

CONSTITUTION

of the

SUFFOLK WRESTLING OFFICIALS ASSOCIATION, INC.

Article I - Name

The name of this association shall be the Suffolk Wrestling Officials Association, Inc. (the Association).

Article II - Purpose

The purpose of the Association shall be:

- To promote the sport of wrestling, its participants and officials;
- To maintain the highest standard of officiating;
- To encourage the spirit of fair play and sportsmanship;
- To cooperate with the New York State Wrestling Officials Association, Inc. and all organizations officially connected with the sport of wrestling in furthering their interests and ideals;
- To be affiliated with the New York State Public High School Athletic Association, Inc. (NYSPHSAA), through the New York State Wrestling Officials Association, Inc. and adhere to the five-point program:
 1. Observe the rules and regulations of the state and local associations.
 2. Attend at least five (5) meetings in a year.¹
 3. Give evidence of satisfactory performance on the mat, and as new officials and/or candidates, pass a mat test for efficient performance.
 4. Pass the National Federation written rules examination each year.
 5. Be listed with the NYSPHSAA Secretary-Treasurer.

Article III – Membership

The Association shall be composed of all duly qualified and regularly approved members who shall meet the standards of officiating as outlined in the By-Laws.

Article IV – Officers

The officers shall be a President, a Vice-President, a Secretary-Treasurer and Rules Interpreter.

¹ Approved Change from (5) Interpretation meetings per year - October 2006
SWOA Constitution and By-Laws

A person must be a member in good standing in order to act in any capacity of an elected officer of the Association.

Article V - Executive Board²

The Executive Board shall be composed of the officers, all past presidents through the 1993-1994 season and three (3) members elected by the body. (Beginning with the 1994-1995 season the immediate past president will only be a member of the Executive Board for three (3) years after his/her term has ended).

One of the three members elected by the body will serve a four (4) year term, one will serve a three (3) year term and one will serve a two (2) year term.

If any of the three elected board members is elected as an officer, a new member will be elected to fulfill the term on the board of said member. A special election will be held accordingly.

A person must be a member in good standing in order to act in any capacity as a member of the Executive Board.

Any past or present member, in good standing, who has served on the Executive Board for ten (10) or more consecutive years, will become a permanent member of the board.³

Article VI – Meetings

Regular meetings will be held on dates fixed by the Executive Board.⁴ No less than seven (7) meetings will be held in any business year. The Rules Interpretation and Annual Test meetings shall be mandatory in order to maintain good standing in the Association.

Article VII-Amendments

Any Article, Section or By-Law of this constitution may be amended by a two thirds vote of the members present at a meeting of the Association provided written notice of the proposed amendment is given to the membership no less than fourteen (14) days prior to the meeting at which the vote will be taken.

² Approved Change from Governing Board to Executive Board – October 2006

³ Approved addition October 27, 2009

⁴ Approved Change from President to Executive Board – October 2006

BY-LAWS

of the

SUFFOLK WRESTLING OFFICIALS ASSOCIATION, INC.

Article I - Membership

Section A - Qualification for Membership

Must be over 18, interested in the welfare of the sport and in agreement with the purposes and aims of the Association, qualify applicants for probationary membership when they have met the following qualifications:

- A. Paying an initiation fee to the New Candidates School Instructor, which is not refundable and, if accepted, pay the annual dues of the Association to the Secretary-Treasurer;
- B. Pass the National Federation written test with a score of 75% or above;
- C. Pass a mat test demonstrating the required skills and techniques of wrestling officiating;
- D. Shall meet the requirements of probationary membership as determined by the Executive Board. Written notice of these requirements shall be given to all new candidates upon meeting Parts A, B and C of this Section;
- E. New Candidates who meet Parts A, B, C and D of this Section and receiving a rating of 3.5 or higher will be admitted to full membership after two (2) years of service and approval of the Executive Board.

