

**NEMOA BY-LAWS**  
Approved May 2017  
Updated May 2025

**ARTICLE I – GENERAL**

**SECTION I** - Upon adoption of these By-laws at a general membership meeting of the North-Eastern Maryland Officials Association (hereinafter called NEMOA or the Association) these By-laws shall govern the ongoing operations of the Association, until subsequently amended.

**SECTION II** - Where in conflict with the NEMOA Articles of Incorporation, said Articles of Incorporation shall control, and that portion of these By-laws deemed in conflict shall be void.

**SECTION III** - Unless otherwise provided in the NEMOA Articles of Incorporation or these By-laws, the parliamentary authority of the Association shall be Robert's Rules of Order, as Revised.

**SECTION IV** - Where the terms "he," "his" or "him" are used herein, they shall mean either male or female members without regard to sex.

**ARTICLE II – MEMBERSHIP**

**SECTION I** - Candidates for membership must make written application to the Association, indicating which sport(s) the candidate wishes to officiate. Upon acceptance, the candidate becomes a probationary member. A member may be an active member in one sport and probationary in another.

**SECTION II** - Requirements for a candidate to become an active member:

- a. Receive passing grades on written examinations in the sport to be officiated, where applicable.
- b. Pass a minimum number of observations on court, floor or field mechanics, as determined by the Vice President-Sport under game conditions.
- c. Receive the approval of the Vice President-Sport and be 18 years of age.
- d. Pay any and all dues.
- e. Complete one (1) full season as probationary member. The Executive Board upon recommendation of Vice President-Sport may waive this requirement.

**SECTION III** - Membership Categories

- a. Active members are those men and women, in good standing, who are currently officiating and who have met and continue to meet all required qualifications for membership as listed in the by-laws for NEMOA and their respective sport(s). "Good Standing" shall mean: current in dues payments and fulfillment of assignments and not under probation and/or suspension.

- b. Inactive members are those persons in good standing and not currently officiating but who desire to be affiliated with NEMOA for the purpose of furthering the best interest of officiating and sports in the community.
- c. Probationary members are those who have made application for membership in NEMOA and who have not yet fulfilled all requirements for members as in the by-laws; or active members who have failed to continue to meet membership requirements.
- d. Suspended, Expelled or Retired members are: members that are suspended (IAW ARTICLE V), expelled for cause (IAW ARTICLE VII) or changed from active status by:
  - (a) written resignation,
  - (b) written request for inactive status or retirement,
  - (c) or act of the Executive Board or the Grievance Committee, in accordance with the By-laws.
- e. An Observation/ Training Committee may be appointed by each Vice President-Sport to evaluate the floor or fieldwork of applicants in that sport. Reevaluation of active members shall be done biannually.

**SECTION IV - Members on probationary status as a new official or because of disciplinary actions or violations shall be accorded all the privileges of the Association with the exception of voting powers and holding office. Members on probationary status because of disciplinary actions or violations shall not remain on probation for longer than one (1) year, after which they shall be re-instated to full active status, if the requirements of Section II (a) through (e) be met, unless a vote has been taken under Articles III, V or VII to suspend or expel.**

**SECTION V - Active members must attend the NEMOA clinics and pass the examinations in the sport to be officiated or provide evidence of compliance through another association.**

**SECTION VI - A majority of approval of the Executive Board is necessary for the acceptance of Inactive Member status. Inactive members shall be assessed \$5.00 per annum for general dues. An inactive member is not eligible to receive officiating assignments. He is not required to attend business or interpretation meetings for the sport. Unless excused in writing, he must attend the annual meeting. An inactive member may request active status by written application to the Board, accompanied by, concurrence of the Vice President-Sport, and the fee(s) for active membership in any sport.**

**SECTION VII – Active members must obtain and maintain an accessible email account with contact information; which must be provided to the Association to ensure communication of Association information and assignments. When required by NEMOA or the Vice President-Sport, an active ARBITER account to receive assignments and/ or an ARBITERPAY account for payments must also be obtained and maintained.**

## ARTICLE III – EXECUTIVE BOARD, GRIEVANCE COMMITTEE, and OTHER COMMITTEES

SECTION I - The Executive Board shall examine the qualifications of all applicants and shall have charge of administering all written, oral and practical examinations. The Board shall make a report to the membership upon all applications at the annual meeting.

