

SUFFOLK COUNTY OFFICIALS OF GIRLS' SOCCER

CONSTITUTION AND BY- LAWS

CONSTITUTION

ARTICLE 1 – NAME

The name of this association shall be **Suffolk County Officials of Girls' Soccer** a Chapter of the New York State Officials of Girls' Soccer.

ARTICLE 2 – PURPOSE

The purpose of this organization shall be:

1. To promote the welfare of the sport of Soccer, their participants, and officials.
2. To maintain a high level of officiating.
3. To encourage the **spirit of fair play and sportsmanship**.
4. To cooperate with the NEW YORK STATE OFFICIAL'S OF GIRLS' SOCCER and all organizations connected with the sport of soccer in furthering their interest and ideals.
5. To be affiliated with the N.Y.S.P.H.S.A.A. INC. through the N.Y.S. OFFICIAL'S OF GIRLS' SOCCER and adhere to the five-point program outlined in the agreement with the N.Y.S.P.H.S.A.A. INC.

Each approved official shall:

1. Observe and abide by the constitution and bylaws of their local and state associations
2. Attend the Interpretation Meeting and Clinics of the local association.
3. Give satisfactory evidence of proficiency in the in the mechanics and competent knowledge of the Rules of Soccer according to the current used by the State Association.
4. Pass the National Federation, State, or other approved Rules Examination with a minimum score of 85. Failure to achieve a passing score could exclude that official from officiating.

ARTICLE 3 – MEMBERSHIP

The association shall be composed of all duly qualified and regularly approved members who are of good character and who shall meet the standards of officiating as outlined by the association constitution and bylaws.

QUALIFICATIONS FOR MEMBERSHIP

An individual sixteen years old or over interested in the welfare of the sport of soccer and in agreement with the purpose and aims of this association shall be qualified applicants for probationary membership when he/she has met the following conditions:

- A. Attend the Candidates school, pass the written test given by the Rules Interpreter and overseen by the President of the association.
- B. Pass a field test demonstrating the required skills and techniques of officiating of soccer.
- C. Be of good character and agree to the N.Y.S law requiring all officials to be finger printed.
- D. Report any Felony or Misdemeanor convictions to the Executive Board in writing prior to and after gaining membership to the association.
- E. Pay the annual dues assessed by this association.
- F. The membership shall be separated into four categories:
 - 1. Active Members
 - 2. Inactive Members
 - 3. Transfer Members
 - 4. Associate Members

SECTION 1 – RESPONSIBILITIES OF ACTIVE MEMBERS

In order to remain in good standing, a member must fulfill the following requirements:

- A. Pay annual dues to the Suffolk County Officials of Girls' Soccer as established by the Executive Board due no later than Feb. 1st of the current year, which shall be accepted until Feb. 15th without late fee. Dues will be accepted from Feb 16th – Feb 28th with a \$50.00 late fee. If dues are not received by March 1st the member will be dropped from the Association.
- B. Attend the annual Test meeting, the Interpretation meeting and meet the minimum attendance of two of the regularly scheduled meetings. A member may be absent from a mandatory meeting at the discretion of the Executive Board. All mandatory meeting must be made up by attending the Coaches Interpretation meeting or by providing service for the organization at the discretion of the Executive Board. A member may be fined not to exceed one varsity game fee. In the event that the member does not comply with the above he/she will be referred to the Ethics Committee for further action.
- C. Meet the "Five Point" program as outlined by the NYSPHSAA INC. and/ or the requirements as provided by affiliation with the NYS OFFICIALS OF GIRLS' SOCCER.
- D. Be available to accept at least 14 non playoff assignments exclusive of cancellations.

- E. Failure of a member to fulfill any requirements will resulting action taken which could result in a fine being assessed or more serious action except when a written explanation is presented and deemed acceptable to the Executive Board.
- F. A member will act in a professional manner as established by the Executive Board. Reports of unprofessional behavior by an official could be referred to the Ethics Committee. An official accused of unprofessional behavior shall be contacted by the President or his designee within 2 weeks of the association receiving the written report.

SECTION 2 – RESPONSIBILITIES OF INACTIVE MEMBERS

In order to retain good standing and the right to resume active status, a member must:

- A. Submit a written request for inactive status to the Executive Board and sent to the President stating the reason for inactive status. The granting of inactive status shall be at the discretion of the Executive Board and the member shall be informed of their decision.
- B. Pay the required dues with the exception of those on active duty in the Military of the United States. Active Military members are exempt from paying dues to the association until they return to inactive duty.
- C. An inactive member may not hold office, but shall have the right to vote on issues relating to the association during inactive status.
- D. Any member who has been inactive for two consecutive years shall be recommended for dismissal from the association, unless he/she becomes active in the third year, or unless written request to remain inactive is received by the Executive Board and deemed acceptable.
- E. Any member incurring a physical or extended illness may request from the Executive Board.

