

NEW YORK STATE WRESTLING OFFICIALS ASSOCIATION, INC.

CONSTITUTION AND BY-LAWS

AMENDED AND ADOPTED - MARCH 7, 2008

Article I - NAME

The name of this organization shall be NEW YORK STATE WRESTLING OFFICIALS ASSOCIATION, INC. (NYSWOA, INC).

ARTICLE II - PURPOSE

The purpose of the Association shall be:

- (a) To certify that all member associations comply with the rules of the New York State Public High School Athletic Association (NYSPHSAA, INC.) as set forth under the Five Point Plan.**
- (b) To promote high ideals of sportsmanship in interscholastic wrestling competition.**
- (c) To facilitate the education and training of wrestling officials.**
- (d) To offer annual commentary on rule changes and to standardize rules interpretations throughout N.Y. State.**
- (e) To strive for the improvement of all phases of scholastic wrestling.**
- (f) To improve the status of wrestling officials, improve the quality of officiating and standardize officiating techniques.**
- (g) To adjudicate any conflicts that may arise between member associations.**
- (h) To promote positive relations between member associations and the NYSPHSAA, INC.**
- (i) To recognize the autonomy of local associations in internal matters.**
- (j) To provide guidance in the event of an internal dispute within a local association upon request.**

ARTICLE III - MEMBERSHIP

- Section 1:** All local wrestling officials associations that comply with the NYSPHSAA, Inc. Five Point Plan are eligible for membership.
- Section 2:** All approved members of local wrestling officials associations, as certified under Section 1 above, are eligible for membership.
- Section 3:** Any person holding membership in one or more local wrestling officials associations must meet the requirements of each association as set forth by those local associations.
- Section 4:** All members must comply with the rules set forth by the National Federation, NYSPHSAA, Inc. and NYSWOA, Inc. or face disciplinary action by the Executive Committee. (See By-Laws, Article VII)
- Section 5:** Any signed written report of an alleged incident of a member exhibiting unprofessional behavior or immoral character shall be reviewed by the Executive Committee for possible disciplinary action.

ARTICLE IV - FEES AND TIMETABLES

- Section 1:** Annual membership dues shall be set by the Executive Committee and announced at the Fall Business Meeting.
- Section 2:** All dues and liability insurance will be paid by the date established by the Executive Committee on an annual basis.
- Section 3:** A late fee of 10% shall be charged for all dues paid after the first of January. There shall be no late charge for members joining an association after said date. A late fee of 25% shall be assessed for all dues paid after the Spring Meeting.
- Section 4:** Full dues and insurance payments shall be paid for each member on local rosters regardless of membership in multiple local associations..
- Section 5:** Local associations failing to submit payments and/or reports by deadlines stated in the bylaws will be subject to loss of certification.

ARTICLE V - OFFICERS

- Section 1:** The officers shall consist of a President, a Vice-President and a Secretary-Treasurer, to be elected at the annual Spring Business Meeting each year and shall hold office for one year.
- Section 2:** All officers must be active members in good standing in their local wrestling officials association.
- Section 3:** If any officer is unable or unwilling to fulfill the duties of office, the Executive Committee shall appoint a replacement to act in the appropriate capacity until the next Spring Meeting, when an election shall be held.
- Section 4:** An officer may be removed by a two-thirds (2/3) vote of the Executive Committee whenever in their judgment the best interests of the NYSWOA, Inc. would be served. In addition, 2/3 of the certified local associations may petition the Executive Committee to remove an officer.

ARTICLE VI - VOTE

- Section 1:** Each certified local association shall be entitled to one vote for each twenty-five active approved officials or fraction thereof, (“weighted vote”) according to their paid up membership list as submitted to the NYSWOA, Inc. Secretary-Treasurer for the current wrestling season.
- Section 2:** The approved or appointed local association representatives attending the NYSWOA, Inc. meetings shall be entitled to cast the association’s vote as the representative deems appropriate.
- Section 3:** A majority of the votes present shall be necessary to determine issues and elections presented to the NYSWOA, Inc.

ARTICLE VII - EXECUTIVE COMMITTEE

Section 1: The Executive Committee shall consist of the current officers, Immediate Past President, the Officials Coordinating Federation Representative and the Chairperson of the Screening and Evaluation Committee.

Section 2: The Officials Coordinating Federation Representative and the Chairperson of the Screening and Evaluation Committee shall be selected by the Executive Committee and appointed by the President and shall serve at the pleasure of the Executive Committee.

ARTICLE VIII - INTERPRETATION COMMITTEE

Section 1: An interpreter shall be appointed by each local association to represent that association as official interpreter and be a member of the Interpretation Committee.