SECTION II - The Executive Board shall handle all internal grievances and, upon written complaints of any member, or upon order of the association President examine the records of any Assignor for Sport. If the records are not in order, the Board may appoint an Interim Assignor and report the case to the Association membership, with a recommendation for action.

SECTION III - The Executive Board shall investigate all written and signed complaints received by the President of the Association and shall recommend appropriate action on the same to the President of the Association, including referral to a Grievance Committee.

SECTION IV - The Executive Board may create a separate Grievance Committee, of three (3) members, to investigate any complaints by or against a member of any officer. This Committee shall be composed of one (1) Board member and two (2) other active members, only one of whom shall be an active official in the subject sport. The Grievance Committee shall also receive, review, and make recommendation to the Board concerning any complaints about assignments, fee payments, charges, dues, assessment or fines.

SECTION V - Minutes of all Board meetings and the annual meeting shall be prepared in writing by the secretary and posted on the NEMOA web page within 30 days of the meeting.

SECTION VI - An audit of the Treasurer's accounts shall be conducted by or secured by the Executive Board of NEMOA, whenever deemed appropriate.

SECTION VII - The Executive Board may appoint such other Standing or Ad Hoc Committees as may be deemed necessary, including but not limited to: Public Relations; Parliamentary; Recruitment; Awards; Appeals; Coaches Liaison; Nominations; Finance; Contracts and Fees; and Observations - Sport.

SECTION VIII - Contracts for sport fees, signed by either the NEMOA President, Treasurer or the Vice President-Sport, shall be subject to notification of, and final review by the Executive Board. Copies of all contracts will be maintained by the NEMOA secretary.

## ARTICLE IV – DUES AND ASSESSMENTS

SECTION I - All officials will be assessed annual dues for the PRIMARY sport in which they actively officiate as determined by the Executive Board. If an official works more than 1 sport, no annual dues will be assessed for additional sports.

SECTION II -Effective April 1, 2008, and until thereafter amended, all officials working games or events assigned through the Association shall be assessed an individual Sport fees of an amount to be determined by the Executive Board for each game assignment. Each official is responsible for paying the following administration fees, not to exceed 10% of game fee for each assignment:

- a. Treasurers administrative fee as determined by the NEMOA Executive Board
- b. Assignors administrative fee as determined by the NEMOA Executive Board
- c. State or National Membership or Association dues or fees, as applicable to the individual officiated sport, for payment of NEMOA to State or National Board of Association.
- d. No fees shall be deducted from any assignments that are in the State Tournament. All deductions shall be waived if any or all of the fees are paid through the contract signer.

#### ARTICLE V - SUSPENSION OF MEMBERS

SECTION I - Any active member absenting himself from a general business meeting, a special business meeting, the required number of clinic without an acceptable excuse may be suspended.

SECTION II - Members suspended for violation of this Article may be reinstated by the Executive Board at any Board meeting following written application of reinstatement by the suspended member, and upon paying any unpaid dues or assessments.

SECTION III - Any member who accepts appointment or election as an officer (including Assignor or Interpreter) and who fails to perform the duties of his office, in the opinion of the Executive Board, shall be suspended for six (6) calendar months from active assignments, shall forfeit his office and rights therein for the balance of the fiscal year, and may be impeached as in Article XI.

SECTION IV - Any member, who fails to pay, reimburse or repay any dues, assessments, levies or fines shall be suspended indefinitely or until returning to 'Good Standing'.

SECTION V - Any member of the Executive Board who divulges information received at Board meetings, without authority from the Board, shall be suspended from the Board indefinitely, suspended from officiating assignments for six (6) months, and may be impeached.

SECTION VI - Any member of the Executive Board absenting himself from two (2) successive Board meetings, unless excused, is subject to suspension from the executive board, and may thereafter be replaced by a majority vote of the Board. Successor will be elected at the next regular business meeting of the Board and will serve until the next annual meeting.

