

# **Utica Board of Certified Soccer Officials**

**Constitution  
Bylaws and Policies**

**Revised October 2021**

# Constitution

## **Article 1 – Name**

- Section 1: The organization shall be known as the Utica Board of Certified Soccer Officials.
- Section 2: The organization shall be of the chapter of the New York State Certified Officials of Soccer.

## **Article 2 – Purpose**

- Section 1: The object of this organization is to strive for the highest standard of soccer officiating through the studying, interpreting and enforcing of the rules. The aim of which is to conduct soccer in a safe and desirable manner.

## **Article 3 – Membership**

- Section 1: There are four (4) categories of members in the organization: Probationary, Associate, Active and Inactive.
- A. Probationary Members are members in their first or second year on the board who have completed the training sessions and passed the NYS examination. Probationary members are not able to vote or hold office in the organization. Their payment for games is determined according to the Section 3 Contract.
  - B. Associate Members are those successfully completed two (2) years of service on the board. They are eligible to vote and to hold office. Their payment for games will be consistent with the level of game officiated.
  - C. Active Members are those who have successfully completed Probationary and Associate member status. They are eligible to work any level of game at the discretion of the Assignor in consultation with the Executive Board. They are eligible to vote and hold office.
  - D. Inactive Members are those who have chosen not to officiate for the current season. They should make that decision known to the Assignor and Secretary as soon as it is made. If notification is given prior to the

first meeting of the season, they are eligible for credit (either by refund or application for the following season) of half their dues. Inactive members who attend at least three regularly scheduled meetings maintain their eligibility to vote and hold office and may remain inactive indefinitely. Those who do not attend the meetings requirement are no longer eligible to vote or hold office during their inactive year(s) and may remain inactive for a maximum of two (2) years.

- E. Members not in good standing are those members who have not satisfied all requirements to be a part of the board. Requirements are the following, but not limited to: 1) Attend meetings as required 2) Officials receive mandatory interpretation 3) Pay dues, fines and assigning fees and 4) Take and pass all required exams. These members will not be eligible to vote and could be subject to have games taken or removed from any office.

Section 2: The increase in membership each year is NOT to exceed 10% of the total membership in any calendar year without the consent of the Executive Board.

#### **Article 4 – Officers and Elections**

Section 1: There shall be five (5) elected officers of the board: President, Vice President, Secretary, Treasurer and Assignor.

Section 2: The officers shall be elected by a majority vote of the board membership in attendance of the last fall meeting.

- A. Prior to the first fall meeting, the President will appoint an Election Committee of three (3) members. It will be the duty of the Election Committee to prepare a slate of one or more candidates for each of the offices due for election that year to be announced prior to the meeting of the election of officers and prepare voting ballots to be used at the following election of officers meeting. Nominations from the floor can be made and accepted at this time. No voting ballot will be required if a

member is running unopposed for an office. The Election Committee will secure consent of each candidate to serve if elected.

- B. Any active, inactive or associate member in good standing with the board will be eligible for an office.
- C. An individual may only be nominated and elected to one office per term.
- D. Officers will serve a term of two (2) years.
- E. All members considered for election to an office must be identified at the meeting prior to the election of officers meeting. Such members may indicate their candidacy by contacting the chair of the election committee or may be nominated from the floor. No members may be considered thereafter. There will be no nominations from the floor at the election of officers meeting.
- F. At the time of elections, officers for which there is only one (1) candidate may be filled by voice vote or show of hands. Offices for which there are more than one (1) candidate shall be filled by secret written ballot. It will be the responsibility of the Secretary to assure that only members who are eligible to vote are provided with ballots. If there are two (2) candidates, the candidate receiving the majority vote shall be elected. In the case of a tie vote, a second secret ballot will be taken immediately. Should a tie vote occur again, the meeting will adjourn without an election for that office. In that case, the secretary and chair of the election committee will be responsible for mailing a ballot to every eligible member of the board within 10 days of the meeting. These ballots should have the original signature of the secretary or election committee chairperson or other markings which will make the duplication of the ballots detectable. Included with the mailed ballot will be a self-addressed envelope for return of the completed ballot to the election committee chairperson which must be received within thirty (30) days of the election of officers meeting or they will be deemed invalid.

Voting members should not include a return address on their mailed ballots. Mailed ballots should NOT be opened prior to the duration of the thirty (30) day period. The chairperson of the election committee shall determine a time and place when the ballots will be opened. They will inform both candidates of the time and place. The candidates will have the right to be present or send a representative. Counting of the ballots will be the sole responsibility of the chair of the election committee done in the presence of the candidates and representatives. The chair will then communicate the results of the election to the secretary for inclusion in the records of the board. In the unlikely event there is still a tie, the executive board will vote by secret ballot to fill the office.

