

Chemung Valley Soccer Officials Association

By-Laws of the Association

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Article I. Membership

Section 1. The organization shall consist of individuals that are either Varsity, non-Varsity, or emeritus members that meet all the prescribed criteria for membership set forth in the By-Laws and who meet the requirements of the Five Point Program set by the New York State High School Officials Coordination Program. All officials must support the purpose of the organization. These classifications shall constitute the voting membership unless otherwise stated in the By-Laws. Anyone wishing to become a new member shall enter the organization as a probationary member unless they are a transfer from, or are a dual member, with another organization/association. (soccer board).

Section 2. There shall be two categories of non-Varsity officials, Probationary Officials and Associate Officials. A non-varsity official shall be eligible for Varsity level games for evaluation or when no varsity level official is available. There is no maximum time limit placed on serving at a non-varsity level.

Probationary Members: All new members must serve at least one year in a probationary status. While in a probationary status, a member shall not be assigned to Varsity level games except on an emergency basis as determined by the Assignor, nor shall they be eligible for any post season assignments. If eligible, the Executive Board must rule and approve any advancement for a probationary member at the end of the season. This advancement becomes effective the following season.

Associate Officials: Members shall retain this status until they petition the Executive Board in writing to be considered for advancement to be a varsity official. This petition must be presented to the Executive Board or its designate no later than the date each season established by the Executive Board. Associate officials shall be given preference for higher-level games over probationary officials.

Section 3. There shall be three categories of Varsity Officials. Candidates applying for elevation to varsity status must specify in writing to the Executive Board or its designate as to which category they are applying for elevation to. Any varsity official who wishes to change their current status must submit the request in writing to the Executive Board or its designate any such request. Approval of elevation to any varsity category or change in category must include a recommendation of the Executive Board, a passing grade on the Federation rules test with the minimum score as dictated by the NYS Public H.S. Athletic Association and be approved by a majority vote of varsity and emeritus members attending the meeting at which the request is presented.

The three categories of varsity officials shall be: *Unrestricted Varsity Officials*: Those who agree to accept unrestricted gender game assignments-

Boys Varsity Officials: Those officials who wish to only accept boy's varsity matches.

Girls Varsity Officials: Those officials who wish to only accept girl's varsity matches.

Section 4. Transfer Members are members of another Association (soccer board), who elect to transfer their membership to this association and must apply in writing to the Executive Board. The Executive Board must approve acceptance and shall establish a status for the transferred member.

Section 5. Members may hold membership in more than one Association (soccer board). In doing so members assume responsibility for meeting all dues and meeting requirements of each Association (soccer board) separately, and cannot use meeting, training, or dues requirements of one association to fulfill the requirements of the other association, with the exception that the member need only participate in one NYSCOA referee written examination.

Section 6. A member in good standing may become an inactive member by applying in writing to the Executive Board. The official shall be subject to all costs incurred to keep them on the membership rolls each year. After two years a member must return to active status or he or she shall no longer be considered a member. When a member returns, they shall return to the status at which they left. If after two years as inactive an official elects to return he or she may do so at a status determined by the Executive Board. If returning as a probationary or associate the official will be eligible for move up to the next status for the next year. In any event, the official must pay all outstanding fees incurred while an active member.

Section 7. All members shall be required to attend a minimum number of meetings as specified by the Executive Board. Failure to comply with the minimum attendance rule may subject a member to a loss of status as determined by the Executive board. Exceptions may be allowed by the Executive Board due to extenuating circumstances as determined by the Board.

Section 8. Members who fail to complete the written test or failed to pay dues by the date established each year by the Executive Board shall not be offered new game assignments until such tests have been completed. The Executive Board must approve any exception to this section.

Section 9. The Executive Board will decide on the status of an official who joins the Association who has refereeing experience but has not refereed scholastic games.