In order to regain active status a member must meet the following requirements:

- A. Submit a written request for active status to the Executive Board thirty days before the First meeting date of the calendar year in which he/she is applying for active status. The granting of active status shall be at the discretion of the Executive Board which should not be unreasonably withheld. The member shall be advised of the Executive Boards decision.
- B. Meet the provision of as outlined in the Responsibilities of Active Members.
- C. Failure of the inactive member to fulfill any requirements will result in the member remaining inactive. Members who fail in meeting the requirements for reinstatement after having made such request shall be reviewed by the Executive Board. The member shall be notified of their decision with the right to appeal.
- D. Inactive member who, after having met the requirements or returning to active status shall be assigned to the bottom of their current level within two years. If after two years they will drop one level at the discretion of the Executive Board.
- E. Members on active duty in the Military of the United States Shall return to their current level when returning from active duty.

SECTION 3 – RESPONSIBILITIES OF TRANSFER MEMBERS

In order for a member to transfer from another Chapter of the NYS Official of Girls' Soccer, he/she must meet the following requirements:

- A. Submit a written request for transfer to the Executive Board.
- B. Show proof of having met the requirements of being an active member of the Chapter from which he/she is transferring via a letter from the Executive Board of said Chapter.
- C. Transfer members may be subject to testing before acceptance into the Association.
- D. Upon approval, the transfer member shall be assigned to contests one level lower than he/she previously officiated at the High School level. Movement is in accordance with the Section XI rating system and the approval of the Executive Board.

SECTION 4 – ASSOCIATE MEMBERS

A. Qualifications

- 1. Have been an active member of this association for at least seven years, having made a contribution to the sport of Soccer.
- 2. Submit a letter to the President requesting The Executive Board to approve Associate Membership.

B. Responsibilities

- 1. Pay annual dues no later than Feb. 15th of the current year.
- 2. Attend all mandatory meetings of the association.
- 3. Actively participate in the promotion of Soccer.

C. Privileges

- 1. May vote on all issues before the general membership.
- 2. May serve as a member of any committee but may not hold chairmanship of the committee, or may not hold elective office in this Association.
- 3. May wear the Associations uniform when working games in non- public schools or contests approved by the Suffolk Officials of Girls' Soccer.

D. Return to Active Status

- 1. An Associate Member may return to active status by submitting a written request to the President and the Executive Board requesting the change by Feb.15th of the year in which a candidate school will be held.
- 2. An Associate Member may only return to the same level within two years, after two years he/she must drop one level At the discretion of the Executive Board.

ARTICLE - 4 - OFFICERS / EXECUTIVE BOARD

SECTION 1 – OFFICERS

The officers of this Association shall be a President, Vice-President, Secretary, and Treasurer. A person must be Active Status and a member in good standing in order to act in any capacity as an elected official in this Association.

SECTION 2 – EXECUTIVE BOARD

The Executive Board shall be composed of the President, Vice – President, Secretary, Treasurer, and the Past President.

SECTION 3 – ELECTION OF OFFICERS

The Officers listed in Article 4, Section 1 of the Constitution shall be elected by a majority vote of those present at the June meeting of the current years. Terms shall be two years for all Officers. Installation will take place at the next regular meeting. Nominations and elections shall be provided under the following conditions:

1. The Past President or Chairperson and two members and two members appointed by the President or Chairperson from the membership at large shall act as the Nominating Committee.
2. The Nominating Committee will present a slate of candidates for each of the elective offices to be filled.
3. Nominations will also be accepted from the floor or may be added as a write – in ballot.
4. The Nominating Committee shall secure the consent of each candidate to serve if elected.

ARTICLE 5 – AMENDMENTS TO THE CONSTITUTION

Any article, section of this Constitution may be amended by a two-thirds vote of the members present at a meeting of the Association provided:

- A. Notice of the proposed amendment is given at any meeting of the Association and then voted upon at the next general meeting.

OR

- B. Written notice of the proposed is given to the membership no less than 14 days Prior to the meeting at which the vote will be taken.