- G. Should there be more than two (2) candidates for an office, the original ballot will include all candidates. If one candidate receives majority vote they will be elected. If not, a second “run off” ballot will take place with only the top two (2) candidates who receive the most votes in the original ballot eligible for the election. Any ties at this point will be treated as above.
- H. All eligible members, including the president of the board, may vote for all officers of the board. In the case of a contested election for the office of president, they may ask the vice president to preside during the election process.
- I. Each elected officer will serve until the soccer season has concluded which is the completion of the NYS Championship Tournament.
- J. Each officer will take office on the last regularly scheduled business meeting. The president and secretary in odd years; the vice president and treasurer in even years.
- K. A vacancy in an office due to death, resignation or removal may be filled by the president, with the approval of the executive board for the

unexpired portion of that term. A vacancy in the office of president will be immediately filled by the vice president.

- L. An individual elected to an office may be removed from that office upon the recommendation of the executive board and a majority vote from the membership.

Section 3: Powers and duties of these elected officials are set forth in the bylaws.

### **Article 5 – Process of Amending**

- A. All proposed amendments to this constitution must be presented in writing to the president at a regular meeting of the board.
- B. The president will read the proposed amendment at that time to the membership for consideration.
- C. At the following regular meeting of the board, the amendment will be re-read, discussed and voted upon.
- D. All changes to this constitution will go in effect immediately upon adoption unless otherwise specified.

# **BYLAWS**

## **Article 1**

### **Section 1**

#### **A. President**

- a. To assume the responsibility for directing general business of the board.
- b. To appoint members to all standing and special committees upon approval of the executive board.
- c. To act as liaison with other organizations.
- d. To receive a copy of material from the secretary and see that said information is shared with the board.
- e. To conduct and preside over all executive board meetings.

#### **B. Vice President**

- a. To preside at meetings in the absence of the president.
- b. To coordinate all committees on the board.
- c. To succeed the president for the unexpired term in the event the president is not able to complete his term.
- d. To act as parliamentarian at all board meetings.
- e. To serve on the executive board.

#### **C. Secretary**

- a. To record and read to all board members minutes from the executive board meetings.
- b. To develop and maintain an updated mailing list of all board members and send a copy to all members.
- c. To maintain an updated list of all pertinent personnel in area schools served by the board.
- d. To take attendance at all meetings.
- e. To tabulate votes at meetings.
- f. To serve on the executive board.

- D. Treasurer
  - a. To collect dues from all members.
  - b. To keep an accurate record of all receipts and board expenditures.
  - c. To serve on the executive board.
- E. Assignor
  - a. To contact all area schools served by the board regarding schedules of contests, places, times, etc. prior to the beginning of the season.
  - b. To make all officiated assignments for the board.
  - c. To prepare assignments and distribute them to the members who have fulfilled responsibilities as outlined in the Constitution.
  - d. To keep accurate record of each officials' availability, assignments, etc.
  - e. To serve on the executive board.

### **Section 2 – Executive Board**

- A. The executive board will consist of five (5) elected officers, the chairpersons of all standing committees, the Section 3 representative and the past president.
- B. The executive board will have the power and authority over the affairs of the board during and in-between meetings.
- C. The executive board will handle all disciplinary actions of members who are in violation of the board's philosophies and policies as outlined in the constitution and bylaws.
- D. The executive board will hear and render final decisions on all grievances.

### **Section 3 – Standing Committees**

- A. There will be three (3) committee chairpersons appointed by the president at the last fall meeting. One will be the chair of the education committee, the second chair of the interpretation committee and last the ethics committee.
  - a. The Education Committee will:
    - i. Be composed of six (6) members: the chairman and five (5) other members appointed by the chairman.



- ii. Have the duty of handling the recruitment and training of all new members.
  - iii. Meet prior to the first training session to plan procedures for meetings.
- b. The Interpretation committee will:
  - i. Be composed of four (4) members: the chairman and three (3) other members appointed by the chairman. The chairman will act as the board interpreter.
  - ii. Have the chairman attend any State or Section 3 meetings where interpretations are given to keep the board informed.
  - iii. Handle all rules interpretations and arrange for interpretation sessions for both coaches and officials.
- c. The Ethics Committee will:
  - i. Be composed of four (4) members: the chairman and three (3) other members appointed by the chairman. This committee will handle situations dealing with missing games, arriving late for games, not wearing the proper uniform, etc. The committee will also be responsible for handling all situations dealing with missed meetings and appropriate fines.

## **Article 2**

### **Section 1 – Membership Dues and Fees**

- B. The annual dues for members will be the Base Game Fee, as per the Section 3 Contract, for one varsity game. The Base Game Fee does not include that portion of the Total Game Fee designated for mileage. Inactive members' dues will be half this amount. Dues for the following year's membership will be payable on or before the date of the end of the season banquet.
  - a. Disciplinary Actions: A fine will be levied for failure to pay the above dues on or before the end of season banquet. The fine will be \$25.00 in addition to the

original dues. Failure to pay these dues and fines will result in expulsion from the board.