Section 2: Upon the recommendation of the Executive Committee, the President shall appoint a State Rules Interpreter to be the Chairperson of the Interpretation Committee to serve for renewable three year term(s). The terms are subject to cancellation upon recommendation from the Interpretation Committee to the Executive Committee.

ARTICLE IX - NOMINATION AND ELECTION OF OFFICERS

- Section 1:** Elections shall be held at the annual Spring meeting in accordance with Article VI, Sections 1 and 3.
- Section 2:** The Officials Coordinating Federation representative shall serve as the Chairperson of the Nominating Committee. The Executive Committee shall serve as the Nominating Committee.
- Section 3:** The Chairperson of the Nominating Committee will present a slate of candidates eligible for office in accordance with Article IX, Sections 4 and 5. Additional nominations may come from the representatives present. Each nomination shall require a second in accordance with Roberts Rules of Order.
- Section 4:** In order to ensure representation from across New York State, the following rotation system covering 4 regions shall be used for nominating candidates for the office of Vice President:
Region 1: Sections V and VI
Region 2: Sections III and IV
Region 3: Sections I, II, VII, IX and X
Region 4: Sections VIII, XI and PSAL
If, after due diligence, by the Nominating Committee, there is no qualified candidate for Vice President from the eligible region, a candidate shall be sought from the next eligible region in the rotation.
- Section 5:** Eligible local associations must submit nominations of active members in good standing to the Chairperson of the Nominating Committee along with a letter of recommendation and resume by December 1. The nomination package must be submitted in writing.

ARTICLE X - MEETINGS

Section 1: Regular meetings shall be held as follows:

- a) The annual Fall Business meeting and annual Interpretation meeting will be held at a date to be determined by the Executive Committee.**
- b) The Spring Business Meeting will be held in conjunction with the annual N.Y. State Wrestling Tournament.**
- c) Attendance at each regular meeting is mandatory for each local association to remain in good standing with the NYSWOA, Inc. Any local association not in good standing will not be allowed to nominate officials for the N.Y. State Wrestling Tournament and may be subject to additional disciplinary action by the Executive Committee.**

Section 2: All other meetings shall be called by, and at the discretion of the President or Executive Committee with a minimum of ten (10) days notice.

ARTICLE XI - TERRITORIAL RIGHTS

Section 1: Disputes involving established territorial boundaries will be resolved by the Executive Committee in accordance with the NYSPHSAA, Inc. Handbook.

Section 2: If requested, the need for the establishment of a new local association will be determined by the Executive Committee.

ARTICLE XII - AMENDMENTS

Section 1: This Constitution may be amended by two-thirds (2/3) majority of the weighted votes present in accordance with Article VI, Section 1 .

Section 2: Written notification of a proposed amendment must be sent to each certified local association by the Secretary-Treasurer of the NYSWOA, Inc. so as to reach them at least ten days prior to the date of the meeting at which such amendment is to be voted upon. The Secretary-Treasurer of each local association shall verify receipt of notice.

ARTICLE XIII - QUORUM

A quorum to transact any association business at any regular or special meeting shall consist of one-third (1/3) of the votes as set forth in Article VI, Section 1.

BY-LAWS

ARTICLE I - DUTIES OF OFFICIERS

Section 1: The President shall:

- a) Preside over all meetings.**
- b) Be a member of the Interpretation Committee.**
- c) Appoint committees as required.**
- d) Conduct all other duties usually pertaining to the office of President.**
- e) Attend the NYSPHSAA, Inc. State Wrestling Committee meetings upon invitation.**

Section 2: The Vice-President shall:

- a) Assist the President in conducting the business of the association.**
- b) Preside during the absence of the President and assume all the duties usually pertaining to the office of Vice-President.**

Section 3: The Secretary-Treasurer shall:

- a) Keep all records of the NYSWOA, Inc. which shall be open for inspection at any time to members in good standing of this association.**
- b) Receive any and all monies due to the NYSWOA, Inc. and deposit same in a reputable depository.**
- c) Disburse NYSWOA, Inc. funds upon the approval of the President and keep an accurate account of all receipts and disbursements.**
- (d) Correspond with membership, local associations and others as necessary**
- (e) Receive an annual honorarium, the amount of which shall be determined by the Executive Committee.**

Section 4: All officers and/or appointees, upon leaving office for any reason, shall convey and deliver within thirty (30) days to the incoming (or incumbent) President all records, books, papers, moneys, equipment and any other property rightfully belonging to the NYSWOA, Inc..

