

**LONG ISLAND SWIMMING OFFICIALS
ASSOCIATION**

**CHAPTER OF THE NEW YORK STATE CERTIFIED SWIMMING
OFFICIALS ASSOCIATION**

**CONSTITUTION
&
BY-LAWS**



CONSTITUTION

LONG ISLAND SWIMMING OFFICIALS ASSOCIATION

ARTICLE I – Name

Section 1. The name of this organization shall be the Long Island Swimming Officials Association, herein called the LISOA.

Section 2. The LISOA is an affiliate of the New York State Certified Swimming Officials Association, herein called the NYSCSOA.

ARTICLE II – Purpose & Goals

The purpose and goals of the LISOA and its members shall be:

Section 1. To officiate all meets in a competent and professional manner.

Section 2. To have its members actively work to improve interscholastic swimming and diving officiating.

Section 3. To service and collaborate with the swimming and diving community for the improvement of swimming and diving.

Section 4. To provide a consistent interpretation and administration of interscholastic swimming and diving rules.

ARTICLE III – Membership

The LISOA shall consist of active (primary/associate), inactive and honorary members.

Section 1. Active Members: Have their primary membership with the LISOA (Primary/Active member) or with that of another affiliate of the NYSCSOA (Associate/Active member).

Section 2. Inactive Members: Having been an active member, notifies the Board of Directors in writing that they desire inactive status.

Section 3. Honorary Members: Those recommended for this honor by the Board of Directors and receive a $\frac{3}{4}$ majority approval of the members present and voting at any scheduled LISOA meeting.

ARTICLE IV – Officers

Section 1. The elected officers of the LISOA shall be:

- A. President
- B. Vice-President
- C. Secretary
- D. Treasurer
- E. Directors (2)

Section 2. The election of officers:

- A. Will be held in odd numbered years.
- B. Only active members shall be eligible to serve as an officer of the LISOA.
- C. Only active members in attendance at the meeting where the voting takes place are eligible to vote.
- D. The election of officers will be by ballot.

Section 3. Officers of the LISOA will be inducted at the Banquet/Dinner Meeting following their election and assume their responsibilities on April 1.

Section 4. Term Limitations:

- A. The term of office for all officers is two (2) years.
- B. The President and Vice-President may hold office for no longer than four consecutive terms.
- C. There are no term limits for the positions of Secretary, Treasurer or Director.

Section 5. Vacancies occurring during the term of an elected officer:

- A. Shall be filled by appointment by the President.
- B. The Board of Directors must approve the appointment.
- C. Such appointments are valid for the remaining term of that office.
- D. If the office vacated is that of the President, the Vice-President will assume that position and the Vice-President's position will be filled as prescribed above.

Section 6. Removal from office:

- A. An officer may be removed from office for dereliction of duty.
- B. A petition in writing for removal may originate from either the membership or the Board of Directors.
- C. The petition shall detail specific actions and behaviors that may justify removal from office.
- D. The Board of Directors shall upon receipt of such a petition for removal, investigate the petition to determine its worthiness.
- E. If the Board of Directors determines that the petition does not rise to the level of removal from office, it may refer it to the Ethics Committee or deny the petition.
- F. If the Board of Directors (not to include that officer) concurs with the petition by a majority vote, then it will be presented to the LISOA membership for a referendum.
- G. The referendum for removal must receive a $\frac{3}{4}$ majority vote of the members present and voting at any scheduled LISOA meeting.
- H. An officer so removed may file an appeal as per Article X of the Constitution.

ARTICLE V – Board of Directors

The elected officers and the Immediate Past President shall be known collectively as the Board of Directors and shall oversee and conduct all executive business of the LISOA.

ARTICLE VI – Meetings

Section 1. The LISOA shall have a minimum of five (5) meetings annually.

Section 2. A majority of the active membership, including the president or his/her designee, shall constitute a quorum for conducting business at all LISOA meetings.

ARTICLE VII – Dues

LISOA dues for the membership year (April 1 –March 31) shall be set by the executive board but shall not exceed a dual meet fee in the higher paying section serviced by the LISOA.