- C. First year probationary officials will pay board dues equal to one modified game fee, not including mileage.
- D. In addition to dues, members will be assessed a fee for all assigned games. The amount of the fee will be determined by the level of game assigned.
- E. The Secretary will receive a yearly salary of \$300.00.
- F. The Treasurer will receive a yearly salary of \$200.00.
- G. The Education Chairman or whoever is running the education classes will receive a yearly salary of \$200.00
- H. The Assignor will receive an assignor's fee of 4% of the Base Game Fee (not including the portion designated for mileage) from each official for games assigned.
- I. All members of the executive board will be exempt from paying yearly dues for the duration of their term on the executive board.
- J. The board treasurer will reimburse the assignor for any official who does not pay the assignor's fee by the banquet deadline. The delinquent official must then repay the board treasury the amount of the assignor's fee plus a fine of \$10.00 by the date directed by the treasurer. Failure to comply will result in loss of good standing with the board.

### **Article 3**

#### **Discipline of Members**

For failure to comply with basic standards and philosophies of the board, members will be forced to face disciplinary actions as determined by the ethics committee.

#### **Section 1 – Officiating**

- A. Officials will not have the option of refusing assignments because of the level of assignment or distance of travel.
- B. Officials will not fail to show up for assigned games.
- C. Officials will not report for any assignment under the influence of drugs or alcohol.

- D. Officials will not repeatedly report late for assignments.
- E. After accepting an assignment no official may change that assignment or alter that assignment without approval of the assignor.

### **Section 2 – Meetings**

- A. Officials must attend at least three (3) out of the four (4) regular board meetings. Failure to do so will result in a fine equivalent to the fee of one (1) varsity game rate fee.
- B. Officials must attend the mandatory interpretation meeting and the election of officers meeting. Failure to do so will result in a fine equivalent to (1/2) of a varsity game rate fee.

### **Section 3 – Game Attendance**

- A. The first offence for not appearing for a game will be a warning and a loss of a game assignment at the discretion of the assignor. The board will compensate the working official an additional (1/2) fee if the school has not already done so.
- B. The second offence in one season will result in the loss of games as determined by the executive board.
- C. Any officials not appearing for the second time during their set of assignments for the season will not be assigned some of their assignments the following season at the discretion of the assignor.
- D. Officials are required to contact each other prior to games assigned. Failure to do so will result in both parties at fault and shall be subject to loss of a game at the discretion of the assignor.

### **Section 4 – Game Tardiness**

- A. Any official who is consistently late for games without a valid reason will be forced to face disciplinary action as determined by the executive board.

## **Section 5 – Appeals**

- B. Any member of the board may request a review of a grievance pertaining to officiating activities by writing the executive board and stating the problem involved.
- C. The executive board must recognize a request and act on it before the next regularly scheduled meeting.

## **Article 4**

### **Code of Conduct for Officials**

#### **Section 1 – Attire**

- A. The official uniform of the Utica Board of Certified Soccer Officials will be as follows:
  - a. Shirt: The official (gold) shirt recommended by the State of New York.
    - i. Alternate: Approved colored shirts.
  - b. Pants: Black shorts
  - c. Hat (optional): Black with no stripes
  - d. Emblem: Official NYS patch to be worn by all members.
  - e. Footwear: Black officiating shoes and black soccer socks. Color of stripes on sock must match other official(s).
  - f. Watch: Each official shall have a timing device on their person.
  - g. Each official shall have a whistle and set of cards (red and yellow).

#### **Section 2 – Ethics**

- B. No member of this officiating board will publicly criticize or reflect upon the rulings or integrity of another official. Any such criticized member may have recourse by the executive board, and if the charge is substantiated, the offending member will be liable to suspension or expulsion from the board.

## **Article 5**

### **Transferees**

- C. Transfer members in good standing will be accepted by this board providing:
  - a. The letter of request by the transferee is accompanied by a letter from the board secretary of the previous affiliation listing their experience.
  - b. Transfers between local boards of New York State will adhere to local board bylaws.

## **Article 6**

### **Authorized Expenses**

- D. The executive board will be responsible for authorizing of travel and other expenses for those members who travel to conduct board business. All travel will be reimbursed at the state rate of the current section contract. All bills for travel and associated expenses must be approved by the executive board before payment.

## **Article 7**

### **Revision of Bylaws**

- E. Revisions of bylaws will follow the same procedure as outlined in Article 5 of the Constitution, Process of Amending the Constitution.

## **Board Policies**

1. The New York State Federation test must be finished and returned to the board secretary by the date noted in the pre-season email to each member.
2. Any official, other than probationary level officials, who fail to obtain the passing grade of 86% or higher, will be considered on probation for that season. If said official fails to pass the test the following year, they will be returned to probationary status by the board. Their schedule of assignments will be redone to conform to the level of probationary status by the assignor as directed by the executive board.
3. Any official who is eligible to upgrade from associate to active status must notify the assignor of their intent to upgrade. In addition, each official who upgrades must obtain an 86% or higher on the New York State Federation Exam.
4. Failure to abide by the board dress code policy will result in the offending official having to appear before the executive board to discuss the alleged violation. The executive board will decide what discipline action will follow.
5. Both officials at any contest will have a timing device.