Section B - Responsibilities of Active Members

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

- A. Pay annual dues to the Secretary-Treasurer no later than the second regularly scheduled meeting. If dues are not paid by second regularly scheduled meeting, a fine of \$25.00 will be levied against the member. If dues are not paid by the written test, a fine of \$50.00 will be levied against the member. No schedules will be issued to the delinquent members unless approved by the Executive Board;⁵
- B. Attend the Annual Test Meeting, the Annual Rules Interpretation Meeting **and** if an active member for:⁶

⁵ Approved November 16, 2009 - updated member dues payment and fine schedule.

⁶ Approved Change January 9, 2007 - Meeting attendance requirement for active members clarified.

1. less than twelve(12) years, attend four(4) additional regularly scheduled meetings.
 2. at least twelve(12) years, active and in good standing for the previous two(2) years, attend three(3) additional regularly scheduled meetings.
- C. All members in good standing must attend the mandatory Interpretation and Test meetings held prior to the first scheduled contest of any given season in order to be eligible for assignments during that season;
- D. A member may only be absent from the Annual Test Meeting after receiving permission from the Executive Board. A member may attend a Special Interpretation Meeting in lieu of the Annual Interpretation Meeting after receiving permission from the Executive Board.
- D. Meet the five-point program of the NYSPHSAA as outlined in Article II of the Constitution;
- E. Deleted
- F. Failure of a member to fulfill any of these requirements will result in punitive action except when a written explanation is presented and deemed acceptable by the Executive Board.

Section C - 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 no later than October 31 of the year in which he/she is to be inactive, explaining the reason. The granting of inactive status shall be at the discretion of the Executive Board and they shall in turn advise the member of their decision;
- B. Pay one-half the required annual dues;
- C. A member shall have the right to vote during the inactive status;
- D. Any member recalled to military service, or any member incurring physical disability or extended illness will automatically be placed on the inactive list. Such persons will not be required to pay dues or attend meetings and will not be subject to loss of status, but may be required to take a mat test at the discretion of the Executive Board upon return to active status. This applies only to those members returning to active status within two (2) years after the condition under which they became inactive has been removed;
- E. An official who is actively coaching on the varsity, assistant varsity and junior varsity levels must go on the inactive list during the year he /she is actively

coaching. (Exception: An official who is actively coaching on the varsity, assistant varsity and junior varsity levels is eligible to officiate on the junior high school level only).

- F. Members who have been inactive for two (2) years or less will not be subject to loss of status upon return to active membership. Members who are inactive for three (3) or more years will drop one level lower than that which he/she officiated prior to going inactive;
- A. The granting of inactive status by the Executive Board is good for one year only and must be renewed annually. This does not apply to persons going inactive due to Parts D and E of this Section;
- B. Members returning from inactive status will be placed at the bottom of the ranking list for their particular officiating level.

Section D - Responsibilities of Transfer Members

In order for a member to gain transfer from another association, he/she must meet the following requirements:

- A. Submit a written request for transfer to the Executive Board containing any pertinent information;
- B. Show proof of having been an active member of the association which he/she is transferring from via a letter from the Executive Board of said association;
- C. Transfer members may be subject to testing before being accepted into the Association;
- D. Upon acceptance, the transfer official will be assigned to work meets at one level lower than he/she had previously officiated; Moving up levels will be in accordance with the requirements of the Association;
- E. New candidates qualifying in another association must be active in that association for one (1) year prior to transferring to the Association.

Section E - Former Members

In order for a former member of the Association to resume membership in good standing and active status, he/she must:

- A. Submit a letter to the Executive Board requesting reinstatement;
- B. Former members who have been inactive in officiating wrestling for two (2) years or less will be reinstated provided they meet the requirements of active members. Assignments will be made at one level lower than he/she previously officiated;

- C. Former members who have been inactive in officiating wrestling for three (3) or more years will be considered as junior high officials;
- D. Former members who have been active in officiating wrestling for another association shall be considered as transfer officials;
- E. A former member who officiated on the varsity level for five (5) or more seasons and who has displayed exceptional merit may be reinstated to the varsity level upon a two-thirds (2/3) vote of the Executive Board and a majority vote of the membership. (The purpose of adding this amendment is to allow a long time varsity official to return to active status on the varsity level if the Executive Board and membership feel it would be in the best interest of providing the best possible services to Section XI).

