

NASSAU COUNTY GIRLS OFFICIALS SOCCER ASSOCIATION, INC

NCGSOA

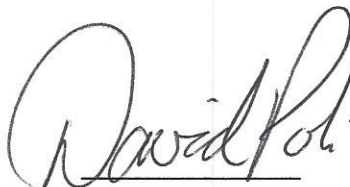
BY-LAWS


August 28, 2023


NASSAU COUNTY GIRLS SOCCER OFFICIALS ASSOCIATION

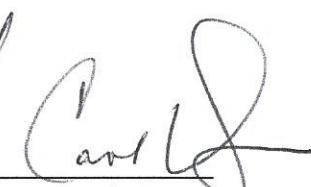
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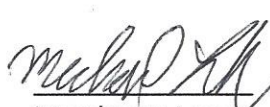
We the Executive Board of the Nassau County Girls Soccer Officials Association certify the attached By-Laws for this organization and attest that it has been approved by the organization's membership on August 28, 2023, at a scheduled general meeting at Island Trees High School, Levittown, New York.

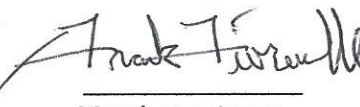

Chairperson
David Poli

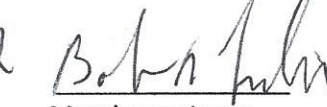

Past Chairperson
Joseph Pellechi

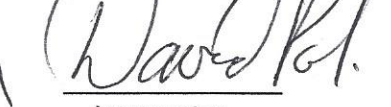

Chairperson Elect
David Poli


Secretary / treasurer
Carol O'Sullivan


Member at Large
Mike Labrys


Member at Large
Frank Fiorinelli


Member at Large
Robert McLaughlin


Interpreter
David Poli


OCC Rep
Charles Rothman

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NASSAU COUNTY GIRLS' SOCCER OFFICIALS' ASSOCIATION, INC.

BY-LAWS – April 5, 2010

I. Name of Association

Nassau County Girls Soccer Officials Association, Inc.

II. Purpose of Association

- A. To provide qualified soccer officials for the various educational and recreational agencies in the Section VIII Nassau County area.
 - 1. By training new officials.
 - 2. By providing currently rated officials the opportunity to update and improve their knowledge and techniques of officiating.
 - 3. By administering theoretical and practical testing procedures as outlined in the current National Federation of State High School Association (NFHS) manual.
- B. To interpret the rules and techniques of officiating in the current National Federation of State High School Association (NFHS) rulebook.
 - 1. Provide the opportunity for current rated officials to discuss rules, coaching techniques used by the coaches, and any problems concerning the sport, prior to the soccer season as well as during the season and play-offs.
 - 2. Conduct rules interpretation clinics open to the various agencies, coach's association, and prospective officials prior to the soccer season.
- C. To provide a means of handling problems concerning rules interpretation during the soccer season.
- D. To encourage competitive events to be conducted with consideration given to the nature and spirit of the rules.

III. Membership

There shall be three classes of membership.

- A. **Active:**
 - 1. Must comply with the association's requirements of payment of dues.
 - 2. Must hold a current state certification, attend required number of meetings, and actively officiate the required number of games per season.
 - 3. Take the annual NFHS rules exam and ensure that it is received by the Rules Interpreter by the date set by the Executive Board. A grade of 85% or higher **MUST** be obtained to officiate varsity matches. Any member scoring less than 70% or failing to submit a completed test score by the final date set by the Executive Board will forfeit his/her schedule for that current season and will be subject to turnback fines from Boces.
- B. **Inactive:**
 - 1. Have been current in the payment of prior year's dues and /or assessments
 - 2. Adhere to the requirements regarding payment of dues. Such dues to be ½ the total dues owed and paid by active members.
 - 3. May remain inactive for a maximum of two consecutive years, after which time clinics must be attended before being re-certified. Such clinics to be free of charge to inactive members in good standing.

