NASSAU COUNTYSOFTBALL OFFICIALS ASSOCIATION, INC.

OPERATING CODE

# ARTICLE 1 NAME OF THE ORGANIZATION

Nassau County Softball Officials Association, Inc. herein referred to as NCSBOA throughout the operating code/ethics code and procedures.

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| ARTICLE 11 | | PURPOSE OF THE ORGANIZATION |
| |  |  | | --- | --- | |  | To provide certified New York State Softball Officials for various educational and recreational agencies in the area by:  1. Training new officials. | | | |  |



1. Providing current rated officials the opportunity to upgrade and improve.
2. Providing, upon request, rules interpretation for the various agencies and coaches associations. 
3. Administering theoretical and practical testing procedures.

# ARTICLE 111 MEMBERSHIP

 Active members are those who:

1. Attend required meetings. 2. Pay dues.

1. Adhere to the ethics code.
2. Fulfill the requirements of the NCSBOA and hold a current rating to officiate.

B. Inactive members are those who:

1. Must submit, prior to the beginning of the season, written notification to the Chairperson and the Corresponding Secretary requesting inactive status for one (1) year.
2. Pay inactive dues and insurance fees as stipulated by the NCSBOA.
3. Any extension of inactive status shall require another written request to the Corresponding Secretary prior to the beginning of the next season. 
4. After one (1) year, may activate with the same rating by taking the written test and attending mandatory meetings as set forth by the NCSBOA.
5. May remain inactive for a maximum of two (2) consecutive years.
6. May return to active status after two (2) years and retain their rating (varsity, junior varsity, middle school) by attending mandatory clinics and passing the theoretical and practical examinations.

 An inactive member shall not officiate any contest for any league.

C. Dual Members are those members who: 

1. Are a current active member in good standing with an affiliated board, certified for a minimum of two (2) years and are recognized by the N.Y.S. Softball Officials and/or the NCSBOA.
2. Must declare a "Home Board" for the purpose of testing and attendance for interpretation

meetings.

1. Must obtain a letter from the Secretary of the Home Board" certifying their status and the  number of years they have been a member in good standing. This letter must be addressed to the Secretary and Chairperson of the NCSBOA.
2. Must abide by Article VII Section A — Procedures, 1 — 5.
3. May transfer membership from another board with the approval of the Executive Board. If accepted, they will enter at the lower level.
4. May transfer in from an affiliated board at the lower level' with a minimum of two (2) active years at the lower level and must attend the next available NCSBOA Officials Clinic and pass the practical test:
5. New Candidates
   1. Must be at least 18 years of age.
   2. Are required to attend a number of instructional clinics as set forth by the NCSBOA.
   3. Are required to pay a clinic fee as determined by the NCSBOA.
   4. Must pass both the theoretical and practical examinations as set forth by the NCSBOA.
   5. Must attend games and have the attendance cards signed and dated by officials working the contest or coaches.
   6. Upon successful completion of the above steps, a new candidate may become a member in good standing of the NCSBOA by payment of the appropriate dues and fulfillment of the provisions set forth in Article Ill - A.
6. No person shall be accepted into the organization unless such person agrees to be subject to the provisions of the operating code. Membership in the organization shall be deemed to be an acceptance of the agreement to the provisions of this operating code.

 Associate Members:

* 1. Current Inactive Members who wish to continue their inactive status after two (2) years.
  2. Shall pay dues as determined by the NCSBOA.
  3. To become an active member, must attend the clinics, pass the written exam and the field.test
  4. The re-entry level shall be determined by the results of the field test.

# ARTICLE IV OFFICERS

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| --- | --- | --- |
|  | The officers shall be: |  |
|  | Chairperson | 2 years |
|  | Chairperson-elect | 2 years |
|  | Past Chairperson | 2 years |
|  | Corresponding Secretary  Member at Large 2 years | 2 years . |
|  | Recording Secretary  Treasurer | 2 years  2 vears |

B. Executive Board

1. Members are the six (6) officers of the NCSBOA and the two (2) members-at-large, One member-at-large will be elected each year for a two (2) year term which begins July 1 st of election year and ends June 30th•
2. Each officer of the Executive Board will have one (I) vote with a simple majority needed for decisions. The Chairperson will vote only in case of a tie.
3. Shall act to manage the affairs and carry out the functions of the NCSBOA.
4. Shall discuss issues and render decisions as required.
5. Shall make decisions and report policy recommendations to the membership.
6. Shall seek to promote professionalism, ethical conduct and a uniform dress code for officials.
7. Shall periodically review the attendance record of the membership.
8. Must approve the appointment of the O.C.C. representative and alternate representative.
9. Must approve the appointment of a rules interpreter and, as needed, an assistant rules interpreter. .
10. Shall review and reach a determination on all requests by members to be excused from a meeting.

