

# NYSCSOA, Inc.

## Constitution

### Article I Name

- Section 1. The name of this organization shall be the New York State Certified Swimming Officials' Association, Inc. (NYSCSOA, Inc.), herein referred to as the "association".

### Article II Purposes

- Section 1. The purposes of this association shall be:
- (A) to unite into one professional organization all certified interscholastic swimming and diving officials in New York State.
  - (B) to establish and encourage the place of swimming and diving as sports for the development of character, good sportsmanship, and citizenship by fair and efficient officiating.
  - (C) to service and collaborate with the swimming and diving communities for the purpose of advancement of competitive swimming and diving.
  - (D) to promote uniform interpretation and administration of the official rules throughout the state.
  - (E) to set forth the general policies under which each member chapter shall function.

### Article III Membership

- Section 1. Chapters....This association shall be comprised of member chapters, geographically located throughout the state. The association shall be responsible for determining the boundaries of each chapter.
- (A) Self-government....Each chapter shall exercise self-government by establishing and operating under its own constitution and by-laws, subsequent to and consistent with the policies set forth herein.
  - (B) New Chapters....A new chapter may be admitted to this association upon completion of the following:
    - (1) Written request to establish a new chapter of this association shall be forwarded to the president.
    - (2) Full membership particulars shall be provided to the group seeking membership as a new chapter.
    - (3) A need must exist for a new chapter in the area designated.
    - (4) Boundaries of the proposed new chapter shall be established so as not to interfere with the service responsibilities of any existing chapter.
    - (5) A representative of the group requesting admission shall attend at least one governing membership meeting of this association.
    - (6) A majority vote of the governing membership of this association shall be required to admit a new chapter.
- Section 2. Governing Membership....The governing membership of this association shall consist of each official chapter's representative and the members of the executive committee.
- (A) Voting.... The voting governing membership at all regular or special meetings of this association shall be the representative appointed by each of the chapters to represent said chapter at state meetings and the members of the association executive committee. No person shall have more than one vote.
  - (B) Reimbursement....Official chapter representatives and executive committee members shall be compensated for their attendance to membership meetings of the association. The executive committee may, at their discretion, establish a travel reimbursement for representatives from other swimming and diving organizations and/or invited guests.

## Article IV Officers

- Section 1. The officers of this association shall be the president, first vice president, second vice president, secretary, and treasurer.
- Section 2. Term of Office....Terms of office for those listed in Section 1 shall be two years.
- Section 3. Elections....Every second year, the governing membership of this association shall elect a full slate of officers. In addition to the candidates selected by the nominating committee, nominations from the floor will be accepted.
- (A) Time of Elections....All officers shall be elected at the annual spring meeting in the year of election.
  - (B) Vote....A majority vote of the governing membership present at the meeting shall be necessary for election of officers.
  - (C) Installation....Installation of officers shall take place immediately prior to adjournment of the annual spring meeting in the year of election.
- Section 4. Vacancies....Any vacancies occurring in elected offices shall be filled by appointment of the executive committee for the remainder of that term.

## Article V Meetings

- Section 1. The president shall chair all meetings of this association and the executive committee.
- Section 2. A majority of the governing membership shall constitute a quorum.
- Section 3. The regular meetings of the association shall be semi-annual.
- Section 4. Special meetings of the association may be held upon 30 days written notice to all chapters or with signed, written waivers from two-thirds of the chapters.
- Section 5. The executive committee shall meet prior to both semi-annual meetings of the governing membership. This committee may meet during the year at the call of the president.
- Section 6. Special meetings of the executive committee may be called upon the verbal approval of a majority of the executive committee.

## Article VI Amendments

- Section 1. The following provisions are established for the purpose of amending the constitution of this association:
- (A) The proposed amendment(s), in written form, may be presented at any regular meeting of the governing membership.
  - (B) The date for voting on the proposed amendment(s) will be at the next regular semi-annual meeting after the meeting at which the proposal is presented.
  - (C) Each chapter shall present the proposed amendment(s) to its membership. The chapter shall, by majority vote, determine how the chapter's representative shall vote on the amendment.
  - (D) A two-thirds vote of the governing membership present shall be required to amend any portion of this constitution.