Article II. Officers and their Duties

Section 1. The officers of the Board shall be the President, Vice-President, Secretary, Treasurer and Executive Board Members at Large and shall be elected by the membership. The number of Members at Large shall be determined by the Executive Board but may be no less than two (2). The terms of the above officers shall be two (2) years. There are no limits on how many terms an officer may serve. There shall also be two additional officers appointed by mutual agreement of the above listed officers to serve two-year terms as well, coincident with the election of the president of the association. These additional officers are the Rules Interpreter and the Assignor. Officers must be Varsity or Associate status and may be active or inactive.

Section 2. The duties of the President shall be to preside at all meetings and maintain order therein. He or she shall assign all orders of the secretary or the Treasurer authorized by the Executive Board, appoint all committees, not provided for in the By-Laws, and perform such duties as naturally fall to the President of an organization. He or she shall attend or appoint a representative to attend the NYSCOS annual meeting as a voting delegate of this organization. The President shall appoint a nominating committee and Audit Committee each voting year. The President shall make other appointments as necessary.

Section 3. The duties of the Vice President shall be to perform the duties of the President when called upon by the President or if the President is unable to attend a meeting. He or she shall perform any such duties that naturally fall to the Vice President of an organization. The Vice President shall chair the Audit Committee appointed by the President each year.

Section 4. The duties of the Secretary shall be to keep the minutes of all meetings, to send out notices of all special meetings to members and handle all correspondence. The Secretary will maintain all other records and documents pertaining to CVSOA. He or she shall take attendance at each meeting and keep a record of each member's attendance. The Secretary will send copies of the Constitution, By-Laws, and Policies and Procedures to the membership when changes are made. This may be done electronically. The Secretary shall perform any other such duties, which naturally fall to the Secretary of an organization.

Section 5. The duties of the Treasurer shall be to keep a full and accurate accounting of all monies received and deposit same in the name of and to the credit of the Chemung Valley Soccer Officials Association. The Treasurer shall present at each regular meeting, a report of the treasury, collect all dues, and keep a record of members in good standing. He or she shall pay all expenses of the organization after each bill has been reviewed and approved by the majority of the Executive Board. He or she shall also make to the books of this organization available for audit, at least annually, and any other time when there is a change in the office of Treasurer. The Treasurer shall perform any other such duties, which naturally fall to the Treasurer of an organization.

Section 6. The Members at large shall serve as voting members of the Executive Board. They shall assist the Committee in executing the duties of the Executive Board and serve as a representatives of the general membership in bringing concerns and issues to the Executive Board. Each Member at Large shall be elected for a two-year term. If any one officer holds more than one elected office, there may be an additional Member at Large elected, so that the Executive Board maintains its required membership.

Section 7. The Rules Interpreter shall attend all NYSCOS rules interpretation meetings along with another board member if possible. He or she shall be the final authority on any playing rule, mechanic, or positioning questions that may arise. The rules interpreter shall be in charge of all interpretation meetings, pre-season training sessions and clinics held by the organization.

Section 8. The Assignor shall be responsible for offering matches to officials based on the criteria set up by the organization's By-Laws and the policies and procedures of the association and in keeping with decisions made by the Executive Board. The assignor shall endeavor to fill all matches with the prescribed number and quality of officials necessary for each match.

Article III. The Executive Board

Section 1. The Executive Board shall consist of officers of the organization: President, Vice President, Secretary, Treasurer, Rules Interpreter, Assignor, and at least two members at large. More members at large may be elected as determined by the Executive Board.

Section 2. The Executive Board shall need a quorum of fifty percent plus one member to conduct business.

Section 3. The Executive Board shall review the minimum qualifications for each member requesting to proceed to the status of a certified official prior to that member's name being put to a vote to the general membership of Varsity Officials.

Section 4. The Executive Board shall recommend changes to annual dues and assessments for the coming season and present such changes to the membership.

- i. The amount of annual dues will be determined by the Executive Board and reviewed every two years.
- ii. Annual dues are to be paid by February 1st. Dues received after this date will be subject to a \$25 surcharge. ***The Executive Board may waive this fee due to extenuating circumstances.***
- iii. Members who have not paid dues and any surcharge incurred are considered to not be in good standing and are ineligible for game assignments.
- iv. Dues are paid by check or money order made out to CVSOA.
- v. The Treasurer will deposit dues in the CVSOA account and maintain a record of amounts paid by each member and the reason for said amounts.
- vi. The Treasurer will develop a budget and present it for approval by the Executive Board upon request by the Board.
- vii. If the co-signer on the checking account deposits funds he or she must notify the Treasurer.

