the board may authorize additional officials to be used or officials to be reused for that week of playoffs as needed.
- L. If any official is selected for state level competition (semi-finals or finals) two (2) consecutive years, that official will not be recommended for a state semi-final or final assignment the following year.
- M. The assignor shall notify the board of the state playoff allotments.

Section 4 - Leave of Absence

- A. An official requesting a leave of absence must submit the request in writing to the board.
- B. After returning from a leave of absence, an official shall not have their name submitted to the WIAA/WOA for state assignments for that year.

ARTICLE V - AMENDMENTS

These bylaws may be amended at any general membership meeting by two-thirds (2/3) vote of those voting, a quorum being present, provided:

- A. The amendment shall have been proposed in writing and available to all members present at the previous general meeting.
- B. The proposed amendment has the signature of at least five (5) members in good standing.

- C. Amending a proposed amendment to the bylaws may be accomplished by a majority vote, without notice provided the amendment is in order and does not increase the modification of the rule to be amended.

ARTICLE VI - DUE PROCESS

Section 1 - Purpose

The following sections are the procedures for a duly registered official to appeal a declaration of misconduct or ineligibility to officiate in an interscholastic activity. The purpose of these provisions is to prescribe in detail the procedure whereby an official who wishes to contest the reasons for his/her declaration of misconduct or ineligibility to officiate in an interscholastic activity under standards established by the WOA shall be afforded a fair opportunity to petition the appropriate governing board of the SCFOA and/or the WOA to obtain a full and open review.

Section 2 - Due Process Committee

- A. The Due Process Committee of the SCFOA (hereinafter referred to as the committee) shall be composed of five (5) members in good standing (excluding current board members, except as noted) and appointed by the board. Ex-officio members of the committee shall be the president, who shall be the acting chairperson during the hearing, and the recording secretary, who shall be the recorder for the hearing and deliberation of the committee.
- B. The committee shall be authorized to hear and decide cases involving appeals of the declaration of misconduct or ineligibility of an official to officiate in an interscholastic activity pursuant to the standards established by the SCFOA and/or the WOA.

Section 3 - Declaration of Misconduct or Ineligibility of an Official

The board of the SCFOA or its designee(s), having reasonable cause to believe that an official has engaged in misconduct or is ineligible to officiate an interscholastic activity under the rules and regulations of the WOA, shall provide the official with notice of his/her misconduct or ineligibility either by certified mail or by delivering said notice in person. The notice shall:

- A. specify the reason(s) for the alleged ineligibility and the violation;
- B. advise the official of his/her opportunity to request a hearing at the local level in order to contest the reason(s) for or the allegation(s) of such alleged ineligibility;
- C. state that a written petition for a hearing must be postmarked or received by the local association/board, or its designee, on or before the expiration of the seventh (7th) calendar day after notification of ineligibility;
- D. specify how the petition for hearing can be served upon the local association/board or its designee; and
- E. provide the official with the form(s) necessary to petition for a hearing pursuant to the procedure provided herein.

An official making petition for a hearing with the local association/board may not officiate any interscholastic activity for a period of fourteen (14) calendar days from the date the petition is received by the local association/board. If an association/board fails to grant a hearing to the ineligible official within fourteen (14) calendar days from the date of the petition, the official shall thereafter be deemed eligible to officiate until a decision to the contrary is made.

Section 4 - Notice and Decisions Provisions - Construction of Dates

The notice and decision provisions contained in the hearing and appeals procedures as herein set forth shall correspond with calendar days. In computing any period of time prescribed or allowed by these rules the day of the act or event from which the designated period of time begins to run shall not be included. The last day of the period so computed shall be included unless it is a Saturday, Sunday, or legal holiday, in which event, the period runs until the next day neither which is a Saturday, Sunday nor a legal holiday.

Section 5 - The Petition

Any official may request a hearing before the committee in order to contest the reason(s) for any alleged violation under the standards established by the SCFOA and/or WOA. The person(s) requesting such a hearing shall be known as the petitioner. A request for a hearing in the form and manner described herein shall be known as a petition. A petition shall:

- A. be written,
- B. set forth the specific reason(s) supporting the officials eligibility in response to the allegation of violation(s),
- C. signed by the petitioner(s),
- D. submitted to the Committee with such completed forms as may be prescribed by the SCFOA and/or WOA.

Section 6 - The Hearing

- A. Upon receipt of a petition properly submitted in the manner described above, the committee shall schedule a hearing as expeditiously as possible. Written notice of the time and place of the hearing shall be delivered to the petitioner(s) in person or by certified mail, with the return receipt requested, no later than five (5) calendar days prior to the date of the hearing. The hearing may be open or closed upon request of the petitioner.
- B. The petitioner(s) may represent himself/herself or be represented by such other person(s) as he/she may desire. The petitioner(s) shall have the opportunity to testify, present and cross examine witnesses, as well as to introduce affidavits, exhibits and such other evidence as may be deemed relevant and material to the committee.
- C. The committee may continue the hearing once for a reasonable period of time when in the judgment of the committee such a continuance is determined to be necessary to a fair and proper disposition of the petition.
- D. An audio record or verbatim record of the hearing shall be made with each petition considered by the committee.

Section 7 - The Decision

- A. At the conclusion of the hearing and after a full and complete consideration of the evidence presented in support of the petition the committee shall either,
 - 1. Grant the petition
 - 2. Deny the petition
 - 3. Take the petition under advisement for a period not to exceed five (5) calendar days.

- B. The decision of the committee shall be written and shall include specific findings and conclusions which support the particular determination. A copy of the decision of the committee shall be delivered to the petitioner(s) in person or sent by certified mail, with return receipt requested within two (2) calendar days following the date of the decision.
- C. The decision of the committee shall be based solely upon the facts and arguments presented during the hearing.