C. Election of Officers

1. Past Chairperson will serve as Chairperson of the Nominating Committee and shall have the two (2) Members-at-Large serve with him/her.
2. The Nominating Committee shall submit a slate of candidates. Nominations may he made from the floor. A secret ballot will be taken at the election meeting.
3. Notification will be made to the membership in writing prior to the election meeting.
4. A simple majority, person receiving the most votes greater than 50 of those active members present is needed for election.
5. If a simple majority of anyone candidate is not received, a run-off election of the two candidates receiving the greatest number of votes will take place.
6. Should the position of chairperson or chairperson elect become vacant between elections, a special election shall be called. If the position of chairperson becomes vacant between elections, the chairperson elect will assume the chairperson position and a special election will take place for the position of chairperson elect as follows:
   1. The next scheduled general membership meeting will be the nomination meeting.
   2. The meeting following the nomination meeting will become the election meeting. It will be a mandatory meeting.
7. Elected officers shall assume office on July I st following the election, except in the case of the special election. In a special election the will assume office immediately.

D Duties of Officers

1. Chairperson
   1. Shall be elected by the membership.
   2. Shall preside over Executive Board and NCSBOA Meetings.
   3. Is responsible for carrying out the purposes of the organization as started in ARTICLE 11.
   4. Shall attend appropriate meetings regarding the NCSBOA.

 Shall appoint a Parliamentarian, if deemed necessary:

 Is responsible for filling out the appropriate forms and annual report to the State and/or local governing bodies.

 Shall attend NCSBOA and NYS Softball meetings or send a duly appointed representative.

* 1. Has the authority to call special meetings.
  2. Shall keep an up-to-date file of pertinent active policies and other softball related information to be passed on to the newly elected Chairperson.
  3. Shall appoint an OCC representative and alternate with the approval of the Executive Board.
  4. Shall appoint a Rules Interpreter with the approval of the Executive Board for two

(2) years.

1. Shall attend the pre-season Section VIII Softball Coaches' Association meeting. Shall appoint, with the approval of the Executive Board, a person from within the membership to assume any vacancy on the Executive Board that occurs between elections, except for chairperson and chairperson elect.

n. Shall preside over elections as set forth in ARTICLE IV Section C.

1. Chairperson Elect
   1. Shall be elected by the membership.
   2. Shall perform the duties of the Chairperson in his/her absence.
   3. Shall assist the Chairperson in all aspects and attend Executive Board meetings.
   4. Shall assume the Chair in the event the Chairperson is unable to complete his/her term of office. At the expiration of this term, he/she will assume the Chair as elected.

Shall serve as the Chairperson and Coordinator of the Rating Committee for new candidates and shall notify' the Corresponding Secretary and BOCES of the results.

1. Past Chairperson
   1. Shall serve in an advisory capacity and attend Executive Board meetings.
   2. Shall Chair the Nominating Committee
   3. Shall Chair the Ethics Committee.
2. Secretary
   1. Corresponding Secretary
      * 1. Shall be elected by membership
        2. Shall serve on the Executive Board
        3. Shall prepare membership list and maintain files
        4. Shall notify candidates in writing of the results of the practical exam.

5. . Shall submit a list of members in good standing and the current Executive Board Members to BOCES and State organization by June 15th•

6. . Shall keep accurate attendance records.

 Shall comply with NYSSOO regarding current members.

* 1. Recording Secretary
     + 1. Shall be elected by the membership.
       2. Keep accurate minutes of meetings
       3. Shall duplicate materials necessary for clinics and meetings.
       4. Shall serve on the Executive Board.

5. Shall serve on the Ethics Committee (non-voting).

6. Shall mail or email minutes to the membership within two (2) weeks following said meeting.

1. Treasurer
   * + - 1. Shall be elected by the membership
         2. Shall collect dues and submit a list of members in good standing to the corresponding secretary.

 c. Shall keep accurate financial records.

d. Shall submit a yearly financial statement and a projected budget for the ensuing year.