## ARTICLE VI – OFFICERS

### SECTION I - The officers shall be determined as follows:

- a. The President, Vice-President, Secretary and Treasurer shall be elected by a majority vote of active members present and voting, at a general membership meeting after a Quorum is determined.
- b. A Vice President-Sport for each sport shall be elected by a majority vote of active members of that sport attending the annual general meeting or another meeting of members of that sport called for this purpose.
- c. The Interpreter and the Assignor for Sport will be designated by the Executive Board, upon recommendation by the Vice President-Sport.
- d. The Web Master shall be designated by the Executive Board upon the recommendation of the President. This position will be discontinued immediately if the services are no longer required.

### SECTION II - Unless otherwise set forth in these by-laws, the term of office for each officer shall be:

- a. President, Vice-President, Secretary and Treasurer - two (2) year term of office, commencing April first. Elections will be held on alternating years, with the President and Secretary on odd number years and the Vice President and Treasurer on even numbered years.
- b. Interpreter and Assignor for Sport - The seasonal duration of that sport or until a successor is appointed
- c. Vice President-Sport - One (1) year, or until a successor is chosen.
- d. Web Master -Term of service to be reviewed annually, serve at the discretion of the Executive Board.
- e. Any officer may succeed himself.

### SECTION III - Compensation of Officers shall be as follows:

- a. President, and Vice-President - exemption from annual NEMOA sport dues (but not from State, National or other outside dues or fees collected for repayment) for all sports, for the term of office.
- b. Vice President-Sport - exemption from NEMOA annual sport dues only for the sport of which he is Vice-president and 10% of the individual sport dues for that sport.
- c. Treasurer - not to exceed 4% of assigned and paid game or event fees; fee to be determined by the NEMOA Executive Board. Exemption from annual NEMOA sport dues (but not from State, National or other outside dues or fees collected for repayment) for all sports, for the term of office.
- d. Assignors - Sport - not to exceed 6% of assigned and paid game or event fees; fee to be determined by NEMOA Executive Board. Exemption from annual NEMOA sport dues (but not from State, National or other outside dues or fees collected for repayment) for all sports, for the term of office.
- e. Interpreters - Fee to be determined by the NEMOA Executive Board and reviewed every (2) years. Exemption from annual NEMOA sport dues (but not from State, National or other outside dues or fees collected for repayment) for all sports, for the term of office.

f. Secretary - Fee to be determined by the NEMOA Executive Board and reviewed every (2) years. Exemption from annual NEMOA sport dues (but not from State, National or other outside dues or fees collected for repayment) for all sports, for the term of office.

g. Web Master - Fee to be determined by the NEMOA Executive Board and reviewed every (2) years. Exemption from annual NEMOA sport dues (but not from State, National or other outside dues or fees collected for repayment) for all sports, for the term of office.

#### SECTION IV - No duties of the voting members on the Executive Board may be combined.

#### SECTION V - Duties of the Officers shall be as follows:

a. The President shall:

1. Sit as a voting member of the Executive Board; only votes in membership meetings to break a tie vote.
2. Preside at all regular and special meetings of the Association.
3. Serves as Chairman of the Executive Board and preside at all Board meetings.
4. Appoint all committees provided for in the By-laws.
5. Sign all checks for the Association in the absence of the Treasurer.
6. Sign contracts as required for members services.
7. Insure that Executive Board members performs assigned duties as prescribed in Article VI Section V.

b. The Vice-President shall:

1. Sit as a voting member of the Executive Board.
2. In the absence or incapability of the President, assume and discharge all duties of that office.
3. When formed of necessity by the President, act as the chair of the Grievance committee as the required board member.

4. Perform such of said duties as assigned by the President.

c. The Treasurer shall:

1. Sit as a voting member of the Executive Board.
2. Sign all checks for the Association.
3. Keep and maintain an accurate record of collections and disbursements.
4. Collect and levy dues, fines and membership fees.
5. Notify the Executive Board of any member not in good standing;
6. Bill per contracts, all groups which the Association serves.
7. Make monthly distributions to officials of fees collected by Association.
8. Make available to active members, a monthly financial report, upon request.
9. Prepare and present a written Financial Report each month to the Executive Board and at the annual membership meeting.

