AUGUSTA CHAPTER
MAINE ASSOCIATION OF FOOTBALL OFFICIALS
BY-LAWS
2023

ARTICLE I: Officers

Section 1. President
It shall be the duty of the President to preside at all meetings of this Chapter and perform all duties usually pertaining to his office. The President shall have the authority to appoint such assistants, as he may deem necessary to aid him in the successful operation of the Chapter. He shall submit a list of such appointments to the Secretary to become a part of the Chapter records. Such appointments shall not be subject to approval of the Executive Board.

Section 2. Vice President
In the absence or disability of the President, the Vice-President shall perform all the duties of the President. The Vice-President shall serve as Ex-Officio member of any committee appointed by the President.

Section 3. Secretary/Treasurer
The Secretary/Treasurer shall give notice of all meetings, and keep minutes of business meetings. The Secretary/Treasurer shall receive and safely keep all funds of the Chapter, and pay out the same in accordance with Article III. The Secretary/Treasurer shall make biannual reports of receipts and disbursements, and perform such other duties as the office may require. The Secretary/Treasurer shall serve as the Sub-Assigner to assist the Assigner in their absence or incapacity. In the event the Assigner is removed from the position, the Secretary/Treasurer shall be appointed Interim Assigner until a permanent Assigner is selected.

ARTICLE II: Membership

Section 1. Personnel
A. To become member of the Augusta Chapter of the Maine Association of Football Officials, a person must meet the following requirements:
   1. Meet the requirement of the Maine Association of Football Officials.
   2. Attend instructional classes on the rules and weekly Chapter meetings.
   3. Successfully score 70% from the results of a written examination, a field performance evaluation and meeting attendance.
   4. Receive approval of the Chapter members.

B. To be a member in good standing a person must maintain following the requirements:

1. Attend one of the Annual State Football Rules Interpretation meetings set up by State or the Interpretation meeting set by Augusta Chapter in August of each year. Make, if done by Chapter, will be 1 hour prior to the first scheduled meeting, also in August.

2. Attend 60% of meetings in the following manner: 4 in person and 2 by virtual(zoom) between the first August meeting and last meeting of October; unless waived by the Executive Board. Attendance at last meeting would be appreciated because of election of officers for next season and other business.

3. In accordance with new by-law for meeting requirements we adopt a "Remote Participation Policy" of the members of the Augusta Chapter.

a. "Remote Methods "of participation means video technology allowing simultaneous reception of information for the agenda of each meeting.

b. Members are expected to be visible at all times during the virtual meeting to get credit for attendance.

c. If any meeting requires a vote to be taken it will be done by roll call of those attending virtually and recorded.

d. Voting for Executive Board openings can only be done when physically present at last meeting of the Chapter at meeting facility.

1. The vote will be by written ballot in order to get total participation of all members present

2. One ballot may be cast if only one person is running for each opening on Executive Committee.

4. Credit will be given to a member for a regular meeting if they:

a. Attend a State Interpretation meeting

b. Are working a game assignment that renders attendance difficult

c. Conduct a class for probationary members

d. Are deployed by a branch of the Armed Forces

e. Visible at all times if doing a meeting virtually

5. Pay annual Chapter dues established by the Executive Board and approved by the membership. Dues for the following year shall be paid no later than the first Chapter meeting in October each season.

6. All members shall be responsible to the President and shall abide by the Code of Ethics as published in the National Federation (NFHS) football rules manual.

7. All Life Time members are considered to be "members in good standing".

8. Achieve a minimum score of 70 on the annual "NFHS Football Rules Examination."

9. Members not in good standing will lose all Chapter rights and privileges until their status changes.

C. A member not in good standing may be reinstated to good standing status by:

1. Paying their yearly dues

2. Attending two meetings the following season for each meeting short of the 60% Chapter meeting requirements.

D. Transfer of Officials

If an official from another Chapter or Stae request to become a member of this Chapter because of (i.e., moving, job transfer, etc.) or for convenience they must do the following:

1. Submit a letter to the Chapter Secretary/Treasurer requesting membership status listing Qualifications, years of experience and a point of contact to verify the information.

2. After the Chapter Secretary/Treasurer verifies the information the letter will be given to the Executive Board for review and then presented to the membership for vote to accept or decline The request for membership.

D. Continued

3. If accepted the Assignor will then assign games to the member based on experience including Play-off assignments
4. Play-off assignments will not be given to officials who request a transfer to this Chapter for Convenience in the first year.

Section 2. Hearings and Suspensions

If any member conducts themselves in a manner, which the President considers detrimental to the best interests of the Augusta Chapter, the President shall instruct the member to appear the Executive Board for a hearing when instructed to do so by the President shall be considered sufficient grounds to sever all connections of the member. If the contentions of the President are upheld by the Executive Board, then the Executive Board shall have the authority to suspend the member for a definite or indefinite time. Three members of the Executive Board shall constitute a quorum for the hearing and their action shall be subject to approval by the entire Executive Board.

ARTICLE III: Finances

Section 1. All monies received by the Augusta Chapter will be placed in a common treasury and be subject to biannual reviews. Additional reviews will be conducted at any time the current Secretary/Treasurer is replaced or at the discretion of the Executive Board.