 Shall serve on the Executive Board.

f. Shall attend the candidate's clinic for the purpose of registration and collection of dues.

6. Members-at-Large

* + - * 1. Shall be elected by the membership for a period of two (2) years. 
        2. Shall represent the membership in decision-making policies of the NCSBOA.
        3. Shall serve on the Executive Board.
        4. Shall serve on the Ethics Committee.
        5. Shall serve on the Nominating Committee.

# ARTICLE V DUTIES OF APPOINTEES

 O.C.C. Representative

1. A three (3) year term to coincide with the OCC Contract.
2. Attend all OCC meetings and report findings to the NCSBOA.
3. Attend Executive Board meetings (non-voting).

B. Rules Interpreter

1. Shall follow the instructions of the Executive Board and also carry out Article II Section A of this operating •code.
2. Shall pass on to the membership, organizations and agencies serviced by the

NCSBOA any pertinent information concerning rules or techniques that may arise.

1. Shall evaluate the official theoretical examination prior to the administration of this test to the NCSBOA.
2. Shall Chair the Clinic Committee

 Shall attend the NYSSOO state interpreter's meeting or send a qualified representative.

1. Shall appoint an assistant rules interpreter to aid the rules interpreter in fulfilling his/her responsibilities as needed.
2. Shall attend Executive Board meetings as a non-voting member.

c. Parliamentarian (if appointed)

1. Shall assist the Chairperson in following Roberts Rules of Order at all membership meetings.

# ARTICLE VI FINANCES

 Dues

1. Each member shall be assessed an annual dues determined by the Executive Board.
2. Must be received by the Treasurer with a postmark no later than May 1st. Dues received after this date will be subject to a late fee.
3. Annual dues and/or fines not received by the Treasurer by June 1st may result in a forfeiture of NCSBOA, Inc. membership. Extenuating circumstances must be documented in writing and submitted to the Executive Board for approval prior to the due date.
4. The membership may, following a recommendation from the Executive Board, vote an honorarium or stipend to a member or person for outstanding contributions of time and effort on behalf of the NCSBOA.
5. The NCSBOA will provide the membership with supplies that it deems necessary for the performance of their professional duties.
6. Executive Board may make assessment when necessary to maintain an acceptable balance.

# Members in good standing for 25 years or more will pay 1/2 a dues fee.                      Members in good standing for 35 or more years will be exempt from paying dues.

# ARTICLE VII MEETINGS

 Procedures

1. All members must attend mandatory meetings as determined by the Executive Board.
2. Dates of all meetings will be communicated to all members at least one (1) month prior to  the first meeting.
3. Members must attend a minimum of five (5) meetings, which will include the mandatory rules interpretation and test meetings.
4. The purpose of these meetings will be to discuss new officiating techniques, rules and interpretations, evaluate the season, make future recommendations and finalize elections.
5. A member may request to be excused from attending a meeting other than a mandatory meeting. For an absence to be considered, a valid reason must be submitted, in writing, to the Chairperson and Corresponding Secretary, prior to the meeting. 

# ARTICLE VIll AMENDMENTS AND IMPEACHMENT

Amendments

1. Any portion of the Operating Code may be amended by a 2/3 affirmative vote of the membership in attendance at a mandatory meeting or a special meeting called for that purpose.
2. Proposed amendments must be made in writing to the Chairperson.
3. Notice of the proposed change must be given to the membership, in writing, at lease two (2)

weeks prior to the meeting.

B. Impeachment

1. Any officer may be removed from office for incompetence or impropriety at any time during his/her term of office.
2. A proposal for impeachment shall be handled by the Ethics Committee.
3. Impeachment shall be accomplished by a 2/3 affirmative vote of the membership present at a special meeting called for this purpose.

# ARTICLE IX VOTING

A. At membership meetings, any binding decisions concerning NCSBOA shall become effective if agreed upon by a majority of active members present at that business meeting.

# ARTICLE X COMMITTEES

Rating

1. Chaired by the Chairperson Elect
2. Shall consist of any number of members necessary to carry out the work of the committee.
3. Shall organize and preside over the practical certification of new candidates.
4. Shall coordinate assignment of raters for practical exam.
5. Shall communicate to the Corresponding Secretary and BOCES the results of the rating
6. Shall submit a final report, including expenses, to the Chairperson.