C. Member on Report: (Not in Good Standing)

1. Members who are on – or off –field activities and/or performance are such that the association’s Ethics Committee and/or Elected Officers have determined after a due process review that the individual shall be subjected to disciplinary action.
2. The nature and extent of the disciplinary action to be imposed shall be on a case-by-case basis.
3. The pre-, post-, and in-game performance of members on report may be evaluated by members of the Executive Board.
4. The length of time a member remains “on report” shall be determined by the Elected Officers of the Association.

IV. Dues:

- A. Each board member, except for members of the executive board who do not receive compensation from the association, shall be assessed dues same as those of the general membership.
- B. Dues for the next season are payable no later than November 1st of the current season. Dues received after that date will be assessed a late fee. (see late fee schedule below)
- C. Late fee schedule for late dues payment (for both active and inactive members):
 1. Dues received after November 1st, \$25 Late Fee
 2. Dues received after December 31st, fine equal to clinic fee.
 3. Dues not received by January 1, possible dismissal from the organization

V. Elected Officers:

- A. The elected officers shall be:
 - Chairperson (2 – year term) – automatic succession from Chairperson – elect
 - Chairperson – elect (2-year term)
 - Past – Chairperson (2 – year term) – automatic succession from Chairperson
 - Secretary/Treasurer (2-year term)
 - (3) Members at Large (3– year term)
- B. The executive board will consist of the above elected officers, the Rules Interpreter and the OCC representative (both appointed by the chairperson)
 1. Each member of the executive board, except the chairperson, will have one vote with a simple majority (a quorum of at least 4 members of the executive board) needed for decisions. The chairperson shall vote only in case of a tie vote.
 2. The executive board shall:
 - a. Act to manage the affairs and carry out the functions of the soccer association
 - b. Discuss issues
 - c. Make decisions and report policy recommendations to the general membership by email and/or by letter.
 - d. Handle questions concerning those policies and procedures directly related to soccer.
 - e. Have authority over the finances of the soccer association.
 - f. Seek to promote appropriate ethical conduct and set mandatory uniform dress codes for all soccer officials in the association

NCGSOA BY-LAWS

C. The election of officers shall take place at the first general membership meeting of the soccer season.

1. To be eligible to run for office, a candidate must be an active member of the organization and also a member in good standing.
2. A chairperson-elect will be elected for a two year term in every odd-numbered year.
3. A secretary/treasurer will be elected for a two year term in every even-numbered year.
4. One member at-large will be elected each year for a three year term.
5. New officers will take office as of January 1st.
6. The chairperson-elect and the two members-at-large of the executive board whose positions are not being voted on that year shall act as the nominating committee.
7. The nominating committee shall present a slate of one or more candidates for each one of the elective offices to be filled.
8. Nominations will also be accepted from the floor or may be added as a write-in-ballot.
9. A simple majority of all votes cast is needed for election.
10. Should one of the elected positions on the executive board become vacant during the Individual's term of office; the chairperson shall appoint an individual to fill the position on an interim basis following a majority vote of the executive board. At the next general meeting, that position shall be filled following the procedures outlined in section C. The individual so elected by the membership shall serve the balance of the vacated term.

D. Voting

1. Only active members are eligible to vote.
2. Active members that are suspended are not eligible to vote.
3. An active member must be present at the meeting to be eligible to vote.
4. By-law proposals must be distributed to the membership for review fourteen (14) days prior to the meeting it will be discussed and voted on.

E. Compensation

1. Members of the executive board are eligible to be compensated for their efforts on behalf of NCGSOA. The amount of such compensation shall be set by the Board and annually approved by a majority vote of the membership present at the first general meeting of the soccer association.