ARTICLE 5 – PARLIMENTARY AUTHORITY

All meetings will be conducted in accordance with Roberts Rule of Order with constitutional modifications.

Any matters not specifically covered in the constitution shall be interpreted by the Parliamentarian with those interpretations being added to the constitutional interpretation records which will be available to the membership upon request.

BY – LAWS

ARTICLE 1 – MEMBERSHIP

Members in good standing must meet the provisions as outlined in Article 3 of the Constitution Status of membership shall be at the discretion of the Executive Board.

ARTICLE 2 – DUTIES OF OFFICERS

SECTION 1: President – The President shall preside at all meetings of the Association and the Executive Board and shall appoint the Chairperson of all standing committee and members of special committees as he/she sees fit. He/she shall call special meeting, and shall look to the general welfare of the Association. The President shall appoint the Rules Interpreter each year with the approval of the Executive Board. He/she shall submit a budget of operational expenses to the membership at the first organizational meeting to the membership each year. The Association shall award a stipend. The amount of the stipend shall be reviewed and approved by the Executive Board annually. The President shall appoint and interim Officer if the elected Officer has resigned or is unable to perform their duties.

SECTION 2: Vice – President – The Vice – President shall, in the absence of the President, preside and perform the further duties of this office and at all times shall render assistance to the President. In the case of resignation or death of the President, the Vice – President shall serve as the President for the unexpired term. The Association shall award a stipend. The amount of the stipend shall be reviewed and approved by the Executive Board annually.

SECTION 3: Secretary – The secretary shall keep a record of all business proceedings of the association, noting all actions taken, whether taken or lost. He/she shall keep the attendance records of the Association and when required, shall call the roll. He/she shall have charge of all records and papers and at the close of his/her term shall turn the same over to his/her successor. He/she shall make available to the membership a copy of the minutes of all regular meetings, an accurate attendance record, noting those members who are delinquent in attendance. It shall be the duty of this office to conduct the correspondence of the Association, except such as naturally

belonging to certain committees or officers in the performance of their duties. He/she shall send all notices where previous notice is necessary. The Association shall award a stipend . The amount of the stipend shall be reviewed and approved by the Executive Board annually.

SECTION 4: Treasurer – The Treasurer shall have charge of the funds of the Association and shall pay all bills in a timely manner approved by the Association and signed by the President. He/she submit a written report properly audited, and shall turn over his records to his/her successor. The Association shall award a stipend. The amount of the stipend honorarium shall be reviewed and approved by the Executive Board annually.

ARTICLE 4 – RULES INTERPRETER

SECTION 1: Rules Interpreter: The Rules Interpreter shall conduct the annual Rules Interpretation Meeting, to keep all members informed of all matters pertaining to rules and rule changes and new techniques which develop in accordance with the N.Y.S.P.H.S.A.A, and the current rules book the Association is required to use. He/she shall with the assistance of the President conduct a New Candidates class at least once annually. The Interpreter shall represent this Association in the interpretation and clarification of rules in the event that a protest is lodged by way of the Section XI Athletic Council. The Association shall award a stipend to be determined by the Executive Board For services rendered by the Interpreter.

ARTICLE 5 – EXECUTIVE BOARD

SECTION 1: Duties of the Executive Board: The Executive Board shall attend to the affairs of the Association between its business meetings, fix, when necessary, the time and place of meetings, and perform such other duties as are, or may be, specified in the rules of By-laws of the Association. The Executive shall submit to the membership the need for any changes in the dues structure at any meeting the season prior to the season in which the dues will be either increased or decreased. In the event of financial hardship of the Association the Executive board may submit to the membership for approval conditions for a one-year assessment.

SECTION 2: Meetings: Regular meetings of the Board shall be held prior to each meeting of the Association for conferences with Committee Chairman, and for other business that may arise. Special meetings may be called by the President if necessary.

SECTION 3: Quorum: One third shall constitute a quorum with regard to Executive Board meeting.

ARTICLE 6 – STANDING COMMITTEES

SECTION 1: Membership Committee: The Membership Committee shall be composed by the Vice- President and two members selected by him/her.

