

CONSTITUTION
of Westchester County Chapter
New York State Certified Swimming Officials Association, Inc.

Article I
Name

The Name of this organization shall be the **Westchester County Chapter of the New York State Certified Swimming Official Association, Inc.**, herein referred to as the “Association”.

Article II
Purpose

The purposes of this Association shall be:

1. To unite into one professional organization all certified high school and college swimming officials in Westchester County.
2. To establish and encourage the place of swimming as a sport for the development of character and good sportsmanship through fair and efficient officiating.
3. To serve and collaborate with the swimming community for the purpose of the advancement of competitive swimming.
4. To promote uniform interpretation and administration of the official rules of swimming.

Article III
Membership

Membership may be held by any resident of Westchester County or surrounding areas, 19 years of age or older, who because of an interest in competitive swimming, may desire to be affiliated with this Association.

Classes of membership will be as follows:

Officiating Member: To qualify as an officiating member the following standards must be met:

1. Each member shall successfully complete the National High School Federation examination with rating qualifications set by the Executive Committee.
2. Active participation by attendance at meetings and activities as recommended by the Executive Committee and approved by the membership.
3. By attending a school and completing a series of practice meets as assigned by the Executive Committee.
4. By displaying continued competency in officiating. Determination of competency will be the responsibility of the Rating Committee.
5. Meet the NYSPHSAA Five Point Plan.

Associate Member: Anyone not desiring to meet the standards necessary to be an Officiating Member is welcome to be an Associate Member. An Associate Membership is open to those who want to affiliate with the Association in a non-officiate, dues paying capacity.

Voting privileges: Any Officiating Member in good standing may vote on all Association matters.

Article IV

Dues

Yearly dues shall be fixed at the last meeting of the year and will be payable on or before the date of the examination meeting.

Article V

Meeting Schedule

The Association shall have regular meetings from September through March. The Examination meeting will be held not later than the first week in October. The January meeting will include the nomination process. The February meeting will include the annual election of officers. The March meeting will be a social meeting.

Additional meetings may be called by the president, if necessary, or by request to the Executive Committee by petition of one-quarter of the membership in good standing.

Article VI

Meeting Format

Meetings shall be conducted according to Robert's Rules of Order.

Article VII

Quorum

A quorum shall consist of one third of the members of the Association.

Article VIII

Officers

Section 1.

The officers of the Association shall be the president, vice-president, treasurer, secretary, and three elected Executive Committee members. The term of office shall begin on April first and shall end on March thirty first of the succeeding year.

Section 2.

- A. Term of office shall be one year with no restriction on the number of terms an individual officer may serve, with the exception of the at-large members of the board whose terms will be limited to one two-year term, after which they must remain out of office at least one year before they can again stand for election. Terms of office will begin and end each year at the March meeting.
- B. Any Vacancies occurring in elected offices shall be filled by appointment of the Executive Committee for the remainder of that term.

Section 3.

Duties of the officers shall be as follows:

- A. President
 - 1. To preside at all meetings of the Association.
 - 2. To serve as chair of the Executive Committee.
 - 3. To call all meetings of this Association and/or and committee thereof.

4. To appoint committees and individuals to posts as deemed necessary for the successful operation of this Association.
5. To coordinate liaison between this Association and the swimming community.
6. To appoint a Rules Interpreter who shall serve as a non-voting member of the Executive Committee.
7. To serve as assignor for all aquatic events not assigned by the Office of Interscholastic Athletics or to designate assignors.

B. Vice-President

1. To assume the duties of president in the absence or incapacitation of the president.

C. Treasurer

1. To maintain an accurate account of the monetary proceedings of the Association.
2. To collect and deposit all monies owed to this Association in a recognized financial institution and to pay all necessary expenses as approved by the Executive Committee.
3. To provide, at each meeting of the membership, reports of the financial status of the Association.
4. To assume the duties of the president or vice-president in the absence or incapacitation of 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 Association meeting.
3. To provide a listing of all members of this Association for distribution to authorized parties.
4. To maintain at all times a current copy of the Constitution and By-Laws.

E. Elected Executive Committee Members

1. To represent the interest of the membership in all matters before the Executive Committee.

Article IX Elections

The president shall appoint a committee of no less than three members to be chaired by a person appointed by the president to present to the membership at the January meeting a slate of candidates for the elections to be held at the February meeting. Further nominations may be submitted to the Secretary no later than ten days (by postmark) after the January meeting. All nominations shall be closed at this point.

Officers shall be elected by a majority of the members either present or represented by proxies in the possession of the secretary at the February meeting. Elected officers will be installed at the March meeting.

Article X Committees

Section 1. Executive Committee: This committee will consist of the elected officer of the Association and the interpreter who will be a non-voting member unless a vote is necessary to break a tie caused by the absence or abstention of a member. A quorum of this committee will be at least five members. This committee shall be empowered to make decisions on all matters outlined for it in this constitution as well as to make all decisions on policy and operation of this Association's membership. Such decisions are subject to review by the general membership.

Section 2. Nominating Committee: This committee is responsible for preparing a slate of officers to be presented to the membership at the January meeting. It will be chaired by a person appointed by the president.