10. Prepare and maintain all necessary tax forms for the federal government and the local state government as needed, including but not limited to the State of Maryland.

11. Sign contracts as required for members services.

12. Perform such of said duties as assigned by the President.

d. The Secretary shall:

1. Sit as a voting member of the Executive Board.

2. Maintain and preserve all records (including sport contracts) and correspondence of the Association.
3. Record and preserve the minutes of all meetings of the Association and Executive Board.
4. Maintain and certify quorum and attendance records at all meetings of the Association and Executive Board.
5. Act as liaison between the Association and all groups served by the Association.
6. Maintain an updated roster of officials (including availability) provided by Assignor-Sport.
7. Alert the treasurer as to those unexcused members absent from the annual general meeting.
8. Assist in negotiation of contracts with any organization the Association serves.
9. Perform such of said duties as assigned by the President.
- e. Vice President-Sport shall:
  1. Sit as a voting member of the Executive Board.
  2. Be responsible for overall administration of the sport.
  3. Make recommendation to the Executive Board for choice of Assignor and Interpreter of the sport.
  4. Aid the Interpreter for sport in organizing and conducting clinics and written examinations.
  5. Implement a rating system for officials in his sport and report results to each official and the Executive Board at the end of the sport's season.
  6. Act as liaison between the Executive Board and officials of that sport.
  7. Provide to the Secretary a roster of officials.
  8. Insure that dates for clinics are provided members in a timely manner.
  9. Record and maintain attendance records of clinic meetings.
  10. Provide to the Executive Board names of those members of that sport in violation of Article VII - Section I.
  11. Negotiate, with the Executive-board concurrence, contracts pertaining to their sport. Sign contracts as required for members services. All contracts for sports services shall be submitted for review and filing to the Executive Board.
  12. Act as emergency contact when schools or groups cannot contact the Assignors for sport.
  13. Make assignments in cases of emergency.
  14. Assist the assignors for sport in making tournament and playoff assignments.
  15. Provide each official with necessary pay cards and/or rating cards and applicable rulebooks.
- f. The Assignors for Sport shall:
  1. Not be a member of the Executive-board
  2. Become familiar with all officials in that sport by maintaining an up-to-date record of each officials address, phone number, experience, availability and rating.
  3. Make formal assignments of NEMOA members or members of other officials associations, if necessary, to officiate games or events played within the Association's area and in other areas where a participating team or organization affiliated with this Association has requested such service.
  4. Evaluate new officials, with the Vice President-Sport

5. Assign members to officiate tournaments and playoffs with input from the Vice President-Sport;
6. Report bi-weekly to the Treasurer all confirmed and officiated games as well as violations (fines) of Article VII, Section I, for each member of that sport.
7. All assignments, where possible, will be made, and confirmed by ARBITER, telephonically or by email;
8. Confirm game schedules with each A.D. (and Boards of Education, if requested) and assignments to each official at least one (1) week prior to each scheduled event and periodically thereafter as required by schedule updates and changes.
  - g. Interpreters for Each Sport (in season only) shall:
    1. Not be a member of the Executive-board
    2. Conduct and maintain an adequate clinic for the sport to which he is assigned to include a clinic for coaches.
    3. Act as rules interpreter for the sport to which assigned.
    4. Evaluate, with the Vice President-Sport, all active members and applicants.
  - h) Web master shall:
    1. Sit as non-voting member of Executive Board
    2. Setup and maintain the NEMOA web page;
    3. This position shall be void in the future should NEMOA discontinue the web page.
    4. Perform such of said duties as assigned by the President.

SECTION VI - No officer will be restricted in the number of games or events he may officiate by virtue of his position or assigned duties.

## ARTICLE VII – VIOLATIONS

SECTION I - The following violations shall be reasonable cause for fine, suspension or expulsion, subject to the approval of the Executive Board. Amount of fine shall be indicated after each violation. (Responsible agent to determine violation and collect fine is indicated.)