VI. Duties of the Officers:

A. Chairperson:

1. Shall preside over soccer meetings and executive board meetings
2. Is responsible for carrying out the "Purpose of the Organization" as stated in Article II.
3. Is required to attend N.Y.S. Soccer Association Meetings; and/or send a duly appointed representative in his or her place.
4. Shall attend the pre-season Section 8 soccer coaches meetings.
5. Appoints committees as necessary to help carry out organization duties.
6. Has the authority to call special meetings.
7. Shall appoint rules interpreter and the officials coordinating council's (OCC) representative and the Webmaster with the approval of the executive board
8. Shall meet with BOCES assignor along with past chairperson and any other board member(s) he/she appoints to decide matters of the NCGSOA and to evaluate member's rating and member up or down movement.
9. Shall assign an audit committee to do a financial audit of the NCGSOA at least once per year.

NCGSOA BY-LAWS

B. Chairperson-Elect:

1. Will assume the duties of the chairperson in his/her absence, or resignation.
2. Shall assist the chairperson.
3. Will serve as chairperson of the nominating committee.

C. Past Chairperson:

1. Shall act in an advisory capacity to ensure a smooth transfer of leadership.
2. Shall assist the chairperson.
3. Shall be the Ethics committee chairperson as outlined within By-laws.

D. Secretary/Treasurer:

1. Shall keep accurate minutes of all general and executive board meetings.
2. Shall send all minutes to chairperson for review before being finalized. Shall send all pending correspondence to the chairperson for review before sending to the general membership.
3. Shall handle all necessary correspondence.
4. Shall keep an up-to-date file of pertinent activities, policies, assessments of referee complaints, and other soccer-related information to be passed on to the new board members.
5. Shall keep accurate attendance records as well as the 30-point organization ratings. The organization's points will be submitted to BOCES only after the expiration of the appeals deadline outlined in section VII, B, 2.
6. All records shall be maintained on a computer and backed up in order to preserve information for a permanent record of events for the organization and meetings.
7. Shall record all monetary transactions including expenditures for such things as: mailings, telephone charges, supplies, and other on-going expenses. All records shall be maintained on a computer and backed up.
8. Shall submit an annual report to the executive board of the financial status of the soccer association. This information (report) will be maintained on a computer and backed up. All information and records will be available by email, in letter form or by fax upon request of the chairperson or the executive board.
9. An audit shall be performed at least once per year timing to be determined by the Executive board.
10. Shall have a copy of the latest financial report of the NCGSOA at every meeting for the membership to refer to if a member so wishes.
11. All financial disbursements from any account maintained by the NCGSOA must have authorization (either by internal memo if cash, or by co-signatures if by check) of two board members.
12. The fiscal year for the NCGSOA runs from January 1 to December 31.

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E. Rules Interpreter

1. Seek to carry out Article II section B of the By-laws.
2. Shall pass on to the general membership any pertinent information concerning rules or techniques of officiating interpretations.
3. Shall attempt to clarify unclear rules situations by:
 - a. Federation interpretation
 - b. State Interpretation
 - c. Local ruling
4. Shall be responsible to submit questions or suggestions to the State soccer rules interpreter
5. Should evaluate the (NFHS) theoretical examination prior to its administration.
6. Collect and grade the annual test from each member referee and record and report the grades to the secretary/treasurer and chairperson. All graded test sheets should be available for members to pick up at the third general membership meeting of the season.
7. Shall coordinate and administer clinics and membership exam.

VII. PROCEDURES:

A. MEETINGS:

1. There will be **three (3) general membership meetings per season**; in addition to a **mandatory interpretation meeting**. Each member will be required to attend the mandatory interpretation meeting or another state sanctioned interpretation meeting, and at least two (2) of three (3) general membership meetings. The first general membership meeting will be held immediately following the mandatory interpretation meeting. All referees who would like to be considered to work playoffs must attend the mandatory play-off meeting (last meeting of the season) to review the play-off procedures and receive the rules and procedures handouts. All association referees are welcome to come to this meeting.
2. The dates for these meetings shall be filed with the executive board secretary/treasurer early enough to be listed in the Section VIII Directory. It is the member's responsibility to read their emails and any mailings sent to them by the organization.
 - a. Members who chose to attend another soccer association's interpretation meeting must:
 - i. Notify the attending association's secretary/treasurer of their attendance and having that secretary/treasurer confirm the member's attendance with the NCGSOA secretary/treasurer.
 - ii. Must make arrangements (with the NCGSOA secretary/treasurer) to procure any packet and/or informational material appropriate to the NCGOSA that may have been distributed at the NCGSOA interpretation meeting
 - b. Any member failing to attend a state-approved interpretation meeting will NOT be allowed to officiate that season.
3. All members are required to attend two (2) of three (3) general meetings per season. To receive credit for missing a general meeting due to refereeing a Boces, Catholic, or Private school soccer match, the member