ARTICLE II - COMMITTEES

Section 1: It shall be the duty of the State Rules Interpretation Chairman to:

- a) Obtain the rules interpretations from the National Federation Rules Committee at its Annual Rules Meeting or by other means deemed suitable by the NYWSOA Executive Committee and or the designating governing body for wrestling for the NYSPHSAA, Inc.**
- b) Make State Interpretations with the approval, if necessary, of the NYSPHSAA, Inc. and in accordance with their rules and the Rules Interpretation Committee.**
- c) Disseminate the interpretations among the local wrestling officials associations at the Fall Interpretation meeting and throughout the year as needed.**
- d) Edit and prepare for printing the N.Y. State Rules Interpretation Handbook (“Green Book”) for Fall distribution during the even numbered years.**

Section 2: It shall be the duties of the Executive Committee to:

- a) Consider all matters pertaining to and affecting the general welfare of the organization.**
- b) Implement the procedure involving due process, when necessary, as outlined in the By-laws.**
- c) Report to membership at the regular Spring meeting, all actions taken by them during their term of office.**
- d) Hold office for one year, or until their successors are appointed.**

Section 3: The Screening Committee shall consist of the NYSWOA, Inc. Executive Committee.

- a) No member of the Screening Committee shall be eligible to referee or evaluate at the N.Y. State Tournament.**
- b) The duties of the Screening and Evaluation Committee Chairperson are:**
 - 1) Serve as chairperson of the screening meeting to recommend State Tournament officials.**

- 2) Distribute nomination forms for officials and evaluators to each local officials association.**
- 3) Compile data from nomination forms to be presented to the NYSWOA, Inc. Executive Committee so that a slate of officials can be prepared in time for the final selection by the NYSPHSAA, Inc.**
- 4) Organize and prepare an Evaluation Committee, the number to be determined by the Executive Committee, to evaluate all officials at the N.Y. State Wrestling Tournament.**
- 5) Notify officials who were nominated by local associations but not selected by the NYSPHSAA, Inc. to officiate the N.Y. State Wrestling Tournament.**
- 6) Distribute the stipend determined by the NYSWOA, Inc. membership to each evaluator upon completion of evaluation duty.**
- 7) Compile and distribute evaluations of N.Y. State Wrestling Tournament officials and send each official specific comments made in the evaluation process.**

ARTICLE III - DRESS CODE

Section 1: For safety reasons, no visible jewelry shall be worn except a wedding band, medical ID or a timing device.

Section 2: The authorized NYSWOA, Inc. officials patch shall be worn on the shirt on the left sleeve with the top 1” from the shoulder seam. A local wrestling association patch may be worn. An American flag patch, approximately 2 ¼ “by 3 ½ “in size, shall be worn on the center back of the shirt, with the top of the patch 1” to 2” from the collar seam. No other emblems, patches, numbers, etc. are permitted as part of or on the officiating uniform unless specifically authorized by the NYSWOA, Inc. Executive Committee.

Section 3: Red and green wristbands may be worn on either wrist. Black socks are optional.

ARTICLE IV - STATE TOURNAMENT

Section 1: Local associations in good standing may submit nominations for consideration to referee the N.Y. State Wrestling Tournament. A nomination for evaluator must be included with the nomination or nominations or referee nominations will not be accepted by the Screening Committee.

a) Nominations for referee shall be based on certified membership of the local association as follows:

Certified Membership	Nominations
1 – 15	1
16 – 25	2
26 – 35	3
36 or more	4

b) Local associations must submit nominations for referees and evaluator on the proper forms to the Chairperson of the Screening Committee postmarked by December 1.**

c) A copy of each nomination form for referee must be sent by the local association secretary to the Sectional Chairperson by December 1.

Section 2: Any local association not in attendance at the Fall Business and Interpretation meetings and the Spring Business meeting will not be allowed to have officials nominated for the following year's N.Y. State Wrestling Tournament .

Section 3: All N.Y. State Wrestling Tournament referees and evaluators are required to attend the interpretation meeting held prior to the start of the N.Y/ State Wrestling Tournament or face disciplinary action from the Executive Committee.