- a. Unexcused failure to attend specified number of meetings: \$ 25.00 per missed meeting. (NEMOA President or Vice President-Sport as applicable)
- b. Unexcused failure to fulfill any confirmed assignments: Price of assignment. (Vice President-Sport)
- c. Failure to appear at scheduled game or event at scheduled time:  $\frac{1}{2}$  the game or event fee, whichever is higher. (Vice President-Sport)
- d. Any courtesy or activity on the part of member or action or statement to media sources that might bring discredit to the Association: Suspension or expulsion. (NEMOA President)
- e. Failure to wear the official uniform as designated by the Association or the state/National Board of Federation: \$10.00 per article. (Vice President-Sport)
- f. Wearing unauthorized patch or emblem on uniform. \$10.00 per occasion. (Vice President-Sport)
- g. Wagering or gambling on any game or event officiating by the Association: Expulsion. (NEMOA President)

- h. Partaking of any intoxicant prior to or during any assignment: Suspension (Indefinite, and revocation of existing assignments scheduled and possible expulsion). (NEMOA President)
  - i. Soliciting unassigned games or events not contracted with the Association and within the Association territory for independent personal gain: \$50.00 or-fee for game or event, whichever is higher (as determined by any existing contract). (NEMOA President)
  - j. Attempting to obtain any full or part-time schedule of any group served by the Association within two previous fiscal years unless the Vice President-Sport determines that the Association will not service that group at present: Expulsion. (NEMOA President)
  - k. For each assignment adjustment after confirmation of that assignment:  $\frac{1}{2}$  game fee if adjustment is made less than 48 hours prior to game time. Bona fide emergencies as determined by the assignor and/or Vice President-Sport will be the only exception. Persistent violations of the By-laws or refusal of assignments: Suspension or expulsion. (NEMOA President or Vice President-Sport as applicable)

SECTION II - Members officiating a sport are required to attend the majority of the scheduled meetings and clinics pertinent to that sport unless a valid excuse is submitted in writing and accepted by Vice President-Sport, or the Interpreter if a clinic session. Failure to attend the prescribed number of meetings may result in the disqualification from possible post-season eligibility.

SECTION III – Any fines levied by the NEMOA Treasurer will go into the NEMOA General Administrative Fund. Any fines levied by the Vice President-Sport or assignor for an individual sport will be kept separate from the NEMOA General Administrative Funds. Each sport will have its own account (or accounting system) and the Vice President-Sport may spend the funds generated from sport specific fines however he feels is best for their individual sport. The NEMOA Treasurer will keep accounting records of fines levied by the NEMOA President.

## ARTICLE VIII – IMPEACHMENT

SECTION I - Bill of Impeachment of an officer must be presented to the Executive Board in writing, signed by at least three (3) active members. The Executive Board shall then give two (2) weeks notice to the charged officer and general membership of a special meeting to discuss the issue. If the Bill, upon presentation to the membership receives two (2) other seconds, a vote shall proceed at the meeting, and shall require a three-fourths (3/4) majority of active members present for impeachment. All charging and charged parties shall represent themselves.

SECTION II - Upon impeachment, the impeached officer shall be relieved of all official duties, and the vacant post shall be immediately filled by election (simple majority) or appointment at the same special membership meeting. An impeached officer may also be suspended, fined under Article VII and/or expelled.

SECTION III - An officer may be impeached for violations under Article VII.

## ARTICLE IX - MEETING AND VOTING

SECTION I - The annual meeting shall be held in the spring on a date (between March and OEM June), and at a location as determined by the Board. Members shall be notified at least fourteen (14) days prior to the meeting.

SECTION II - A meeting quorums shall consist of 40% of the active membership, or 50 active members, whichever is less.

SECTION III All votes shall be simple majority (50% + 1) except as provided herein.

SECTION IV Membership meetings shall start promptly at designated time and the attendance roster will be closed fifteen (15) minutes later. Any member not in attendance by this time or who leaves before the meeting adjourns, unless excused by the presiding officer, will be considered absent for purposes of Article V. Such absence, however, shall not affect the determination of a Quorum once present at any meeting.