Section 3. Additional committees may be established by the president with specific duties as the need arises.

Article XI Suspension

A member may be suspended from the Association by a two-thirds vote of the Executive Committee for unethical or unsportsmanlike conduct or for a violation of the Constitution or By-Laws of this Association or for conduct detrimental to this Association. The Executive Committee shall have investigated the charges prior to informing the member and requesting his/her presence for a hearing. The member must be informed in writing of the charges and specification, and a hearing time must be arranged. The member shall be permitted to bring any materials, statements, and/or witnesses to the hearing. At the conclusion of the hearing, if the vote of the Committee is for suspension, all the terms of suspension must be spelled out. A written notice shall be given to the suspended member.

Article XII Expulsion

The Executive Committee, after a hearing for suspension, may consider the offense to be of such a serious magnitude that it will recommend expulsion from the Association. The expulsion hearing shall take place at the next general meeting. The member shall have the same rights to challenge an expulsion as are allowable to challenge a suspension. No expulsion shall take place without either:

1. Consensual agreement of the accused member in which case no hearing will be necessary.
2. A three-quarters vote of the membership present, assuming a quorum in attendance, approving the expulsion.

An expelled member must be informed in writing as to when and under what conditions he/she may apply for reinstatement.

Article XIII Amendments

Section 1. Proposed Amendments. Any proposed amendments to this Constitution shall be submitted in writing to the Secretary at a regular meeting of this Association. The Secretary will notify the membership of the Association of the proposed amendment by providing the members with written copy of the proposed amendment no less than ten (10) days by postmark prior to the next regularly scheduled meeting.

Section 2. Required Vote. A favorable vote of a majority of the members present and voting at the next regularly scheduled meeting with a quorum present is required for adoption of a proposed amendment.

- Revised March 9, 2016-

BY-LAWS
of the Constitution of the
Westchester County Chapter
New York State Certified Swimming Officials Association, Inc.

Article I
Meet Assignments

Association members may not accept interscholastic meets conducted in Westchester County unless assigned by the Interscholastic Athletics Office of BOCES or by an assignor appointed by the Association.

Article II
Championship Format Meet Assignments

To qualify for an assignment to officiate at a championship format meet such as Divisionals or Sectionals, an official must have worked as a paid official a minimum of three (3) meets within that season as assigned by the BOCES office.

Article III
Maintaining One's Rating

To maintain one's rating, an official must work a minimum of 5 Interscholastic meets as assigned by the BOCES office of Section One or an assignor. Failure to meet this requirement will result in a reduction of one grade for the following year. This will continue until a level 2 is reached.

Article IV
Lateness

An official of this Association is required to be on deck prepared to officiate thirty (30) minutes prior to the scheduled start of the meet. In order to be paid in the event of lateness, an official must be on deck by the conclusion of the 200 yard Individual Medley. As a courtesy to the remaining officials, the late official is encouraged to stay for the conclusion of the contest.

In order to be credited with attendance at a Relay Carnival, an official must be on deck and in uniform by the conclusion of the 200 yard Backstroke Relay (Event #3).

Article V
Test Score Criteria

The passing grade on the test is 85 for all active members of this Association. One retake is available for those who do not pass on the first attempt. If an official does not pass the retake, he/she may not officiate for that year.

Article VI

Conduct unbecoming

Conduct unbecoming an official and casting discredit on the organization may be addressed by the Executive Committee. This may result in the reduction of a level for the official in question.

Article VII

At-Large terms of office

The Elected Executive Committee members must have staggered terms in order to provide continuity from year to year for the membership.

Article VIII

Attendance

For a member to remain in good standing and to maintain his/her rating, he/she must attend a minimum of five (5) meetings, three (3) of which must be the two (2) relay carnivals and the clinic and/or rules interpretation meeting. A request for an excused absence must be submitted in writing within two (2) weeks of the meeting in question to the president for approval by the Executive Committee.

Failure to meet those minimum meeting requirements will result in a fine equal to the amount of the annual dues and will be assessed and paid with the following years' annual dues (as scheduled under Article IV "Dues" in our Constitution). Failure to pay fine will result in suspension of Membership until such time as the fine is paid in full.

Article IX

Entry level officials

As a requirement for moving up in rating to a level one (1) or two (2), an official must observe a Divisional and/or Sectional diving event and participate in a Sectional trial or finals in an unpaid capacity.

Article X

Calendar

The calendar for the following academic year is to be published and postmarked to the membership not later than June 15. The official year of this Association runs from May 1 to April 30.

The first meeting of this Association in September will be held by the first Thursday after Labor Day unless it is the eve of a religious holiday, then the first meeting will be held the following Monday.

Article XI

Ratings

A person designated by the president of the Association will implement and supervise an effective ratings system for all officials of this Association.

A peer rating system will be used by this Association for information purposes for each season.

Article XII

Assignors

Any assignor designated by this Association will exclusively assign members of this association to meets held within Westchester County, if they are available. Four officials, whose names have been placed on record and are not members of this Association, have been grandfathered in.

- Revised March 9, 2016 -