B. Clinic

1. Chaired by the Rules Interpreter
2. Shall consist of any number of members necessary to carry out the work of the committee.
3. Shall organize and preside over the new candidates' clinics.
4. Shall organize a curriculum for new candidates.
5. Shall submit a final report, including expenses, to the Treasurer.
6. Shall prepare and distribute an information sheet to all candidates who pass the written test.

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Nominating

1. Chaired by the Past Chairperson.
2. Shall consist of the two (2) Members-at-Large.
3. Shall present a slate of one or more candidates for each elective office to be filled.
4. Shall receive verbal confirmation from candidates prior to submitting their name for election.

D Ethics

* 1. Shall be chaired by the Past Chairperson of the Executive Board and will include the two (2) Members-at-Large and the Recording Secretary as a non-voting member.
  2. Shall have the authority to:
     + a. Issue warnings.
     + b. Impose Fines.
     1. Put members on probation.
     2. Suspend or revoke membership from the NCSBOA. members.
  3. Shall impose a sanction against any member who violates the Ethics Code.
  4. Has the authority to call a special meeting of the membership for the purpose of impeachment.
  5. Shall comply with the procedures laid out in the Ethics Code and Procedures.
  6. Shall receive written communication regarding any unethical situation(s) outside our organization.
  7. Shall report all findings in writing to the Executive Board.

# ARTICLE Xl ETHICS CODE AND PROCEDURES

1. Purpose
   1. The purpose of the Ethics Code and Procedures is to state the philosophy of the Nassau County Softball Officials Association in regard to the desired and acceptable behavior of its members and to establish procedures to evaluate and resolve alleged ethical violations by members of the organization.
2. Conduct
   1. An umpire is expected to arrive at the playing field at least 15 minutes prior to the scheduled commencement of the game. Each umpire shall introduce themselves to the other umpire and to both coaches. They shall discuss and explain, as necessary, field positioning, umpires duties and other factors, which may affect play at the particular field. If the umpire is unable to arrive at the field within a reasonable amount of time prior to the commencement of the game, it is the umpire's obligation to notify the home school.
   2. An umpire shall not turn back an accepted game in order to accepts more favorable assignment.
   3. An umpire shall attempt to notify' the assigning person at least twenty-four (24) hours prior to the scheduled commencement of a game if the official cannot officiate such assignment. If an emergency arises within twenty-four (24) hours of the scheduled commencement of a game, an umpire shall make such notification without unnecessary delay. Substitutes shall not be provided by the umpire unless that is the accepted procedure of the particular league involved.
   4. An umpire shall adhere to forfeiture times established by the individual leagues serviced by the organization.
   5. An umpire shall not determine if and when an injured player is to be moved. Such determination shall be left to the player's coach(es) or medical personnel.
   6. In the event a difference of opinion arises between umpires assigned to a game, they should discuss the situation and arrive at the appropriate decision. Such discussion should be done quietly, away from the players, coaches and spectators. The plate umpire shall announce the ruling and the other umpire shall be supportive of the ruling.
   7. An umpire shall not make any statements to coaches, players, spectators or news media concerning a game to which the official is not assigned.
   8. An umpire shall avoid making statements concerning a game to which the umpire is assigned other than to clarify a question on a rules interpretation.
   9. An umpire shall not make statements concerning post game plans, to avoid giving the impression that such plans may affect the umpiring of the game, and shall not let post game plans affect the umpiring of the game.
   10. Under NO circumstances should matters pertaining to the conduct of coaches or spectators be brought to the direct attention of a Board of Education member, a school administrator or athletic director by an official. Any such problem shall be reported to the Chairperson of the Ethics Committee who shall report the matter to the appropriate league officials.
   11. An umpire shall wear the prescribed uniform and shall not wear jewelry when umpiring a
   12. An umpire, whether or not officiating at a particular game, shall avoid conduct which reflects

negatively on the organization.