# NYSCSOA, Inc.

## Bylaws

### Article I Membership

- Section 1. Types of membership....This association shall be comprised of chapters with active (regular or associate) and honorary members.
- (A) Active members will be regular or associate members.
    - (1) Regular members are members of a primary chapter.
    - (2) Associate members are members in another chapter in addition to their primary chapter.
  - (B) Honorary members are non-dues paying and non-officiating members.
  - (C) Each chapter shall be responsible for administering the detailed criteria for the above types of membership.
- Section 2. Requirements for active membership....To attain and maintain active (regular or associate) membership within this association, each member shall fulfill the following:
- (A) Examinations....Each member shall qualify through completion of the NYSPHSAA, Inc. Officials' Five Point Program. Each member shall pass the National Federation exam with a minimum score of 85 in an appropriate testing situation.
    - (1) This association may supplement the Federation examination with its own examination.
      - (a) Each chapter shall be responsible for administering the Officials' Five Point Program.
      - (b) Chapters may supplement the Federation and/or the association examination with local tests, as long as the local tests are consistent with the policies of this association.
  - (B) Competency....Each official shall display continued competency in officiating. Each chapter shall be responsible for the professionalism of its members. When the apparent lack of professionalism results in suspension of an official by their chapter, said official shall have the right of appeal to the NYSCSOA, Inc. executive committee. Any decisions rendered by the executive committee with regard to the possible lack of professionalism by an official shall be final with no right of appeal.
- Section 3. Honorary Membership....Member chapters may bestow honorary memberships.
- Section 4. Dues....State association dues are to be assessed annually and shall be determined by the executive committee of the association with the approval of a majority of the governing membership. Failure to submit the proper amount of chapter dues to the treasurer on time may result in fines, suspension, or expulsion. Each chapter shall be responsible for establishing its local dues, in addition to those set forth by this association.
- Section 5. Meetings....Each chapter must send an official representative to all association meetings. Failure of the member chapter to send its official representative to every association meeting may result in a \$1.00 fine per chapter member.
- Section 6. Officials' Uniforms....Each member chapter must conform to standards of uniform as set forth by the governing membership. Failure to comply may result in the suspension or expulsion. The standard uniform shall be a white collared shirt with the New York State Certified Swimming Officials Association logo placed on either the left or right chest. In addition, the uniform shall consist of white long/short pants/skirt, white socks, white deck shoes/clogs/sneakers and a white belt. A member chapter may deviate from the standard uniform, for contests within their jurisdiction, by substituting navy blue long/short pants/skirt. Member chapters must notify the NYSCSOA Secretary annually of their intent to make this substitution. In addition, Championship Meet Committees may set their own standards with respect to Officials' Uniforms.
- Section 7. Assignments....Local chapters, in cooperation with the school unit in that particular locale, shall determine officiating assignments.
- Section 8. Geographical Officiating Areas....Each chapter shall endeavor to fulfill all bona fide requests for officials. Other than special requests, each chapter shall confine itself to the area defined in its constitution and by-laws.

## Article II Duties of the Executive Committee Members

- Section 1. Duties of the officers of this association shall be:
- (A) President
    - (1) to preside at all meetings of this association.
    - (2) to serve as chairman of the executive committee.
    - (3) to call all meetings of this association.
    - (4) to appoint committee chairs and committee members to posts as deemed necessary for the successful operation of this association.
    - (5) to coordinate liaison between this association and the swimming and diving communities.
    - (6) to work cooperatively with the NYSPHSAA on any and all matters that effect this association and its members.
  - (B) First Vice President
    - (1) to assume duties of the president in his absence or incapacitation.
    - (2) to chair the Distinguished Service Award committee.
  - (C) Second Vice President
    - (1) to assume duties of the president or first vice president in the absence or incapacitation of either or both.
  - (D) Secretary
    - (1) to record and maintain the books of this association, to include minutes, correspondence and other pertinent information essential to its operation.
    - (2) to publish notice and subsequent minutes of each state association meeting.
    - (3) to provide a listing of all members of this association for distribution to each chapter.
  - (E) Treasurer
    - (1) to maintain an accurate account of all monetary proceedings of this association.
    - (2) to collect and deposit all assets of this association in a bank or trust company insured by the Federal Deposit Insurance Corporation (FDIC).
    - (3) to pay necessary expenses for the operation of this association.
    - (4) to prepare an annual audit of the financial books of this association for examination by a duly authorized committee appointed by the president.
- Section 2. Immediate Past President
- (A) to serve as chairman of the nominating committee during each election year. If the immediate past president is unable to fulfill this responsibility, the president may appoint a new chairperson.
  - (B) the immediate past president is a member of the executive committee.