Article II - Meetings

Section A - Regular Meetings

There shall be a minimum of seven (7) regular meetings each year which is from July 1 to June 30.⁷ The time and place of these meetings shall be determined by the President with written notice given to all members in good standing at least fourteen (14) days prior to the first meeting each year.

Section B - Special Meetings

Special meetings may be called by the President, by the Executive Board or upon written request of twenty-five (25) members in good standing.

Section C - Mandatory Meetings

The mandatory Annual Rules Interpretation and Annual Test Meetings shall be held on dates annually set by the President. Both meetings must be held a minimum of two (2) weeks prior to the first scheduled contest of any given season. Written notice will be given to all members of the Association.

Section D - Quorum

Attendance of thirty percent (30%) of the membership shall constitute a quorum for the transaction of business at regular and special meetings.

Article III - Election and Duties of Officers

Section A - Election of Officers

The officers listed in Article IV of the Constitution shall be elected at the January meeting of every third year. A majority vote will elect all officers.

⁷ Approved Change from May 1 to April 30 – October 2006

Section B - Duties of Officers

The **President** shall:

- a. Preside at all meetings of the Association;
- b. Appoint all special committees;
- c. Be the local representative to the New York State Wrestling Officials Association;
- d. Appoint the New Candidates School Instructor;
- e. Be paid an annual gratuity equal to the dues of the organization ;⁸
- f. Assume all other duties usually pertaining to the office of President.
- g. The term of office of the President shall be three (3) years.

The **Vice-President** shall;

- a. Assist the President in conducting the business of the Association;
- b. Preside during the absence of the President;
- c. Assume all other duties usually pertaining to the office of Vice-President.
- d. The term of office of the Vice-President shall be three (3) years.

The **Secretary-Treasurer** shall:

- a. Keep and maintain a directory of all members;
- b. Keep and maintain all records of the Association;
- c. Take the minutes of each meeting of the Executive Board and each meeting of the Association;
- d. Be the attendance officer at all regular and special meetings;
- e. Read the minutes of the previous meeting at the beginning of each meeting;
- f. Preside during the absence of the President and Vice-President;
- g. Receive any and all monies due the Association and deposit same in a reputable depository;

⁸ Approved Change from \$100.00 - September 2007
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- h. Publish a written financial statement for general approval at the first General Meeting of the Membership;⁹
- i. Receive, file and initiate all correspondence of the Association, except that which belongs to other officers in the performance of their duties;
- j. Administer the Annual Test and record the score for each member;
- k. Be paid an annual gratuity equal to the dues of the organization;¹⁰
- l. Assume all other duties usually pertaining to the office of Secretary Treasurer.
- m. The term of office of the Secretary-Treasurer shall be three (3) years.

The *Rules Interpreter* shall:

- a. Conduct the Annual Rules Interpretation Meeting;
- b. Be present at the interpretation meeting of the Suffolk County Wrestling Coaches Association;
- c. Attend the fall meeting of the New York State Wrestling Official Association, Inc. for the purpose of receiving new national and state rules, clarifications and interpretations;
- d. Give interpretations to members of the Association or to members of the Suffolk County Wrestling Coaches Association upon request;
- e. Represent the Association at any hearing involving a written protest to Section XI, or any other group the Association services.
- f. The term of office of the Rules Interpreter shall be three (3) years.

Article IV - Executive Board

The *Executive Board* shall:

- a. Attend to the general welfare of the Association between its meetings;
- b. Set the annual membership dues and the initiation fee;
- c. Meet one hour before each regularly scheduled business meeting and on occasions when the need is apparent;
- d. Evaluate new candidates and transfer members and act on placement for assignment where it is not specifically covered in the By-Laws;
- e. Act as a grievance committee in the event a grievance is lodged against the Association, or its members, by any other group or organization;

⁹ Approved Change from approval by October 1 – October 2006

¹⁰ Approved Change from \$100.00 - September 2007

- f. Act as an appeal board for any decision made by a standing committee;
- g. Fifty percent (50%) of the Executive Board constitutes a quorum for business actions to be conducted;
- h. Two (2) elected officers must be present at any Executive Board meeting in order for business actions to be conducted;
- i. Determine all policies of the Association;
- j. Shall present the contract between Section XI and the Suffolk County President's Council to the membership for a vote. The determination of that vote shall be carried back to the President's Council.