* 1. An umpire shall not engage in any unsportsmanlike conduct or any other conduct, which is prejudiced to the interests of the organization.
  2. An umpire who is unable to attend a mandatory meeting shall notify the Corresponding Secretary, in writing, PRIOR to the meeting.
  3. An umpire shall be able to perform their umpire responsibilities.

c. Ethics Committee

1. Shall be empowered to act in accordance with the procedures set forth herein whenever a matter of alleged unethical conduct is presented to the Executive Board.
2. The Past Chairperson shall be the Chairperson of the Ethics Committee which shall consist of the two (2) Members-at-Large and the Recording Secretary (as a non-voting member).
3. The Chairperson of the Ethics Committee shall have the power to appoint an Alternate from among the membership to any position on the Ethics Committee as the need arises.
4. A quorum of the Ethics Committee shall consist of the three members. All determinations shall be made by a majority vote of the members present.
5. Official Notice
   1. An allegation of unethical conduct may be lodged against any member for engaging in conduct that is in violation of the ethics code.
   2. An allegation of unethical conduct shall be made in writing to the Chair of the Ethics Committee and shall be postmarked within seven (7) days of the occurrence of the alleged unethical conduct. The allegation shall be specific including the nature, date and location of the occurrence and the names of all persons involved.
   3. The Chair of the Ethics Committee shall determine whether a meeting of the Ethics Committee shall be convened.
   4. The Ethics Committee shall evaluate the allegation and determine whether the conduct or actions are in violation of the Code or in any way prejudicial to the interests of the NCSBOA, a member or the membership.
   5. The Ethics Committee shall determine whether the evidence provided warrants a hearing. If necessary, the Ethics Committee shall set a hearing date for not less than ten (10) nor more than thirty (30) days from the date of determination.
   6. The Ethics Committee shall notify, in writing by Registered or Certified mail, the complaining party and the member involved in the allegations of the hearing date.
   7. Every effort will be made to afford due process to the member involved.
6. Hearing
   1. The Chairperson of the Ethics Committee shall preside at the hearing and shall make all determinations as to the proper conduct of the hearing.
   2. Parties may present evidence and/or witnesses in support of their position. The Ethics Committee may, on its own, seek witnesses who may present evidence, which the committee deems necessary to the proper determination of the issue.
   3. Questions of fact at the hearing shall be determined by substantial evidence.

 The decision of the Ethics Committee shall be based on a majority vote of the members present at the hearing.

* 1. Upon finding a member guilty, the Ethics Committee may assess a reprimand, a fine and/or Suspend or revoke membership from the NCSBOA, depending on the nature of the conduct.
  2. The Ethics Committee shall record its decision and shall the Executive Board in writing, and the member concerned, in writing by Registered or Certified mail within ten (10) days, of their decision.
  3. Not withstanding any other provisions of this Ethics Code and Procedures, the penalty for violation of the prescribed uniform violations shall be an immediate fine of fifty (50) dollars to be assessed upon a finding by the Ethics Committee that a member has violated such uniform regulations. Such fine shall be paid to the Treasurer of the organization within twenty (20) days of the Ethics Committee's determination.
  4. A second violation of the prescribed uniform regulations within the sport season shall be presented to the Ethics Committee for determination in accordance with the Ethics Code and Procedures.

 Appeals

 1. A member found to have violated this Code shall have the right to present newly acquired evidence to the Chairperson of the Ethics Committee within fifteen (15) days of the post date of the notification provided in Article X- Section E 6. Such evidence shall be described fully and presented in writing. The Chairperson of the Ethics Committee shall determine whether a meeting of the committee shall be re-convened to consider the new evidence.

2. The Ethics Committee, upon being reconvened, shall consider the new evidence and may either affirm or over-rule the prior decision and/or penalty previously assessed. The Ethics Committee shall the Executive Board, in writing, and the member concerned, in writing by Registered or Certified mail, of its decision within ten ( I O) days of the receipt of the second request. The determination shall be the final decision of the NCSBOA.

3. Should, allowing due process, the Ethics Committee affirm the original decision, the official involved may, within 10 days of receipt of 2nd notice, appeal this decision to the N.Y.S.S.O. Association.

G. Records and Fines

* + 1. Complete records shall be maintained and filed with the Corresponding Secretary of all actions taken under the Ethics Code and Procedures.
    2. All fines shall be payable to the Treasurer of the NCSBOA within twenty (20) days of the notice of final determination and shall be placed in the General Fund of the organization.
    3. Failure to pay an assessed fine as provided herein shall result in a member's name being deleted from the list of members in good standing in the NCSBOA.

All persons accepted for membership in the NCSBOA shall agree to be subject to the provisions of this Ethics Code and Procedures. Membership in the NCSBOA shall be deemed as an acceptance of and agreement to the provisions of this Ethics Code and Procedures.

Revised 11/00, 5/04, 3/13, 4/15, 5/17 and 4/18