## Article III Committees

- Section 1. Executive Committee
- (A) Executive Committee....The executive committee of this association shall consist of each of the officers and the immediate past president.
  - (B) The executive committee shall:
    - (1) establish the practices and policies essential to the successful operation of this association.
    - (2) serve as an appeal board when a member has been placed under suspension or expulsion by their local chapter. Any decision rendered by this committee shall be final with no right of appeal.
    - (3) fill vacancies occurring in the elected offices for the unexpired term.
    - (4) pass on payment of all non-recurring bills submitted to this association.
  - (C) The executive committee will
    - (1) recommend to the governing membership the amount to be assessed for annual dues, subject to the approval of the governing membership.
    - (2) recommend the amount of the honorarium for the offices of secretary and treasurer to the governing membership.
      - (a) The yearly honorarium for the secretary shall be \$400.00. (8/24/03)
      - (b) The yearly honorarium for the treasurer shall be \$400.00. (8/24/03)
- Section 2. Rules Interpretation Committee
- (A) Each year, at the annual spring meeting, the president shall appoint a rules interpretation committee. Its purpose shall be to establish and maintain uniform interpretation of the rules governing competitive swimming and diving within New York State.
  - (B) Each chapter shall establish and maintain a rules interpretation committee or appoint a rules interpreter. In the event a rule interpretation cannot be resolved at the chapter level, it shall be referred to the association rules interpretation committee.
  - (C) The committee shall report in writing at each regular meeting on all decisions of interpretation made between regular meetings.
- Section 3. The president may appoint such other committees as are necessary to conduct the business of the association.

## Article IV Amendments

- Section 1. Amendments to the Bylaws may be proposed and adopted at any association meeting by a majority vote of the governing membership. Proposed amendments must be submitted in writing to the membership at least 30 days prior to the meeting at which they are to be voted upon.

## Article V Rules of Order

- Section 1. Robert's Rules of Order, Revised, shall be the parliamentary authority on all matters not covered by the Constitution and Bylaws of this association.

# NYSCSOA, Inc.

## Standing Orders

### Article I Meetings

- Section 1. Annual Spring meeting
- (A) The annual spring meeting shall be in late April or early May, as determined by the governing membership.
  - (B) The meeting shall be in the greater Syracuse area or by video conferencing, commencing at Noon on a Saturday.
  - (C) The date will be determined no later than the previous annual fall meeting.
- Section 2. Annual Fall meeting
- (A) The annual fall meeting shall be in early August, as determined by the governing membership.
  - (B) The meeting shall be in the greater Syracuse area or by video conferencing, commencing at Noon on a Saturday.
  - (C) The date will be determined no later than the previous spring meeting.
- Section 3. The following will also be invited to attend the executive committee and governing membership meeting:
- (A) the association's representative to the NYSHSOCF.
  - (B) a representative from NYSPHSAA, Inc. Boys' Swimming.
  - (C) a representative from NYSPHSAA, Inc. Girls' Swimming.

### Article II Dues

- Section 1. The annual member dues shall be:
- (A) Regular members.....\$20.00 (5/1/16)
  - (B) Associate members.....\$13.00 (5/4/08)
- Section 2. The envelope containing the member chapter's dues check must be postmarked on or before September 30<sup>th</sup> of the year that they are due. Failure to submit chapter dues by this date may result in a \$1.00 fine per chapter member.

### Article III Rosters

- Section 1. Types of Rosters
- (A) Each chapter shall submit 1 copy of their chapter's current year roster. (5/6/01)
  - (B) Rosters shall be submitted to the association secretary. (5/6/01)
  - (C) Roster information will adhere to NYSPHSAA, Inc. guidelines. (5/6/01)
- Section 2. The envelope containing the member chapter's roster must be postmarked on or before September 30<sup>th</sup> of the year that they are due. Failure to submit the chapter roster by this date may result in a \$1.00 fine per chapter member. (5/6/01)

### Article IV Amendments

- Section 1. Amendments to the Standing Orders may be proposed and adopted at any association meeting by a majority vote of the governing membership.