

SYRACUSE WRESTLING OFFICIALS ASSOCIATION, INC.

CONSTITUTION and BY-LAWS

Approved December 2, 2012
Including Amendments to November 6, 2016

ARTICLE I

NAME

Section 1

The name of this organization shall be the Syracuse Wrestling Officials Association, Inc. The initials "S.W.O.A." shall be used to identify the organization.

ARTICLE II

PURPOSE

Section 1

The purpose of the S.W.O.A. shall be:

- A. To provide interscholastic wrestling competition with certified, competent officials.
- B. To provide clinics and rules interpretations for the wrestling personnel of schools serviced at the discretion of the S.W.O.A.
- C. To strive for the improvement and growth of all phases of interscholastic and amateur wrestling.
- D. To improve the status of the S.W.O.A. by providing quality and consistent officiating techniques.
- E. To promote high ideals of sportsmanship in interscholastic wrestling competition.
- F. To promote positive relations between wrestling officials and the schools serviced by the S.W.O.A.

ARTICLE III

MEMBERSHIP

Section 1

Membership is open to persons 18 years of age or older who are interested in officiating Interscholastic and amateur wrestling. These persons cannot be participants or be eligible for High School competition as a wrestler.

Section 2

Responsibilities of Membership:

1. Members of the S.W.O.A. shall meet the requirements of the N.Y.S.P.H.S.A.A. Five

Point Program (see **NOTE** page 13) and attend one of the local pre-season Interpretation meetings.

2. Should a member's Five Point Program requirements lapse, he must successfully complete the Vice-President's Training Program. Failure to comply shall result in the withholding of assignments and possible expulsion from the S.W.O.A.
3. All members not involved in some manner in the Section 3 Finals or the State Tournaments shall be required to assist at these tournaments as directed. This shall be considered an assignment, if accepted. Failure to comply, without a valid excuse, shall result in a fine equal to the current Modified fee.
4. All members **MUST** meet the above requirements before officiating, **WITHOUT** exception.

Section 3

Types of working members:

A. Probationary Member:

Is a member who has met the responsibilities of membership, as required by this constitution. And completes the Training Program to the satisfaction of the Vice-President. A Probationary member shall be allowed to work Modified and Junior Varsity matches/tournaments. A member shall be of Probationary status for a minimum of two (2) years.

B. Intermediate Member:

Is a member designated by the Executive Committee who has met the responsibilities of membership, as required by this constitution and completes the Training Program to the satisfaction of the Vice-President. An Intermediate member shall be allowed to work Modified and Junior Varsity matches/tournaments and certain Varsity matches/tournaments in the event an Active official is not available.

C. Active Member:

Is a member designated by the Executive Committee who has met the responsibilities of membership, as required by this constitution. An Active member can be assigned to any level of competition.

Section 4

Other Membership Levels:

A. Inactive Member:

Is a member of the S.W.O.A. who chooses not to officiate.

1. A member choosing to move to Inactive status shall receive a letter from the Executive Committee outlining the requirements he must meet to retain his status. The member shall sign a copy of the letter and return it to the Secretary/Treasurer. Failure to return the letter shall terminate the member's Status in the S.W.O.A.

2. An Inactive member shall pay dues to the S.W.O.A. at a reduced rate. Dues are determined by the Executive Committee and must be paid no later than the third business meeting of the season.
3. An Inactive member may be reactivated at any membership level as determined by the Executive Committee.

B. Associate Member:

Is a member who does not officiate wrestling matches but wishes to be affiliated with the S.W.O.A. (Examples - Coach, and interested fan, Section 3 Chairman, Athletic Director, Wife of an Official, etc.)

1. An Associate member shall pay dues to the S.W.O.A. at a reduced rate. Dues are determined by the Executive Committee and must be paid no later than the third business meeting of the season.
2. An Associate member shall not be able to vote in S.W.O.A. matters.

C. Service Member:

Is an S.W.O.A. member called into the Armed Services.

1. A Service member shall be placed on the Inactive list, free of dues. Upon return to civilian life and the S.W.O.A., the member shall be reactivated at any membership level as determined by the Executive Committee.

D. Reactivation of Inactive or Service Members:

The following criteria **MUST** be met for reactivation:

1. The member must apply, in writing, to the Executive Committee to be reactivated.
2. The member must meet the responsibilities of membership, as required by this constitution.
3. The Executive Committee may require performance tests and other evaluations before placing Inactive or Service members on any membership level.