SECTION 2: Ethics Committee: The Ethics Committee shall be composed of a Chairman appointed by the President. The Chairman appoint select at least two members in good standing to serve on the Committee. The Committees duties shall be:

1. To investigate any charges of violation of the Associations Code of Ethics, which shall be deemed a detriment or discredit to the Association or its members.
2. To report their finding and recommendations to the Executive Board and be present at any hearing concerning the case.
3. The Ethics Committee may recommend fines, probation for a period of one year or suspension for a period to be determined by the Ethics Committee.
4. The fine shall not exceed one varsity fee for a first offense.
5. All violations must be in writing and be received by the President within two weeks of the alleged violation.
6. Violations not received in writing **within two weeks** of the alleged act will not be acted upon by the Association.
7. The procedure for the **suspended official** shall be as follows:
 - A. Any official relieved of his duties must be informed by certified letter within 72 hours of his/her suspension. Members must provide the Association with a current address annually. Failure of the suspended official to accept the certified letter will not be accepted as an excuse by the Executive Board.
 - B. In the event that an official decides to appeal his/her suspension, he/she must submit a letter within one week, briefly stating his/her reason for disagreement with the Committees decision to the Executive Board. This letter must be addressed to the President of the Association.
 - C. The member shall be entitled to a hearing with the Ethics Committee within two weeks of receiving his/her letter of dismissal in a place and time to be determined by the Ethics Committee.
 - D. Upon timely receipt of the letter of appeal the Executive Board shall meet and either accept or reject the Ethics Committee recommendations. The Executive Board may impose a lesser penalty to the official. The decision of the Executive Board shall be final.

ARTICLE 5 – ASSIGNMENTS

Section 1: All assignments will be made on an equitable basis with the annual ratings being the prime factor used to assure the best possible services to the public schools on any given day. All officials shall be assigned by section XI in accordance with their availability. No official will be moved to the Varsity level from Junior High level unless a need arises.

Section 2: To qualify and work playoff assignments you must attend a 3-man clinic.

ARTICLE 6 – REMOVAL OR DELEGATION OF OFFICERS

SECTION 1: All of the officers elected or appointed shall be subjected to removal at any time with due cause by the Executive Board by a 3/4th vote of the entire Board.

SECTION 2: In case of absence of any officer or for any reason that may seem sufficient to the Executive Board, the Board may, without removal, delegate his/her powers and duties to another officer for such a period as may deem proper.

ARTICLE 7 – AMENDMENTS TO THE BY- LAWS

Any portion of the by-laws may be amended by a majority vote of the membership at any meeting. Notice of suggested changes shall be made to the membership within fifteen days prior to the meeting at which such action will take place.

Article 9

Code of Ethics

Section 1: A soccer official shall:

- a. Adhere to the policies of the National Federation of High School Code of Ethics.
- b. Conduct oneself in a professional manner.
- c. Have a thorough knowledge of the rules and mechanics of soccer officiating.
Strive for consistency and control during the game.
- d. Report to the assigned school in sufficient time to take care of pre-game duties.
- e. Do everything possible to assist and aid any fellow official, to officiate a good game and better themselves as officials.
- f. Refrain from making statements to coaches and teams other than to clarify a rule interpretation.
- g. Refrain from making statements to the media or contacting the media to discuss a game or abuse of officials. Reports of unprofessional behavior or statements concerning any game that you worked for Section XI-Girls Soccer to the media by an official will be referred to the Ethics Committee.
- h. Wear the official uniform as adopted by the New York State Certified Officials of Soccer and or by the Executive Board of this association.
- i. Shall not smoke or vap once the official arrives on the field, nor should his or her breath smell of alcohol.
- j. Shall not engage in careless discussions regarding coaches, fellow officials, students, or institutions.
- k. Shall refrain from arguing with coaches, players, fellow officials, or spectators.
Shall refrain from excess fraternization with coaches during pre- and post-game.

ARTICLE 10 – MOVEMENT

Movement from one level to a higher level will be based on Section XI ratings. A member must work 14 games on average per year for two years to be eligible for movement to a higher level. This Association will use the weighted system provided by Section XI

Movement to the Varsity level – The three highest rated officials from the previous two years from the Junior Varsity Pool will be moved to the Varsity Pool. This will be based on a two-year average rating.

Movement from Varsity to Junior Varsity – The three lowest rated officials from the Varsity Pool will be moved to the top of the Junior Varsity Pool. This will be based on a two-year average rating.

Movement Junior High to Junior Varsity – The three highest rated officials from the Junior High Pool will be moved to the Junior Varsity Pool. This will be based on a two-year average rating.

Movement from Junior Varsity to Junior High – The three lowest rated officials from the Junior Varsity Pool will be moved to the top of the Junior High Pool. This will be based on a two-year average rating.

Additional movement to satisfy the needs of this Association and Section XI will be made, if necessary, with the approval of the Board of Directors.