Article V - Standing Committees

Section A - Membership Committee

The membership committee shall be composed of the Vice-President who shall act as chairman; the Secretary-Treasurer and the Rules Interpreter. It shall be the duty of this committee to make note of those members who have or have not satisfied the membership requirements. The committee shall send out written notices to those members who are delinquent by May 15 of each year.

The New Candidates School Instructor, appointed by the President, shall work under the authority of this committee. He shall conduct a school for persons wishing to become wrestling officials in Suffolk County, set the requirements for passing the new candidates school (with the exception of the required score of seventy-five percent (75%) or above on the written exam), conduct the written and practical examinations for all candidates and receive all initiation fees. Those fees will be used to meet the expenses of the school. The profits shall be kept by the New Candidates School Instructor as compensation for conducting the school.

Section B - Liaison Committee

This committee shall be composed of the President and two (2) other members as he sees fit. The duty of this committee is to promote harmonious relations with the Suffolk County Wrestling Coaches Association through the spirit of cooperation.

Section C - Ethics Committee

The Ethics Committee shall be composed of the Chairman, appointed by the President, and other members chosen by the Chairman. The duties of the Ethics Committee shall be:

1. To investigate any charge of violation of the Association's Code of Ethics which is deemed a detriment or discredit to the Association;
2. To investigate any incident occurring between a coach and any member which might be deemed unethical;
3. To investigate any practices by any school in dealing with the Association or its members which may be deemed unethical;

4. To report its findings and recommendations resulting from such investigations to the Executive Board and be present at any hearings which concern the case.

Section D - Evaluation Committee

This committee shall be composed of the President, the Rules Interpreter and one other member chosen by the President. The duty of this committee is to evaluate and rank the performance of each official on the junior varsity and junior high levels for the purpose of determining preference for movement to a higher level. Among the criteria to be used by the Evaluation Committee in the performance of this duty are the following:

1. Section XI ratings of past seasons;
2. Years of service to the Association;
3. Number of meets worked;
4. Willingness to work meets at a higher level when needed.

This committee will report its findings to the Executive Board each year before assignments are made.

Section E – Parliamentarian

The Parliamentarian shall be appointed by the President and will make all interpretations of the constitution and By-Laws, keeping accurate records of all parliamentary rulings and making them available to any member upon request. The Parliamentarian will be called upon to advise the membership on all constitutional matters.

Article VI - Code of Ethics

Section A - A wrestling official should:

1. Have a thorough knowledge of the rules and officiating mechanics of the sport of wrestling;
2. Be well trained, capable of high caliber; physically, mentally and morally;
3. Strive for consistency and control throughout a contest;
4. Report to assigned school in time to take care of all pre-contest duties so that the meet or tournament can start on time;
5. Do everything possible to assist and aid any fellow wrestling official to together work a faultless tournament and better themselves at their work;
6. Dress in the proper uniform, as outlined in the rule book, in such a way as to uphold the dignity of being a wrestling official representing the Association;

7. Never make statements to coaches, teams, affiliates or the news media about any wrestling contest except to clarify a rules interpretation personally made when officiating a contest or when authorized by the President or Rules Interpreter to do so;
8. After accepting an assignment, never change that assignment without having obtained permission from all concerned parties;
9. Conduct oneself in such a manner as to avoid any acts that might be deemed a violation of the Association's Code of Ethics.