Section 5

Change in Membership Status:

- A. A member shall not be allowed to become an Intermediate or Active member unless approved by the Executive Committee. There is no time limit as to how long a person can remain at a certain membership level.
- B. An Active member, who has not satisfied the Five Point Program during the previous year, shall be required to return to Intermediate status for the current wrestling season.
- C. Any member, who after having been evaluated, has proven himself to be incompetent and/or has failed to meet S.W.O.A. standards, as set forth in this constitution, shall be subject to a hearing before the Executive Committee. Action by this committee could result in expulsion from the S.W.O.A., demotion in membership status or being required to attend the Vice-President's Training Program.
- D. Any official wishing to be re-evaluated in mid-season must present the request, in writing, to the Executive Committee, by the last business meeting in December.

Section 6

Transferring from another Officials Chapter:

- A. An official wishing to transfer to the S.W.O.A. from another wrestling officials chapter must apply, in writing, to the Executive Committee. A letter of recommendation from an officer of the chapter from which the applicant is transferring must accompany the application.
- B. A transferee of less than Active status shall enter the S.W.O.A. as a Probationary member and shall be required to attend the Vice-President's Training Program.
- C. A transferee of Active status shall be placed at any level of membership as determined by the Executive Committee, after evaluation.

ARTICLE IV

ELECTED & APPOINTED POSITIONS

Section 1

The officers of the S.W.O.A. shall consist of a **President**, a **Vice-President**, a **Secretary/Treasurer**.

- A. All officers are to be elected at the last business meeting of each season in an odd numbered year. Nominations shall be presented to the membership at the next to last business meeting of an election year.
- B. The term of office shall be a period of two (2) years.
 1. In the event of a vacancy in the office of President should occur, the Vice-President shall assume the office of President, with the responsibilities and authority thereof.
 2. In the event a vacancy should occur in any officer's position, other than the President, the new officer(s) shall be appointed by the President, subject to approval of the voting members of the S.W.O.A. A majority vote will be required for approval.
- C. All elected officers shall be of Active status with a minimum of four (4) years of membership in the S.W.O.A.

Section 2

Duties of the officers:

- A. President:
 1. Shall conduct all regularly scheduled meetings
 2. Shall make officers aware of their duties and constitutional responsibilities.
 3. Shall appoint committees at the first business meeting, including the following: Banquet ,Arcaro Award and Nominations.
 4. Shall check the books of the Secretary/Treasurer bimonthly during the season and once during the off-season.

5. Shall act as Chairman of the Executive Committee.
6. Shall call special/extra meetings and cancel regular meetings when necessary.
7. Shall provide representation of the S.W.O.A. at N.Y.S.W.O.A. meetings.
8. Shall appoint two (2) Members-at-Large to the Executive Committee.

B. Vice-President:

1. Shall assume the President's duties in the event of his absence at any S.W.O.A. business meeting or function.
2. Shall be responsible for maintaining quality and consistent officiating techniques in the S.W.O.A.
3. Shall administer written and practical examinations for all officials which shall include giving, proctoring collecting, grading and reporting results to the Secretary/Treasurer.
4. Shall establish and conduct the Training Program for Probationary and Intermediate officials.

C. Secretary/Treasurer:

1. Shall collect all association monies.
2. Shall record all minutes of meetings, including interpretations meetings and have available a report to all members of the association.
3. Shall handle all correspondence for the S.W.O.A.
4. Shall act as liaison between the S.W.O.A., N.Y.S.W.O.A. and other associations or groups.
5. Shall administer all association financial matters and report, in writing, all debts and credits.
6. Shall include availability sheets, meeting schedule and date of the State Interpretation meeting in the pre-season mailing.
7. Shall make available the Treasury book(s) to the President and the Executive Committee as required by this constitution.
8. Shall record the all minutes of Executive Committee meetings.

Section 3

Elected Positions

A. Rules Interpreter:

1. Shall attend the State Interpretation meetings.
2. Shall render all interpretations on rules as stated in the current rule book, based upon the rules, Federation and New York State interpretations.
3. Shall communicate, when necessary, with the State Interpreter.
4. Shall conduct rules interpretation clinic(s) at the beginning of each wrestling season for all members of the S.W.O.A. and coaches of schools within S.W.O.A. jurisdiction.