ARTICLE V - TIMETABLES

- Section 1:** Local associations shall pay dues and liability insurance to NYSWOA, Inc. by December 15 of each year unless another date is designated by the Executive Committee. Two (2) complete local association rosters must accompany these payments to the Secretary-Treasurer.
- Section 2:** Amended rosters, with additions to and deletions from certification rosters submitted during the previous spring are due by December 15 to the Secretary- Treasurer..
- Section 3:** Local associations shall submit two (2) copies of the “Approved Officials Report” to the Secretary-Treasurer on the form provided by the NYSPHSAA, Inc. by April 1, unless another date is established by the NYSPHSAA Inc. or the NYSWOA, Inc. Executive Committee. A copy of local association officers must accompany this report.
- Section 4:** Injury alert forms shall be sent by each local association secretary directly to the Insurance Carrier as soon as practical after an injury and copies of all the local association’s injury reports shall be sent to the NYSWOA, Inc. Secretary-Treasurer by April 1.
- Section 5:** Local associations must submit nominations for referees and evaluator on the proper forms to the Chairperson of the Screening Committee postmarked by December 1.
- Section 6:** A copy of each nomination form for referee must be sent by the local association secretary to the Sectional Chairperson by December 1.

ARTICLE VII – DISCIPLINARY MATTERS

Section 1: The Executive Committee shall deal with any alleged violations of the NYSWOA, Inc. Constitution and By-Laws.

- Section 2:** Disciplinary actions taken by the Executive Committee shall be in written form with specific reasons stated for the assessment of any warning or penalty.
- a) If the Executive Committee deems the infraction to be minor, a warning will be assessed.
 - 1) Warnings have no affect on possible assignments involving the N.Y. State Wrestling Tournament.
 - 2) A second warning for the same offense will result in an automatic probation of at least one year from possible NYSWOA, Inc. assignments at the N.Y. State Wrestling Tournament.
 - b) If the Executive Committee deems the infraction major, appropriate penalties will be assessed. Penalties can range from one or more years probation to expulsion from the NYSWOA, Inc.

ARTICLE VIII - DUE PROCESS

Section 1: The purpose is to resolve a grievance against the NYSWOA, Inc. or appeal a penalty imposed by the NYSWOA, Inc. It does not infringe on the autonomy of local associations.

Section 2: Grievance Procedure

- a) Upon receipt of a signed written grievance sent by registered or certified mail, the President shall confer with the Executive Committee.
- b) The Executive Committee will review the information regarding the grievance and decide the merits of that grievance.
- c) The President shall notify the member(s) in writing by registered or certified mail within 15 days of the Executive Committee decision.
- d) If the member(s) wishes to appeal the Executive Committee decision, a written appeal by registered or certified mail shall be made within 15 days of receipt of the decision in “b”. If the member(s) request[s] a hearing, it shall take place at the next scheduled Executive Committee meeting at which time the appeal will be decided. All appeals hearings will be recorded (notes or tape).
- e) If an appeal is denied and the member(s) wishes to further pursue the matter, the member(s) shall notify the President in writing by registered or certified mail within 15 days of receipt of the appeal decision so the matter can be placed on the agenda for the next scheduled association meeting in order to be heard by the association membership. The membership, using the weighted roll call vote, as specified by this constitution, may overturn the Executive Committee decision. A 2/3 vote shall be necessary to overturn the decision.

Section 3: Alleged Violation

- a) Upon receipt of a signed written report of an alleged violation, the President shall confer with the Executive Committee. Upon recommendation of the Executive Committee, the President shall notify the member(s) of the alleged violation in writing by registered or certified mail within 15 days of the Executive Committee conference.
- b) The member(s) must respond to the President in writing by registered or certified mail within 15 days of receipt of notification of the alleged violation. Failure to respond shall be considered as admission to the alleged violation.
- c) The President will make the above information available to the Executive Committee, which will review the information regarding the alleged violation and review the written explanation. This can be done by conference call but no later than the next scheduled meeting of the Executive Committee. The Executive Committee will decide what penalty, if any, is to be assessed.
- d) The President shall notify the member(s) in writing by registered or certified mail within 15 days of the Executive Committee decision.
- e) If the member(s) wishes to appeal the Executive Committee decision, a written appeal by registered or certified mail shall be made within 15 days of receipt of the decision in "d". If the member(s) request[s] a hearing, it shall take place at the next scheduled Executive Committee meeting at which time the appeal will be decided. All appeals hearings will be recorded (notes or tape).
- f) If an appeal is denied and the member(s) wishes to further pursue the matter, the member(s) shall notify the President in writing by registered or certified mail within 15 days of receipt of the appeal decision so the matter can be placed on the agenda for the next scheduled association meeting in order to be heard by the association membership. The membership, using the weighted roll call vote, as specified by this constitution, may overturn the Executive Committee decision. A 2/3 vote shall be necessary to overturn the decision.

ARTICLE IX - AMENDMENTS

These By-laws may be amended by two-thirds (2/3) majority of the weighted votes present at any meeting of the NYSWOA, Inc.