ARTICLE VIII – Committees

The standing committees of the LISOA shall be:

- A. Nominating Committee
- B. Ethics Committee

- C. Banquet/Dinner Committee
- D. Audit Committee
- E. Apprentice Committee
- F. Awards Committee
- G. Constitution and By-laws Committee

ARTICLE IX - Grievance Procedure

Active members individually or collectively have the right to file a grievance with the Board of Directors. Such grievances must be presented in writing, detailing the alleged offense. Members individually or collectively do not have the right to impose disciplinary actions on another member except as to approve a referendum to remove an officer as defined in Article IV of the Constitution. Such right is the sole responsibility of the Board of Directors.

ARTICLE X - Appeal Procedure

An active member of the LISOA has the right to file an appeal with the Board of Directors regarding any disciplinary action taken against them by the Board of Directors.

- A. The appeal must be presented in writing within 14 days of a disciplinary measure having been instituted.
- B. The Board of Directors will meet with the aggrieved party within 14 days after receipt of the appeal where the aggrieved may present his/her case regarding the disciplinary measure(s).
- C. The Board of Directors will submit its final decision regarding the appeal, in writing, to the aggrieved party no later than 30 days of said meeting.
- D. The findings of the Board of Directors shall be final with no right to an additional appeal within the LISOA.
- E. As per the NYSCSOA By-Laws, any official who has been suspended by their association, for apparent lack of professionalism, may appeal that decision to the NYSCSOA Executive Board. Any decision by the NYSCSOA Executive Board with regard to alleged lack of professionalism is final with no right to appeal.

ARTICLE XI – Amendments and By-laws

Section 1. Amendments to the Constitution:

- A. May be considered at any regular or special meeting of the LISOA.
- B. Active members must receive a soft or hard copy of the amendment(s) to be considered at least ten (10) days preceding the meeting wherein the amendment(s) are to be voted upon.
- C. A 2/3 majority of the active members in attendance and voting are necessary to amend this constitution.

Section 2. By-Laws, or amendments to By-Laws:

- A. May be considered at any regular or special meeting of the LISOA.
- B. Shall not contradict nor amend the Constitution.
- C. May be enacted by a 2/3 majority vote of the active members in attendance and voting, and does not require prior notification.

Section 3. All amendments to the Constitution and By-laws shall first be submitted in writing to the Chairman of the Constitution and By-laws Committee. The amendment shall contain the signature of at least one (1) Active Member in good standing, the current section and the proposed change to that section and the reason for the proposed change. The committee shall review the proposed amendment for conflicts with other portions of the Constitution and By-laws and make a recommendation to the

Board of Directors. The proposed amendment if in compliance with the above will be submitted to the Active Membership for discussion and vote at the next regular scheduled Membership meeting. If not in compliance will be returned to the original member submitting within 14 days for necessary corrections.

ARTICLE XII – Guidelines for Meetings

The rules contained in the current edition of Robert's Rules of Order, Newly Revised, shall govern the LISOA in all cases to which they are applicable and in which they are not inconsistent with this constitution and any special rules of order the LISOA may adopt.

BY-LAWS

LONG ISLAND SWIMMING OFFICIALS ASSOCIATION

ARTICLE I – Membership

Section 1. Active Members:

- A. Primary members pay dues as described in Article VI of the Constitution.
- B. Associate members, whose primary membership is with another affiliate of the NYSCSOA, will the pay dues as described in Article VI of the Constitution less the amount of the NYSCSOA insurance, rule book and test, if collected by the primary chapter.
- C. Attend a rules interpretation meeting conducted by the LISOA rules interpreter. Upon approval by the LISOA Board of Directors, a member may receive credit for having attended a rules interpretation meeting conducted by an affiliate chapter of the NYSCSOA. NOTE: A request for such approval is intended for extenuating circumstances only, and must be presented in writing to the Board of Directors. Attendance at a rules interpretation meeting other than a scheduled LISOA meeting does not extend to satisfying the three (3) meeting minimum requirement.
- D. Achieve a passing grade, as determined by NYSCSOA, on the current annual National High School Federation written examination for Swimming and Diving rules administered by the LISOA or by an affiliate chapter of the NYSCSOA.
- E. Attend the required number of LISOA meetings set forth in Article IV of the By-Laws.
- F. May request inactive status by notifying, in writing, the Board of Directors.
- G. May request to attend an Executive Board meeting. Such request shall be made of the president.