- B. Members-at-Large:
 - 1. Shall serve one year terms.
 - 2. Shall assist the Vice President in conducting the Training Program for Probationary and Intermediate officials.

Section 4

Appointed Positions:

- A. The Assignor:
 - 1. Shall be appointed to a four (4) year term by the Executive Committee with majority approval of voting members of the S.W.O.A.
 - 2. Shall assign referees to all interscholastic wrestling matches within S.W.O.A. jurisdiction.
 - 3. Shall attempt to balance, when possible, the number of assignments per individual among members of the S.W.O.A.
 - 4. Shall assign Varsity matches to Actives members, when possible, before assigning Intermediate officials to Varsity matches.
- B. Members-at-Large:
 - 1. Shall be appointed by the President for one year terms.
 - 2. Shall assist the Vice President in conducting the Training Program for Probationary and Intermediate officials.

ARTICLE V

EXECUTIVE COMMITTEE

Section 1

The Executive Committee shall consist of the elected officers (President, Vice-President and Secretary/Treasurer) and Rules Interpreter, the immediate Past-President, two (2) elected Members-at-large and two (2) appointed Members-at-Large from the S.W.O.A. chapter membership. Nomination and election of the Members-at-Large shall come from the floor of the association. Membership of the Executive Committee will be nine (9) in number.

Section 2

Duties of the Executive Committee:

- A. Shall approve membership and status of each member in the S.W.O.A.
- B. Shall be responsible for any disciplinary action, with the approval of the membership, concerning the S.W.O.A. including the following.
 - 1. Missed assignments.
 - 2. Failure to meet the responsibilities of membership.

- 3. Nonpayment of dues.
- 4. Members that display any conduct detrimental to the S.W.O.A.
- C. Shall act on any dispute or grievance put forth before the S.W.O.A. by any member or school under S.W.O.A. jurisdiction.
- D. Shall hold special meetings in case of emergency and shall act as the voice of the S.W.O.A. in the event action **MUST** be taken.
- E. Shall audit the Secretary/Treasurer's books at the beginning and the conclusion of wrestling season.
- F. Shall establish standards for written and practical tests administered to any member of the S.W.O.A.
- G. Shall appoint the assignor with the majority approval of the voting membership.
- H. Shall evaluate the performance of the Assignor on a yearly basis.
- I. Shall set the Assignor's and the Secretary/Treasurer's stipends.
- J. At their discretion, shall pay expenses for any member chosen or elected to do S.W.O.A. business.
- K. Shall set dues and assessments for all levels of membership.
- L. Shall set dates for regular meetings on a yearly basis.
- M. Shall submit nominations for State Tournament Officials based on procedures approved by the Executive Committee.
- N. Shall act on donations outside the regular season due to deaths of appropriate persons.
- O. The Executive committee shall have the power to limit the number of active officials in the S.W.O.A.
- P. Any situations arising that are not addressed by this constitution shall be handled by the Executive Committee, in the best interest of the S.W.O.A.
- Q. Implement the procedure involving due process, when necessary, as outlined in this constitution and by-laws.
- R. Elected and Appointed Members-at-Large shall assist the Vice President in conducting the Training Program for Probationary and Intermediate officials.

ARTICLE VI

DUES / ASSESSMENTS / PENALTIES

Section 1

Annual dues and assessments for all membership levels shall be set by the Executive Committee.

Section 2

- A. Dues, for the following season, are to be paid at or before the last regularly scheduled business meeting of the season. Members failing to pay dues by this date will not receive assignments in the first assignment period. New members must pay dues before receiving assignments.

- B. Assessments are to be paid no later than the second meeting of the following season. Failure to comply shall result in the withholding of assignments and possible expulsion from the S.W.O.A.

Section 3

An emergency fee may be assessed by the S.W.O.A. when the Executive Committee determines necessary, provided the majority of voting members approve.

Section 4

Annual membership dues of the Executive Committee shall be waived.

Section 5

Any member that misses an assignment, without a valid excuse, shall be fined the amount of the fee he/she would have earned and shall receive no further assignments until the fine is paid.

ARTICLE VII

VOTE

Section 1

Each Active, Intermediate and Probationary member (excluding first year Probationers) shall be entitled to one (1) vote. The member must be present at a regularly scheduled business meeting in order to cast a vote on any business transacted by the S.W.O.A.