must notify the president and secretary prior to the meeting date via email and include the proof of assignment. All other written excuses for having missed any non-interpretation meeting will be evaluated by the Board, and a determination of a fine will be dealt with on a case-by-case decision.

4. Individuals who persistently fail to comply with the meeting requirements will be referred to the Ethics Committee for action as deemed warranted.

B. Organization Requirements

1. All active members must attend a minimum of two (2) NCGSOA general meetings per season. The fine for each missed meeting is \$25
2. All members must adhere to one of the two requirements listed below. If at least one (1) is not completed there is a \$25 fine.

A. Return the Bill Busch Sportsmanship Ballot by November 1

B. Service to the association (Must be approved by the board)

3. Any member who does not fulfill the requirements listed in this section will be notified by email before December 1 by the Secretary / Treasurer. A member will have seven (7) calendar days from receipt of the notification of deficiency to appeal the determination and provide evidence to support his/her appeal. Absolutely no appeal will be heard after seven (7) calendar days have passed.

C. DRESS CODE:

1. The dress code set by the NCGSOA Executive Board must be adhered to by all members throughout the season and at all levels of play.
2. From time to time the dress code may be changed by a majority vote of the Executive Board of the Association. Any such changes will be updated on the NCGSOA.org website.
3. NCGSOA members failing to adhere to the dress code SHALL be fined \$25 for the first violation; a fine equal to the game fee of the match at issue for the second violation; suspended for the balance of the season for a third violation; and, removed from the Association for any further violations.

D. PLAY-OFF ROSTER:

1. All referees who would like to be considered to work playoffs must attend the mandatory play-off meeting (last meeting of the season) to go over the play-off procedures and receive the rules and procedures handouts. All association referees are welcome to come to this meeting.

NCGSOA BY-LAWS

2. To be eligible to be chosen for playoffs a referee must have at least two years of experience as a varsity rated official with NCGSOA. Referees must also do a minimum number of regular season games. The number of games is set every season by the E.D. of BOCES. Coaches' matchups are used for playoff assignments.
3. Any referee who is on probation is not eligible for the playoffs.
4. An official who fails to attend at least two of the three general meetings in that season will not be eligible to officiate playoffs in that season.

E. TRANSFEREES:

1. All transferees must have a letter, or email from their State Board stating that they are a member in good standing in the prior organization, their current level in that association that they are transferring from as well as reporting their Part 1 or Part 2 test score.

F. MOVEMENT UP AND DOWN:

1. If a varsity referee fails to referee a minimum of ten (10) Varsity level games each season for two (2) consecutive seasons he/she will be dropped from the varsity list. If there are extenuating circumstances (ex. Injury or work related) the member could petition the board to be reinstated back to the varsity level.
2. Junior varsity officials will move up to the varsity level by assessments and board approval.
3. A referee must work a minimum of ten (10) Junior varsity games each season, for two (2) consecutive seasons to be considered to move up to the varsity level. If a referee joins the association with prior soccer referee experience, that will be taken into consideration by the board for moving up.
4. A referee who wants to be considered for moving up to the varsity level must request assessments from the president in an email at the start of the season. The referee must also supply the president with their full schedule and notify the president of any changes to their schedule.
5. The president will then take the schedules of the referees and assign assessors as their availability allows, to assess the referees.