Section 2. Inactive Members

- A. May not officiate interscholastic meets conducted under the jurisdiction of the LISOA.
- B. Pay no dues.
- C. Have no voting privileges.
- D. May attend the annual banquet (dinner cost will be the attendee's responsibility).
- E. May request a return to active status by indicating in writing to the Board of Directors.

Section 3. Honorary Members

- A. Do not pay dues.
- B. May attend any and all LISOA meetings but does not have voting privileges.
- C. May serve at the pleasure of the president on any and all committees.
- D. Shall be invited guests at the Banquet/Dinner Meeting.

ARTICLE II – Election of Officers

Section 1. Election of Officers

- A. When there are only two (2) candidates running for a position, President, Vice-President, Secretary or Treasurer, the candidate receiving the majority of the votes cast shall be declared the winner.
- B. When there are three (3) or more candidates running for a position, President, Vice- President, Secretary or Treasurer and a candidate fails to receive a majority of the votes cast, a run-off election will be held between the two highest vote getters. The candidate receiving the majority of the votes cast shall be declared the winner.
- C. Directors:
 - 1. Each member present and voting may vote for two (2) Directors on the ballot.
 - 2. When there are three (3) or more candidates running for the two (2) Director's positions, the two candidates receiving the highest vote totals will be declared the winners.

ARTICLE III – Duties: Officers and Board of Directors

Section 1. The duties of the officers of LISOA shall be:

A. President:

1. Call and preside at all LISOA meetings.
2. Call and preside at all LISOA Board of Directors' meetings.
3. Appoint chairpersons and members to all standing committees as described in Article VIII of the Constitution with the exception of the Ethics Committee.
4. Shall establish other committees as necessary and appoint their chairpersons and members.
5. Appoint a LISOA delegate to the NYSCSOA, who will serve as the LISOA rules interpreter and as a non-voting advisor to the Board of Directors.
6. Appoint an official assigner for the LISOA. The assigner shall assign all meets not assigned by Sections VIII and XI.
7. Represent, or appoint a representative, to represent the LISOA on the President's Council in Section XI and the Officials Coordinating Council in Section VIII.

B. Vice-President:

1. Assist the President as requested and required.
2. In the absence of the President, have the authority to assume the duties of the President.
3. Assume the office of the presidency should that office be vacated during the current term, and will be limited to the remainder of that term.

C. Secretary:

1. Keep minutes of all regular meetings, special/emergency meetings and Board of Directors meetings.
2. Distribute by mailings and/or post on-line, the minutes of all regularly scheduled meetings within a timely fashion.
3. Keep records of attendance at all LISOA meetings and sponsored clinics and at events that may fulfill membership requirements.
4. Handle all correspondence of the LISOA at the direction of the President.
5. Maintain a membership directory.
6. Submit a current membership roster to the NYSCSOA as required.
7. Distribute and/or post on-line, an emergency phone chain for the use of the membership.

D. Treasurer:

1. Receive and disburse all LISOA funds.
2. Prepare an annual budget and submit for approval to the general membership at the first regularly scheduled meeting of the membership year.
3. Submit to the Audit Committee the LISOA financial records when requested.
4. Provide a financial report at all regularly scheduled meetings.
5. Maintain a current roster of active members who have paid their dues.
6. Pay NYSCSOA dues as required.

E. Directors:

Serve on the Board of Directors to assist in the performance of the executive business of the LISOA.

Section 2. Board of Directors duties and responsibilities shall include but not be limited to:

- A. Carry out the executive business of the LISOA.
- B. Assess membership needs and recommend the activation of the Apprentice Committee when necessary.
- C. Approve the membership of candidates who have successfully met the requirements for membership as determined below based on the needs of the LISOA and the individual sections.
- D. Determine the requirements for all candidates, including those having completed the Apprentice School, members of another NYSCSOA affiliate, inactive members requesting active status, former members wishing to be readmitted, or those submitted by recommendation. Such recommendations may be restrictive and/ or probationary in nature. Inactive members returning within five (5) years will be readmitted without prejudice.
- E. Upon receipt of an Ethics Committee report will, in a timely manner, determine what, if any, sanctions are to be applied. Any member sanctioned by the Board of Directors has the right to appeal the decision as set forth in Article X of the Constitution.
- F. Determine penalties for members failing to have met meeting requirements as specified in Article IV of the By-Laws and/or who have not paid their dues as specified in Article VI of the By-Laws. Such penalties may include fines or membership termination.
- G. Administer the LISOA Awards. Determine the number of and the amount of the award(s).