SECTION V - Each active member of the Association is entitled to one vote, unless otherwise provided in the By-laws, at any meeting, or by mail as hereafter provided.

SECTION VI - An excused active member may vote by written proxy, as provided by these By-laws.

SECTION VII - The President shall have no vote at the general membership meetings except when the votes are equally divided. At such time, he will be required to cast a ballot to break the tie.

SECTION VIII - Inactive and Probationary members are eligible to attend all membership meetings. They shall not have the power to vote or hold office.

SECTION IX - Proxy votes, for any office election, or upon any By-laws or Article of Incorporation, shall be in writing, signed by the proxy author, and shall state the officer(s) for whom or the issue for which the proxy author votes. The proxy shall vote only for and in accordance with the authority expressed. Blanket or Open Proxy votes shall not be allowed.

## ARTICLE X – AMENDMENTS

SECTION I - Amendments to the By-laws must be proposed to the Executive Board in writing and must be signed by at least three (3) active members. Each member shall be notified by the Executive Board of any proposed change proposed by the Board, or proposed by three (3) members, prior to the membership meeting at which the change is to be put to a vote, unless the amendment is proposed at such meeting.

SECTION II - A simple majority (50% + 1) favorable vote of active members present at any membership meeting shall be required to amend the By-laws.

SECTION III - Acceptance of Amendments may be solicited by mail vote. Any proposed amendment shall be mailed to all active members with a minimum response date of fourteen (14) calendar days. Amendments shall be deemed passed if approved by two-thirds (2/3) of the mailed return response votes. Return response votes must be signed (legibly) by members and dated. The Board shall record and permanently retain the names of members mailing in votes, and the vote totals (for, against, abstain). Mail ballots shall be retained only until the next annual membership meeting, and then shall be destroyed.

SECTION IV - Amendments become effective immediately upon adoption, if voted upon at a meeting; if voted upon by mail ballot, as in Section III, they become effective at the Board Meeting at which the ballots are tabulated and the necessary mail vote recorded. The Board shall advise the membership of all mail-in vote results in the next general (clinic notice) mailing.

SECTION V – The members of the Executive Board are authorized to review and act on amendments to the Articles of Incorporation and By Laws, which has been submitted and signed by three (3) members of the Association.

## ARTICLE XI –MISCELLANEOUS

SECTION I - Each member may request from the Board, a current list of members of the Association. Such list, however, shall not be used for commercial purposes, or sold or distributed. The Board shall vote on the validity of the request and make a determination to either reject the request, or permit the release all, or part of the membership list as requested.

SECTION II - Each member has the right to expect and seek from the Association:

- a. Adequate training in sport rules interpretation and application and in the mechanics of officiating.
- b. The opportunity to advance to higher levels of officiating, commensurate with the officials' capability.
- c. Observation by qualified officials, and periodic advice of progress.
- d. Notice and opportunity to attend membership meetings and to select officers and administrators of the Association and his/her sport.
- e. Payment for his/her services.
- f. Support when unjustly maligned by coaches, press or other officials.
- g. Guidance, leadership, organization and promotion.
- h. Active and strong representation and negotiation with all boards, leagues, schools, or other representative groups for fair and adequate fees.

## ARTICLE XII – INDIVIDUAL SPORT RULES AND REGULATIONS

SECTION I - Each individual sport in NEMOA, Inc., retains the right to pass any rules and regulations that pertain to only that sport. These rules may be more restrictive, but in no case be less restrictive than MPSSAA rules or NEMOA By-laws.

SECTION II - These rules may include, but are not limited to:

- a. Meeting attendance.
- b. Dress code.
- c. Testing.
- d. Officiating groups.
- e. Assigning guidelines. These rules may be more restrictive, but in no case be less restrictive.

SECTION III - These rules and regulations may include additional fines not specified in Article VII, which will be retained by the Sport.

SECTION IV - Any of these rules that are deemed in conflict with any Article in the Articles of Incorporation or these By-laws shall be void and any penalty shall also be void.