Section B - General Principles

1. Make sure that you have all the necessary equipment for conducting a smoothly run meet prior to reporting to an assigned school;
2. Familiarize yourself with the facility before the contest begins, discussing any problem conditions with the coaches of all involved schools and determining conclusions;
3. Conduct - A wrestling official should conduct one's self in a dignified manner at all times and be businesslike throughout every contest officiated. The official should never be careless or lax in making prompt decisions. Keep in mind that every contest is important to the competitor, whether it is the county finals, an invitational tournament or any dual meet at all levels and should be officiated with the utmost efficiency. Our conduct should be covered by the same high standards for every meet or tournament including those held outside Suffolk County. The official should never lose his temper to any official, coach, school representative or young person involved with the sport and should never use "foul" language at any person when representing the Association. The official must arrive at the site of a contest physically unimpaired; physically and mentally prepared to perform the duties of a wrestling official to the best of his/her ability;
4. Teamwork - Officials assigned to work a tournament together should strive to work equally hard from its beginning to end. Whether or not the experience of the officials is equal, their responsibility is equal. They should share and share alike the business of working as near a perfect tournament as possible. They can help themselves by having a discussion of their mutual undertaking before the contest begins. This further amplifies the need to arrive at the site of a tournament at least one-half hour before the scheduled starting time;
5. Public Relations - A wrestling official should not discuss opposing contestants with coaches or participants. The official should not engage in careless discussions regarding coaches, contestants, fellow officials, students or institutions;
6. Cooperation - All officials will cooperate with the Section XI office of the

NYSPHSAA, Inc., the schools that he /she serve and the association which he/she represent (the Association). The official will cooperate and be professional with fellow officials and will do nothing to cause them embarrassment or hamper their efforts in any way. The official will accept assignments to Section XI school contests only through the auspices of the office of the Executive Director of Section XI and will not attempt to contact or allow assignments to be made from individual schools. Although we strive for perfection, honest mistakes can and do occur. We must remember that the only forum for criticism is in a general meeting of the Association. This is the only place where a frank, honest and constructive appraisal of our membership and meet conduct should occur;

7. A wrestling official should consider wrestling to be a gentleman's sport and will conduct himself/herself accordingly;
8. Pledge - A wrestling official will pledge full support to the Constitution and By-Laws of the Association.

Article VII – Movement

All new officials will be assigned to at the junior high school level for a minimum of one (1) year.¹¹ Movement upward and downward shall be conducted by the following policies:

Section A - Junior high to the junior varsity level

1. No official will be moved from the junior high to the junior varsity level unless there is need;
2. A need has been created if there are not enough junior varsity or varsity officials available to cover all meets or tournaments scheduled on any given day;
3. Should the need arise prior to the start of the season, the highest ranked official, as deemed by the Executive Board based on information given by the Evaluation Committee, will be moved up;
4. Should the need arise after the start of the season, the highest ranked official, according to Section A, Part 3 above, will be offered any openings first.

Section B - Junior varsity to the varsity level

1. No official will be moved from the junior varsity to the varsity level unless there is a need;
2. A need has been created if there are not enough varsity officials available to cover all scheduled meets or tournaments on any given day as determined by the President and the Section XI Executive Director;

¹¹ Approved Change from minimum of (2) years - October 2006
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3. Should the need arise prior to the start of the season, the following procedure will be used to move officials from the junior varsity (JV) to the varsity level:
 - a) Any JV official must have a minimum of two (2) active years total at either JV or JH level;¹²
 - b) Any JV official must be a member in good standing;
 - c) Any JV official must have had a minimum of thirty-six (36) contests at any level during the minimum two (2) active years total;
 - d) When a need is identified, only the JV official(s) with the highest average rating(s) for the two (2) prior consecutive years will be considered for movement to the varsity level (see also Section C, Part 2, below);
 - e) Officials moved to the varsity level by these criteria will be placed at the bottom of the varsity list for assignment purposes;
4. Should the need arise after the start of the season, the highest ranked official(s), according to Section B, Part 3, above, will be offered any openings first.

Section C - Movement Downward

1. Any official who fails to attain a rating of 3.5 or better, for any given year will be dropped to the next lower level for the following year. Movement upward will be by the policies outlined in Sections A and B above;
2. Any varsity official(s) with a combined average rating over two (2) consecutive years of 4.0 or below will be moved from the varsity to the JV level if the top ranked JV official(s) ratings for the two (2) prior consecutive years are higher than 4.4 and meet all the criteria of Section B, Part 3. (above);
3. Any varsity official(s) who are dropped to the JV level will be placed at the top of the JV list for assigning purposes. Any official(s) dropped to the JV level by this manner will be considered JV official(s);
4. Any junior high official who fails to attain a rating of 3.5 or better in any given year must attend the New Candidates School prior to being permitted to be active the following year. The official will assume the status of Candidate until he/she meets the requirements of the school. If a junior high official fails to attain a rating of 3.5 or better for two (2) years in a row, he/she will be permanently dropped from the membership.