Section 8 - Regional Procedures

If after granting a fair hearing, the committee and the SCFOA has upheld its ruling of ineligibility or misconduct, it must provide the official with WOA Notice of Appeal at the time the decision is rendered. The notice shall:

- A. advise the official of his/her opportunity to request a hearing at Regional level; and
- B. state that a written petition for a hearing with the Regional Committee must be postmarked or received by the WOA commissioner or its designee(s) on or before the expiration of the seventh (7th) calendar day after the local hearing.

The WOA Commissioner will then assemble the Regional Committee. If the Regional Committee fails to grant a hearing to the ineligible official within fourteen (14) calendar days from the date that the petition is received by the Regional Committee, the official shall thereafter be deemed eligible to officiate until a decision to the contrary is made.

- A. Ruling - After hearing the evidence, the Regional Committee and the person presiding at the hearing shall render a written decision within fourteen (14) calendar days.
- B. Right of Appeal - following the decision of the the Regional Committee, the official may appeal. This appeal must be in writing and be postmarked within seven (7) calendar days to the WOA Commissioner.

Section 9 – State Procedures

If after granting a fair hearing, the Regional Committee has upheld the ruling of ineligibility or misconduct, it must provide the official with WOA Notice of Appeal at the time the decision is rendered. The notice shall:

- A. advise the official of his/her opportunity to request a hearing with the WOA Executive Board; and
- B. state that a written petition for a hearing with the WOA Executive Board must be postmarked or received by the WOA Commissioner or its designee(s) on or before the expiration of the seventh (7th) calendar day after the regional hearing.

If the WOA Executive Board fails to grant a hearing to the ineligible official within fourteen (14) calendar days from the date that the petition is received by the WOA Commissioner, the official shall thereafter be deemed eligible to officiate until a decision to the contrary is made.

- A. Ruling - After hearing the evidence, the WOA Executive Board shall render a written decision within fourteen (14) days.
- B. Right of Appeal - the decision of the WOA Executive Board is final.

The WOA Executive Board has the initial authority to rule in eligibility matters under the following conditions:

- A. A local association/board has exhausted their due process procedure and an official appeals to the Regional Committee and then to the WOA Commissioner;
- B. A local association/board has failed to take action on a misconduct which falls under the context of this Article;
- C. As a result of a criminal history background check, an official has been found to have committed/violated one of those acts listed on the criminal history background check form;
or
- D. The misconduct involved the actions of an association/board or any officer/assignor affiliated with or employed by a local association/board in any sport.

The WOA Commissioner or designee shall be notified in writing by the local association/board of any official suspended locally due to misconduct or violation of WOA rules and regulations.

An official found to have committed an act of misconduct by the WOA Executive Board may be suspended for not less than one year. A second proven misconduct on the part of an official may result in termination from the WOA.

In the event that action is taken against an association/board officer, assigning secretary, or WOA executive board member, the remainder of the WOA executive board shall decide whether the member who is suspended, fined or put on probation shall retain his/her position.

Section 10 - Misconduct

Misconduct can be charged for, but is not limited to the following:

- A. Using abusive language or distasteful gestures.
- B. Degrading fellow WOA members, local association/board officers, assigning secretaries, WOA Executive Board members, or WOA staff.
- C. Providing unwarranted or derogatory news media releases and/or interviews.
- D. Using mood altering substances the day of the game that could substantially impair judgment (i.e. alcohol, illegal drugs, or even certain prescription drugs).
- E. Undercutting the established WIAA/WOA officials contest fees.
- F. Failing to show up for a contest assignment previously accepted.
- G. Violating any section of the WOA Constitution and Bylaws.
- H. Intentionally deviating from enforcement of WIAA or WOA approved rules or mechanics.
- I. Failing to wear the approved WOA uniform.
- J. Being charged with a felony criminal act or a misdemeanor act involving use or distribution of mind or body altering drugs, theft or acts involving moral turpitude (emergency suspension before the hearing is permissible if serious charges warrant it).
- K. Being convicted of a criminal act.
- L. Soliciting or officiating a contest, not authorized by the local association/board, involving WIAA member schools.

- M. Obliging themselves to any person affiliated with any contest they might be assigned to officiate.
- N. Manipulation of the rating system will not be tolerated. Members who manipulate or attempt to manipulate the ratings system will be subject to disciplinary action as determined by the board.

ARTICLE VII - LEGAL PROTECTION

If any portion of these bylaws is determined to be null and void in any legal proceeding, such a determination shall not affect the enforceability of any remaining portions of the bylaws.

ARTICLE VIII – EQUAL OPPORTUNITY POLICY

It is the policy of the Snohomish County Football Officials Association not to discriminate against current members or prospective members on the basis of race, color, sex, age, marital or veteran status, national origin or the presence of any sensory, mental, or physical handicaps. It is our intent that such policy shall apply but not be limited to selection, scheduling, training, transfer or promotion in classification, recruitment, rates of pay or other forms of compensation, career development, disciplinary action, or termination.

Each officer acting in connection with selection, promotion, training, benefits, demotion, disciplinary action or termination shall in good faith and with all diligence comply with this stated policy as published in applicable state and federal laws. This policy is intended to insure that all members/officials are treated with respect and dignity. Any form of harassment or discriminatory action by fellow officials, coaches, players or other individuals associated with the Snohomish County Football Officials Association is expressly prohibited and will not be tolerated.

Officials who feel they have been discriminated against or harassed in any manner should notify any member of the board of directors. The board of directors is responsible for the implementation, development/training and investigation of any violations of this policy.

ARTICLE IX- DISBANDMENT

In the event that the Snohomish County Football Officials Association shall disband, any monies existing in the association treasury shall be distributed among the membership in good standing.