Section 2

A majority of voters present, provided there is a quorum, shall be necessary to determine issues, elections and business transactions presented to the S.W.O.A. at any scheduled business meeting. A quorum, to transact any S.W.O.A. business, elections or issues, shall consist of a majority of the total voting membership.

ARTICLE VIII

MEETINGS

Section 1

Regular meetings shall be scheduled by the Executive Committee and approved by the membership at the first meeting of each season. Meeting dates shall be scheduled and attended unless canceled by the President or the Secretary/Treasurer.

Section 2

A minimum of seven (7) meetings, inclusive of the local pre-season Interpretation meeting(s), shall be scheduled to be used as part of the Five Point Program. A minimum of five (5) meetings, inclusive of the local pre-season and the State interpretation meetings **MUST** be attended.

- A. Extra meetings, for special business, may be called at any time during the wrestling season.
- B. All meetings shall be held in accordance with the constitution and By-Laws of the S.W.O.A.
- C. Attendance during the interpretation portion of each meeting is required to receive credit toward the Five Point Program.

ARTICLE IX

REMOVAL of OFFICER(S)

Section 1

Any voting member of the S.W.O.A. can propose to remove any elected or appointed Officer.

- A. A written proposal for removal shall be presented to all voting members at the time The proposal is made.
- B. Removal of an elected or appointed officer shall require a seventy-five percent (75%) vote of the total voting membership. NOTE: **ALL** voting members must have the opportunity to vote on the proposed removal of an Officer.
- C. When removing an elected or appointed officer, documented evidence must be communicated by the Executive Committee to the appointed officer and the executive committee or voting member must demonstrate the officer's inability to perform the job responsibilities and make corrective action to improve their job performance.

ARTICLE X

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 uniform of the S.W.O.A. shall be consistent with Federation rule book and the New York State Interpretation Handbook. It shall also include the following for Intermediate and Active officials.

1. The S.W.O.A. patch, to be worn over the left breast.
2. The New York State patch, to be worn on the left sleeve.
3. An American flag patch, approximately 2 1/4" by 3 1/2" shall be attached one (1") inch below the center back collar seam of the shirt.

Section 3

A jacket designated by the Executive Committee which shall be worn while administering all Pre-meet duties.

ARTICLE XI

POLICIES

Section 1

The S.W.O.A. shall enforce a one (1) year non-return policy to the New York State Tournament after a member has worked the tournament for two (2) consecutive years.

Section 2

No official from outside the S.W.O.A. shall work tournaments within S.W.O.A. jurisdiction unless approved by the Executive Committee.

Section 3

All Officials MUST attend an "on the mat" rules review at least every other season. The review will take place at a Training Meeting prior to the start of the wrestling season.

ARTICLE XII

DISCIPLINARY MATTERS

Section 1:

The Executive Committee shall deal with any alleged violations of the SWOA 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 there is an infraction, appropriate penalties will be assessed. Penalties can range from a warning to suspension of assignments to expulsion from the S.W.O.A.
- b) All warnings or penalties shall carry over from season to season.
- c) Disciplinary actions taken by the Executive Committee shall be reported to the Section III Office.

ARTICLE XIII

DUE PROCESS

Section 1:

The purpose is to resolve a grievance against the SWOA or appeal a penalty imposed by the SWOA.

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) requests 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. 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 XIV

PROCEDURE TO AMEND THE CONSTITUTION OF THE S.W.O.A.

Section 1

A written copy of a proposed amendment must be give to the Secretary/Treasurer one (1) meeting prior to the meeting at which the vote will be held. A copy of the amendment shall be distributed to all members present prior to the meeting at which the vote will take place.

Section 2

The constitution of the S.W.O.A. may be amended by a vote of two-thirds (2/3) of the **TOTAL VOTING MEMBERSHIP** in the S.W.O.A.

NOTE: The following is the New York State Public High School Athletic Association's (N.Y.S.P.H.S.A.A.) "Five Point Program" as per the constitution of the New York State High School Officials Coordinating Federation (O.C.F.)

Approved Officials are those who:

1. Observe the constitutions and By-laws of their local and state officials organization.
2. Attend interpretation meetings and clinics of the local organization each year.
3. Give satisfactory evidence of proficiency in the mechanics of officiating and of competent performance related to the specific sport.
4. Pass the National Federation, State or other approved rules examination.
5. Be listed with the N.Y.S.P.H.S.A.A., Inc. Executive Director.