¹² Approved Change from minimum (3) active years - October 2006
SWOA Constitution and By-Laws

Article VIII - Vacancies of Offices

Section A - President, Vice-President, Secretary-Treasurer and Rules Interpreter

If the offices of President, Vice-President, Secretary-Treasurer or Rules Interpreter become vacant, for any reason, the Executive Board will appoint a member in good standing to serve until an election is held at the first General Meeting of the next calendar year.¹³

Section B - New Candidates School Instructor

If this position becomes vacant, for any reason, the President will appoint a member in good standing to the position as he sees fit.

Article IX - Removal of Officers or Members

Section A

All elected or appointed officers shall be subject to removal at any time, with due cause, by the Executive Board by a two-thirds (2/3) vote of the entire Board, excluding the person brought up on charges.

Section B

In case of absence of any officer, for any reason that may seem sufficient to the Executive Board, the Board may, without removal, delegate that officer's powers and duties to any other officer for such a period as may be deemed proper.

Section C

Any member found guilty of a violation of the Association's Code of Ethics may be subject to a written warning, probation, the payment of a fine, suspension for up to one year, or expulsion from the Association. No member may be expelled from the Association without a two-thirds (2/3) majority vote of the membership at a regular or special meeting. Any other penalty may be levied by the Ethics Committee hearing the case, with any appeals made to the Executive Board.

Section D

Any member who, without explanation, has failed to meet the membership requirements of the Association shall be dropped from the membership.

Article X - Conduct of Meetings

All meetings will be conducted in accordance with Robert's Rules of Order Revised, with constitutional modifications.

¹³ Approved Change from remainder of elected officers term - October 2006

Any matters not specifically covered in the Constitution or By-Laws shall be interpreted by the Parliamentarian, with those interpretations being added to the constitutional interpretation records which shall be made available to the membership upon request.

Article XI - Honorary Lifetime Members

Section A

Any person who has rendered outstanding service to the sport of wrestling as an official, coach, participant or promoter may, upon approval of a simple majority of the membership, be voted into the Honorary Lifetime Membership of the Association.

Section B

Honorary Lifetime Members shall not serve as officials, officers or Executive Board members.

Article XII - State Tournament Officials' Nominating Procedure

Section A

The following criteria shall be used to nominate qualified Association members for consideration to work the annual New York State Intersectional Wrestling Tournament. The number of Association members nominated is fixed by the NYSPHSAA and is based upon total Association membership.

Section B

The following formula shall be used as criteria for nomination to represent Section XI in the State Tournament. These criteria shall be recalculated each year:

1. A member is not eligible for nomination unless he has been active on the varsity level for three (3) years¹⁴ and has worked the final round of the Section XI tournament at least once in that period.
2. The top ten rated officials each of the past five years as determined by the Section XI rating system, shall receive the following points to be added for a five (5) year total:
 - a) Ten(10) points for number 1 official;
 - b) Nine (9) points for number 2 official;
 - c) Eight (8) points for number 3 official;
 - d) Seven (7) points for number 4 official;

¹⁴ Approved change from five(5) years - October 2006
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- e) Six (6) points for number 5 official;
 - f) Five (5) points for number 6 official;
 - g) Four (4) points for number 7 official;
 - h) Three (3) points for number 8 official;
 - i) Two (2) points for number 9 official;
 - j) One (1) point for number 10 official.
3. One (1) point shall be given or each year of working the Section XI Tournament during the previous five year period (maximum of five (5) points).

Section C

- 1. An official shall only be eligible to work the State Tournament three (3) years within a five (5) year period.¹⁵
- 2. If an Association member is nominated to represent Section XI in the State Tournament but is not selected, he will receive five (5) additional points to be applied to the following year's criteria.

¹⁵ Approved change from two(2) years within a five(5) year period - October 2010
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