G. NCGSOA CLINIC:

1. All candidates for membership that take the NCGSOA clinic must adhere to the following guidelines before becoming a member.
 - a) Attend at least 6 of 7 clinic classes
 - b) Pass the final exam with a minimum grade of 85%
2. Once a member, all new members through the NCGSOA clinic must
 - a) Pass an on-field practical test while refereeing a soccer match.

H. MANDATES:

1. Mandates may be set for the betterment of the association by majority vote of the executive board and approved by 2/3 of the membership present and voting. Any such mandates will be adhered to by the membership. A violation for not following a mandate will be considered an ethics violation.

I. GAME REPORTING PROCEDURES:

1. All cautions or any unusual incidents relating to the refereeing of a game MUST be reported to the organization via the organization's webform on the website within forty-eight (48) hours by the official who issued the caution and all officials for an unusual incident report. If not reported within forty-eight (48) hours a fine of \$25 can be assessed by the ethics committee.
2. All disqualifications must be reported to the organization via the organizations webform on the website within twenty-four (24) hours by all officials on the game. They must also fill out a disqualification form for Boces via the section VIII website within twenty-four (24) hours and the Referee who issued the disqualification must follow up with a phone call to The Boces assignor the following morning. If not reported within twenty-four (24) hours a fine of \$25 can be assessed by the ethics committee.

J. AMENDMENTS:

1. Any portion of the By-laws may be amended by a two-thirds affirmative vote of the membership in attendance and voting at a general meeting.
2. Notice of all proposed change(s) must be given in writing and/or email at least two (2) weeks prior to the general meeting.
3. Unless specified within the proposed amendment, the amendment becomes effective as of January 1st of the following year

Special note on membership's information:

Members of the NCGSOA are responsible for notifying the secretary/treasurer of the organization with any change of address, phone numbers, email addresses, status (active/inactive), etc. The notification should be done in a timely manner by email/US mail so the secretary/treasurer can make necessary changes to ensure the members will receive all notifications sent by the organization.

NCGSOA CODE OF ETHICS and PROCEDURES

A. PURPOSES:

1. The purpose of the Code of Ethics and Procedures is to state the philosophy of the Nassau County Girls Soccer Officials Association (NCGSOA) in regard to the desired and acceptable behavior of its members and to establish procedures to evaluate and resolve alleged ethical violations by members of the organization.

B. CONDUCT:

1. An official is expected to arrive at the soccer field site in full approved referee uniform no later than 15-minutes prior to the scheduled commencement of the game. Each official shall introduce herself/himself to the other (partner) official and to home and visiting coaches. Official(s) shall discuss and/or explain as necessary, field coverage, official duties and factors which may affect play at the particular site. If an official is unable to arrive at the field site 15-minutes prior to the scheduled commencement of the game, it is the official's obligation to notify the home school.
2. An official shall not turn back an accepted game in order to accept a more favorable assignment. The official shall always honor their contractual obligation
3. An official shall notify the assigning person at least twenty-four (24) hours prior to the scheduled game if the official cannot referee assigned game. If an emergency arises with less than twenty-four (24) hours of the scheduled game, the official shall make such notification without unnecessary delay. Substitutes shall not be provided by the official.
4. The official will always display professional manner and maintain dignity to the position, the game of soccer and the organization at all times on and off the field.
5. An official shall not determine if and when an injured player is to be moved. Such determination shall be left to the player's coach and/or medical personnel.
6. In the event a difference of opinion arises between officials assigned to a game, they should discuss the situation quietly and away from players, coaches and spectators and arrive at the appropriate decision. The head official shall announce the ruling and the other official shall be supportive of that ruling.
7. The official shall do his/her utmost to assist their fellow official to better themselves, and will always be loyal to his/her fellow officials and never knowingly permit or promote criticism of them.
8. An official shall not make statements to coaches, players, spectators or news media concerning any game to which the official is not assigned.
9. An official shall avoid making any statements concerning a game or partners to which the official is assigned other than to clarify a question on a rules interpretation.
10. An official shall not make statements concerning post-game plans so as to avoid giving the impression that such plans may affect the officiating of the game. An official shall also not allow post-game plans to affect the officiating of the game.
11. Under no circumstances should matters pertaining to the conduct of coaches or spectators be brought to the attention of a Board of Education member, a school administrator or athletic director by an official. Any such incidents shall be reported to the NCGSOA chairperson of the executive board, who shall report the matter to the appropriate league officials.