ARTICLE IV – Meeting Requirements (Active members)

- A. Active members are required to attend a minimum of three (3) meetings.
- B. As prescribed in Article I of the By-Laws, attendance at a rules interpretation meeting is required.
- C. Attendance at regularly scheduled membership meetings, pre-season relay carnivals conducted by Section VIII or Section XI, LISOA sponsored clinics, and emergency meetings will be counted toward a member's attendance requirement.
- D. With the approval of the Board of Directors, members may receive attendance credit for other events and/or meetings.
- E. Members who have not met the meeting requirements will be referred to the Board of Directors and will be subject to disciplinary action.

ARTICLE V –Meetings

The meetings of the LISOA shall include but not be limited to:

- A. Rules interpretation meeting.
- B. Pre-season meeting.
- C. Additional business meetings/clinics as necessary.
- D. The Annual Meeting, preceding the Banquet/Dinner Meeting, whose agenda shall include:
 - 1. Completion of LISOA business for the current year.
 - 2. Final committee reports.
 - 3. Election of officers (as required)
- E. A Banquet/Dinner meeting.

ARTICLE VI – Dues Requirements (active members)

- A. Dues for the following year are due by the date of the Banquet/dinner meeting.
- B. The LISOA Secretary shall receive an honorarium equivalent to the current dues.
- C. Dues not received by April 1st will be assessed a \$50.00 late fee.
- D. Members who have not remitted their dues, including any applied late fees prior to the conclusion of the first scheduled meeting will incur an additional \$50 late fee (total \$100), will be deemed a member not in good standing and will not receive a schedule until all dues and late fees are paid.

ARTICLE VII – Committee Responsibilities

Section 1. The Nominating Committee:

- A. Shall prepare a slate of officers to be presented to the general membership at the business meeting preceding the Annual Meeting. Additional nominees will be accepted from the floor at this time.
- B. The nominating committee may, at its pleasure, present one (1) or more candidates for any position.
- C. The election of officers will be held at the Annual Meeting in odd numbered years.

Section 2. The Ethics Committee:

- A. Shall consist of the three immediate past presidents who are active members of the LISOA. When the committee cannot be filled in this manner, the Board of Directors will appoint the remaining position(s) with and in order, active past presidents or any active member. Any board member, who is the object of a complaint, may not participate in the activation process nor be a member of the Ethics Committee.
- B. Shall be activated by the president or the Board of Directors upon the receipt of a written complaint detailing the alleged misconduct.
- C. Shall investigate the complaint brought forth regarding any LISOA member who has allegedly acted in an unprofessional manner while representing the organization and performing officiating duties and/or responsibilities.
- D. Shall present a written report of their findings and recommendations to the Board of Directors.
- E. Shall carry out their responsibilities in a reasonable and timely manner.

Section 3. The Dinner Committee:

Shall be responsible for arranging and conducting the Banquet/Dinner Meeting.

Section 4. The Audit Committee:

- A. Shall oversee an annual audit of the financial records of the LISOA.
- B. Report the findings of the audit to the general membership.

Section 5. The Apprentice Committee:

- A. Conduct an officials-training program (Apprentice School) and administer written and deck examinations when requested by the Board of Directors.
- B. The Apprentice School shall be self-funded with tuition fees sufficient to cover all expenses.
- C. The Apprentice Committee shall keep accurate records of income and expenses, and submit them with their final report to the Board of Directors.
- D. Submit a written report of the program and examination results to the Board of Directors.
- E. Give summary reports to the LISOA membership when the committee is active.

Section 6. Awards Committee:

- A. Distribute LISOA Award applications to those schools in Sections VIII and XI that have swimming and/or diving competitors who are serviced by the LISOA.
- B. Receive Award applications by the designated deadline.
- C. Evaluate the applications and report the name(s) of the recipients to the LISOA membership at the Banquet/Dinner Meeting.

Section 7. Constitution and By-laws Committee

- A. The Vice President shall serve as the Chairman of the Constitution and By-laws Committee, in addition two (2) members from the Active LISOA Membership shall serve on this Committee.
- B. This Committee shall generate proposed amendments and review membership proposed amendments for conflict with other portions of the Constitution and By-laws.

***Constitution and By-Laws:
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