Section 5. The Executive Board shall make recommendations for the fee for the position of assignor to the membership for approval, prior to appointment of the assignor. Once appointed, the established fee remains in effect until the next appointment. A majority vote of the membership is necessary to establish or change said fee.

Section 6. The Executive Board shall determine penalties or disciplinary actions for members found guilty of violating any articles or sections of this organization, which do not have penalties already specified.

Section 7. The Executive Board shall rule on all applications or transfers from other Boards.

Section 8. The Executive Board shall determine the officials to be assigned for postseason games serviced by this Board.

Section 9.

The Executive Board may enact a proxy system for the Executive Board. This proxy system may not substitute towards attendance or quorum provisions outlined in this document or the Constitution. A proxy may be given to the President or Vice-President or Secretary to use towards any item on the printed and published agenda only. The member submitting the proxy must do so either in writing or electronically and the vote must be cast as indicated by the proxy request.

Section 10. In the event a vacancy should occur during the term of any officer position, except President, the President may nominate a replacement with the approval of the Executive Board. In the event the vacancy is the President, the Vice-President shall fulfill the appointment nomination with the approval of the Executive Board.

Article IV Meetings

Section 1. The Executive Board, prior to the first general membership meeting shall establish the time, location and frequency of meetings for that season, to include the annual voting meeting.

Section 2. A quorum for conducting business shall consist of fifty percent (50%) plus one (1) of the established voting membership on the active list pursuant with the membership guidelines established in these By-Laws.

Section 3. Any meeting duly called by the Executive Board must have at least one week advance notice given to the membership by the secretary using whatever means is used to notify members of match assignments.

Article V Committees

Section 1. The Executive Board shall designate various standing committees to which said committees shall assist with the goals and objectives of the organization. The Board President shall give authority to appoint ad hoc committees or task forces for designated activities or studies and shall report such appointment to the Executive Board and the membership.

Section 2. Each committee shall keep minutes of its meeting and file the same promptly with the Executive Board or report its actions to the membership. No committee shall enter into any contract or incur any indebtedness or financial obligation of any kind except under the authority of the Executive Board.

Section 3. The Nominating Committee shall be a standing Committee of the organization and shall consist of three members appointed by the Executive Board and chaired by the appointment of the President. This committee is empowered to consider and select a slate of candidates, to present to the membership for election at the scheduled voting meeting as determined by the Executive Board. The chair of this committee or appointed member must present the approved slate to the full membership no later than three-business days in advance of the scheduled voting meeting. This notification can be in the normal fashion of other routine communications used by the organization. At that meeting, additional nominations may be made from the floor by any member. Elections shall be held immediately thereafter in accordance with Roberts Rules of Order. To qualify as a candidate for any office the nominee must be a member in good standing of this Association.

Section 4. The Audit Committee shall be a standing Committee of the organization and shall consist of three members appointed by the Executive Board and chaired by the Vice-President. This committee is empowered to take the appropriate measures to properly and accurately audit the association's financial reports, records, statements and any other fiscal matter of the association. This committee is responsible in reporting its' findings to the Executive Board and when appropriate to the membership at large.

Article VI Contracts

Section 1. The Executive Board may authorize any officer or agent of the organization, in addition to the officers so authorized by these By-Laws, to enter into contract or execute and deliver any instrument in the name of and on behalf of the organization and such authority may be general or confined to a specific instance.

Article VII Fiscal Matters

Section 1. The fiscal year of the organization shall begin on the first day of January and end on the in December in each year.

Section 2. All checks, drafts, or other orders of payment of money, notes, or other evidence of indebtedness issued in the name of the organization shall be signed by such manner as shall from time to time be determined by the Executive Board.

Section 3. The Executive Board shall direct the financial activities of the Board and shall approve by a majority vote the payment of bills submitted to the Board. Only after such approval, may the treasurer pay such expenses.