Section 2. Only the President or the Secretary/Treasury will have signing authority to pay normal operating expenses. This includes but not limited to: office supplies, rule books, state dues, Arbiter fees, and supplies for annual Chapter dinner. The Executive Board is authorized to approve other expenditures up to $500. Expenditures exceeding $500 must be approved by the membership.

ARTICLE IV: Game Fees

Section 1. High School Varsity & Sub-Varsity

As negotiated by MAFO with the Maine Principals Association.

Section 2. Middle Schools and Youth League

As determined/negotiated by the Chapter Assignor with the approval of the Executive Board.

ARTICLE V: Game Assignments

Section 1. The following procedure pertains to the selection, removal, or replacement of the Chapter Assignor:

1. To be considered as a candidate for the Assignor's position interested members in good standing must submit a letter of intent and qualifications to the Secretary by the date specified by the President.
2. The Executive Board will interview each candidate and submit their recommendation to the Chapter membership for approval. This will be accomplished by the most expedient means possible with results published to chapter membership. There shall be no limit to the number of one year terms that a member can serve as Assignor.
3. In the event that the membership does not approve the recommendation, the Executive Board will continue to meet until the Chapter Assignor is approved. The Chapter members will be kept informed of the proceedings.

Section 2. The Chapter Assignor may be removed for the following reasons:

1. Abuse of duties - To be investigated by an Ethics Committee.
2. Vote of no confidence from the Chapter membership - To be presented by the Executive Board as they deem appropriate.
3. Resignation
4. Incapacity

Section 3. Assignor's specific duties in which games are assigned.

A. The Assignor will:

1. The Assignor reserves the right not to assign all youth league games. This action must be approved by the Executive Board one (1) month prior to the beginning of the season. Youth league games are defined as players in Grade 6 and below.
2. Not be separately restricted or limited regarding personal on-field game assignments unless deemed necessary or appropriate by Executive Board. If restriction curtailing on-field assignments is imposed upon the Assignor, then the Assigner will have the opportunity to resign the position.
3. Serve as a non-voting member of the Executive Board.
4. Receive a yearly fee for service as Assignor as determined by the Executive Board.
   (a) Any adjustments, pro-ration or recoupment of the Assignor's fee will be determined by the Executive Board.

B. Assigning Games:

1. Initial Varsity assignments will be published NLT 10 days prior to the game date with exception of the last regular season and all play-off assignments. The President and Secretary will review the assignments prior to being posted.
2. The Assignor is responsible for ensuring that all officials are given the opportunity to achieve their potential. Pursuant to this end Sub-Varsity and Timer assignments will be at the discretion of the Assignor using all Chapter members and probationary candidates provided they have received adequate training.
3. Varsity Assignments:
   A. In order to be considered for an assignment, the official must be a member in good standing and must have officiated in a minimum of 10 Sub-varsity games. Probationary officials may be used before requesting assistance from other boards if approved by the President and Secretary.
   B. To be considered for an assignment as the Referee the official must:
      1. Be eligible for a varsity assignment
      2. Achieve a minimum rules test score of 85%
      3. Officiated 50 varsity games
      4. Officiated as the referee in at least 20 sub-varsity games
      5. Officiated in other positions a minimum of 5 games per position

4. Play-off Assignment Guidelines
   A. The assignor will make every attempt to utilize each official for at least 1 play-off game. Assignments will be based on school votes, level of experience, availability and the participating team requests.
   B. Regional and State Champion game assignments will be based on the criteria listed below coupled with the length of time since the official's last State assignment. The following considerations will be used when making these assignments:
      1. An on-field official cannot be assigned a Regional and State game in the same year
      2. An on-field official receiving a State assignment will be prohibited from being assigned a Regional and State game the following year.
      3. An official receiving a Regional final will be prohibited from being assigned a Regional final the following year, but will remain eligible for a state Championship game.
5. Play-off Assignments:
   A. Must be eligible for varsity assignments
   B. Attend a State Interpretation meeting
   C. Achieved a minimum rules test score of 85%
   D. Officiated a minimum of 15 varsity games during their career and 5 varsity games during the current season. All play-off assignments must be reviewed by the President and Secretary.
6. State Championship Assignments:
   A. The official must be eligible for a play-off assignment
   B. Must have officiated a minimum of 5 play-off games
   C. Officiated in a minimum of 30 varsity games
   D. Assignments will be chosen by the President based on recommendations from the Assignor.

Section 4. The Assignor will attempt to ensure that each Varsity official is seen by each member school at least once during a three (3) year period. Whenever possible officials will not receive consecutive Varsity assignments involving the same school. Officials barred by a school shall be for a maximum of two (2) years, at which time, the school will be requested to re-evaluate its position. Further guidelines may be forthcoming from the Executive Board as deems necessary if approved by the Chapter membership.

ARTICLE VI: Amendments and Adoption

Refer to Article XI and Article XII of the Constitution.
BY-LAW amendments submitted to the membership and accepted on November 6, 2018.

Frank R. DiConzo 11-1-22

Frank R. DiConzo **Date**
President

Dan Labrie **Date**
Vice President

Paul McCarty

Paul McCarty **Date**
Secretary/Treasurer

Brian Richardson **Date**
Representative

Rick Bates **Date**
Representative