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12. Officials shall wear only the approved prescribed uniform at their assigned contest and shall not wear jewelry when refereeing a game (other than a watch). Officials who are spectators at any Nassau County Girls Public School Soccer game must be in civilian clothing.
13. An official, whether or not officiating at a particular game, shall not engage in any unsportsmanlike conduct which is prejudicial to the interests of the organization.
14. The official shall be in good physical condition so as to be in the right position at the right time during the matches. The official will always carry their share of the load and strive to achieve maximum team work with their partners.
15. The official will control the players effectively by being courteous and considerate without sacrificing firmness. The official shall live up to the credo of the ideal official "Who notices everything, but is seldom noticed".
16. The official acknowledges it is a privilege to be a member of the NCGSOA and will uphold it at all times.
17. The official will endeavor to attend association meetings so as to best know the rules and their interpretation.
18. The official will adhere to all mandates set by the NCGSOA executive board.

C. ETHICS COMMITTEE:

1. The ethics committee shall be chaired by the past chairperson and is empowered to act in accordance with the procedures set forth herein whenever a matter of alleged unethical conduct is presented to the executive board.
2. The ethics committee will be comprised of past chairperson, rules interpreter, and one member at large.

D. ETHICS PROCEDURES:

1. The ethics committee shall act when an allegation of unethical conduct is lodged against any NCGSOA member for engaging in conduct which is in violation of the prohibitions of mandates of the Code.
2. All allegation(s) of unethical conduct shall be made in writing to the ethics chairperson and shall be faxed, emailed, or mailed within seven (7) days of the occurrence of the alleged unethical conduct. The allegation shall be specific and shall include the nature of the conduct, the date of the occurrence, the location and the name of person(s) involved.
3. The ethics chairperson shall refer the allegations of unethical conduct to the ethics committee, who shall determine whether a meeting will be convened.
4. The ethics committee shall evaluate the allegation(s) and conduct an inquiry into the specifics of the allegations.
5. The ethics committee shall make a report of its findings to the executive board which shall determine if the member has violated the code.
6. The ethics committee shall notify the complaining party and the member concerned, in writing, if a hearing date is necessary.

NCGSOA BY-LAWS

E. APPEALS:

1. A member found to have violated this Code shall have the right to present newly acquired evidence to the chairperson within ten (10) days of the post date of the notification. Such evidence shall be described fully and presented in writing. The chairperson shall notify the member concerned, in writing, of its decision within ten (10) days of the receipt of the request to review the new evidence,
2. Upon failure to present new evidence, the decision of the executive board is final.

F. RECORDS AND FINES:

1. Complete records shall be maintained of all actions taken under the Ethics Code and Procedure and, upon disposition of a matter, shall be filed with the secretary/treasurer of the executive board.
2. All fines shall be payable to the NCGSOA, Inc. within ten (10) business days of notification, and shall be forwarded to the Secretary/Treasurer.
3. Failure to pay a fine assessed as provided herein, shall result in the member's name being deleted from the listing of member-in-good standing in the organization and; Forfeiture of his/her remaining schedule

G. MEMBERSHIP ACCEPTANCE:

1. All persons accepted for membership in the organization shall agree to be subject to the provisions of the By-laws and Ethics Code. Membership in the organization shall be deemed to be an acceptance of, and an agreement to be subject to, the provisions of the By-Laws and Ethics Code

H. PARLIAMENTARY AUTHORITY:

1. The rules contained in the current edition of Robert's Rules of Order (Newly Revised) shall govern the Organization in all cases to which they are applicable and in which they are not inconsistent with these by-laws and any special rules of order the Organization may adopt.