Section 4. All funds of the organization shall be deposited from time to time to the credit of the organization in such banks, trust companies, or other depositories as the Executive Board may select.

Section 5. Bank accounts for the organization shall be opened by the officers of the association at such banks they may deem desirable, and the same officers of the organization at the bank of the organization be and hereby are authorized to withdraw funds from the account so established at such banks.

Section 6. The funds of the organization shall be divided into special funds and general funds. Special funds shall include all donations, gifts, legacies, devises, endowments, and other contributions for a special purpose, funds earmarked for a designated branch, and shall be solely used for the purpose as designated or specified. All other funds shall be designated as general funds of the Association.

Article VIII Books and Records

Section 1. The organization shall keep current and complete books and records of accounts and minutes of the proceedings of its Executive Board and officers and general membership meetings of the organization.

Article IX Code of Ethics

Section 1. The organization shall adopt the recommendation from the Executive Board for a Code of Ethics that governs all the members. This Code of Ethics shall focus on the officiating aspect of its members and all aspect of officiating from assignments, to game décor, to relationships with coaches and school officials.

Section 2. The Executive Board shall be responsible for the enforcement and ruling on any and all Code of Ethics complaints and/or violations.

Article X Removal from Office and Expulsion from Organization

Section 1 Any member can request that an officer of this association be removed from office and / or that a member be expelled from this organization. All requests for such action shall be sent to the Executive Board in writing.

Section 2 The Executive Board shall review that written request and schedule an executive session where the request shall be discussed and a vote of the Executive Board shall determine if there is cause to believe that the member should be removed from office or expelled from the Organization. This shall be determined by a 2/3 vote of the Executive Board

Section 3 If so determined the member facing removal or expulsion shall be notified in writing and a hearing shall be scheduled within two weeks after the Executive Board's vote to proceed to hearing.

Article XI Hearings, Suspensions, and Penalties

Section 1. The Executive Board shall have sole jurisdiction over alleged cases of misconduct committed by the organization's members. *The Executive Board will determine the appropriate disciplinary action for violation of the CVSOA Constitution, By-laws, or Policies and Procedures.* It is up to the Executive Board to establish, in writing, a due process for hearings and is responsible for the dissemination of that policy to all of the organization's members.

Article XII Conflict of Interest

Section 1. No officer or member shall use their official position or office to obtain financial gain or favorable status for themselves, any member of their household or any business concern with which they or a member of their household is associated. Every officer or member shall make every effort to avoid situations where it might appear they are making such use of their position.

Article XIII Subsidiary Operations

Section 1. In the event that the Executive Board deems it necessary and appropriate or desirable to conduct a service not provided for under the charter but consistent with the purpose of the organization, it is so authorized with the provisions that the safeguards be invested and that all actions of said subsidiary be subject to review, supervision, and control of the Executive Board and the general membership and meet the requirements of all legal entities.

Article XIV Waiver of Notice

Section 1. Whenever any notice whatever is required to be given under the provisions of the general not for profit Corporation Act of the State of New York or under the provisions of the Articles of Incorporation or by the By-Laws of the Association, a waiver thereof in writing signed by the person entitled to such notice, whether before or after the time stated therein shall be deemed equivalent to the giving of such notice.

Article XV. Amendments to these By-Laws

Section 1 Any member may propose amendments and/or exclusions to these By-Laws by submitting a document containing the amendment, change and/or exclusion to these By-Laws at any time to the President and Secretary of the association. Said notice shall be supported by signature or like witness of at least two (2) voting members of the organization in addition to the member making the proposal.

Section 2 The secretary shall disseminate the amendment in a format acceptable to be included with the next meeting notice.

Section 3 At said next meeting, a two-thirds (2/3) majority vote of the members present shall determine whether the amendment shall be accepted. For purposes of amending these By-Laws, a quorum of fifty percent plus 1 (50%) of the voting membership shall be present at the meeting, at the time of the vote, to make the vote legal and binding. The amendment shall take force at the conclusion of said meeting.

Adopted 9/14/2008

Amended 9/26/2011

Proposed amendment 11/17/2020