

Chautauqua Cattaraugus Soccer Officials, Inc. Bylaws

(ver. August 2, 2021)

Article 1
Name and Territory

- Section 1: The name of this association shall be the Chautauqua - Cattaraugus Soccer Officials, Inc. (CCSOI), a New York Not-For Profit Corporation.
- Section 2: The region covered by this association shall be Chautauqua County and Cattaraugus County, New York and any other area as requested and approved by the CCSOI Executive Committee and/or Section VI, the New York State Public High School Athletic Association (NYSPHSAA), and New York State Certified Officials of Soccer, Inc. (NYSCOS).
- Section 3: The fiscal year shall be from January 1 through December 31 in each year.

Article 2
Purpose

- Section 1: To unite in an association of approved and certified varsity, junior varsity, and modified soccer officials.
- Section 2: To improve the skill and technique of officiating soccer.
- Section 3: To conduct training clinics that will further the development of more competent officials.
- Section 4: To adopt and employ a standard system of officiating for all Association officials.

Article 3
Membership

- Section 1: To become a member, the following procedures must be followed:
- a. Successfully complete the State required examination (NFHS) every year;
 - b. Fulfill the NYSPHSAA 5 Point Program:
 - Observe the constitutions and bylaws of their local and state officials' organizations.
 - Attend interpretation meetings and clinics of the local organization each year.

- Give satisfactory evidence of proficiency in the mechanics of officiating and of competent performance related to the specific sport.
 - Pass the National Federation, State, or other approved rules examination.
 - Are listed with the NYSPHSAA, Inc.
- c. Pay annual dues as set by the Association;
- d. As per New York State Project SAVE; be fingerprinted in accordance to New York State Education Department requirements.

- Section 2: Membership in the Association shall be in one class
- a. Members shall have the right to attend meetings and the right to vote (in person or via proxy). Proxy votes will be accepted if received by the Secretary in writing (i.e. letter, email, text, etc.) at least two hours prior to the published meeting time .
 - b. Members have the right to hold office and/or the right to serve on committees.
 - c. Members may vote on items such as the annual budget (dues, insurance, etc.), financial reports, 'Policies & Procedures' (see attached document), minutes, etc.

Article 4

Officers

- Section 1: The officers of CCSOI shall be President, two Vice–Presidents (one from Chautauqua County and one from Cattaraugus County), Secretary, Treasurer, and two Member-at-Large Directors (one from Chautauqua County and one from Cattaraugus County). The terms of office shall be 3 years on a rotating basis, with no term limits.
- 2020: VP Cattaraugus; Secretary
 - 2021: President; Member-at-Large Cattaraugus
 - 2022: VP Chautauqua; Treasurer; Member-at-Large Chautauqua
- Section 2: The Vice-President and Member-at-Large positions from Chautauqua/Erie and Cattaraugus/Allegany County must be members from the designated county.

That is, a member who lives in Chautauqua/Erie County is only eligible for the Chautauqua County positions.

- Section 3: Officers are to be elected at the Rules Interpretation meeting (normally held in August) and to take office at the end of that meeting. If the election of officers shall not be held at such meeting, such election shall be held as soon thereafter as is convenient. No member shall be eligible to hold office in the Association until he/she has become an active member in good standing.
- Section 4: The Secretary will seek nominations prior to the meeting and then again from the floor. The election shall be by ballot of those in attendance and a plurality vote shall elect. Proxy votes will be accepted if received by the Secretary in writing (i.e. letter, email, text, etc.) at least two hours prior to the published meeting time.
- Section 5: The Secretary and a member of the board (not up for election) will tally the votes. The Secretary will announce the winner(s). If the Secretary is up for election, then a member of the Executive Committee will take their place.
- Section 6: The President (with the Executive Committee approval) shall appoint a member to fill any vacancy in the association. The appointment will be valid until the next Interpretation meeting at which time nominations will be taken.
- Section 7: Any active member cannot hold more than one office at any time. An exception may be made as per Section 6 above.
- Section 8: An Interpreter shall be appointed by the Executive Committee with approval of the membership by majority vote at the Rules Interpretation meeting. The Interpreter shall be selected based on knowledge of rules, experience as an official, and must be a member in good standing with the association for at least 3 years. This position is non-voting.

Article 5

Duties of Officers

- Section 1: President. Call to order and preside at all meetings; appoint committees, as he/she deems necessary; be responsible for the administration; see that all ordered resolutions of the association are carried into effect; regularly brief the Executive Committee on all matters of CCSOI; and all decisions made by the

President. The President may also temporarily appoint officers to collect dues, take minutes, and serve as interpreter for the other county when elected members are not able to attend meetings.

Section 2: Vice President(s). In the absence of the President, he/she shall perform all duties of the President. To determine which Vice President serves these duties, the Vice President from the county that is not from where the President resides. If that Vice President is not available, then the other Vice President presides.

Section 3: Secretary. Maintain a file and carry on all official correspondence pertaining to the Association.

Section 4: Treasurer. Shall collect dues and keep an accurate account of all monies received and deposited in the name of the Association. Shall disburse all money and submit a financial report at each meeting.

Section 5: Members-At-Large. Shall represent the views of the membership to the Executive Committee and carry out such additional tasks as assigned by the President.

Section 6: Interpreter. [Non-voting position] Shall interpret rules and attend the annual state meeting. Assign members to help with training of new officials and also help to instruct at classes and clinics. The interpreter shall also represent the association at protest meetings, state rules conferences, clinics, coaches' rules clinics, and tournament meetings relevant to rules.

Article 6

Executive Committee

Section 1: There shall be an Executive Committee consisting of the officers.

Section 2: The Executive Committee shall handle necessary business of the Association occurring between regular meetings and report back to the membership. Five members shall constitute a quorum.

Section 3: The financial administration of the Association shall be vested in the Executive Committee.

Section 4: The Executive Committee shall have the authority to appoint either Vice-President to the position of President if for any reason this position becomes vacant. The appointment will remain until the next full membership meeting.

Article 7

Dues and Officiating Fees

Section 1: Annual dues for members shall consist of amounts due to affiliated organizations and such local dues as determined by the Executive Committee and as approved by a membership vote.

Section 2: All membership dues are to be paid no later than the Interpretation Meeting. Members failing to pay dues by the interpretation meeting shall be fined a late fee determined by the Executive Committee, and will forfeit the right to be assigned games for the season until dues have been received by the Treasurer.

Section 3: Officiating fees for CCSOI games shall be determined by the contractual agreement with the governing section (Section VI) of the New York State Public High School Athletic Association.

Article 8

Voting

Section 1: Each active member shall have one vote and the vote of the majority shall prevail in all matters.

Section 2: A quorum consists of 50% of the active members of those in attendance at any scheduled meeting of the association's general membership.

Article 9

Meetings

Section 1: Training meetings shall be held from July through August for the fall season. Place of said meeting, time, etc. shall be determined by the President. Association business decisions can only be made at meetings of the full active membership and not at any meetings held in separate counties designed to cover the same agenda.

- Section 2: Special meetings shall be called at the discretion of the President.
- Section 3: The failure of an official to meet the State 5 Point Program may affect game assignments.
- Section 4: Meeting(s) identified on the meeting schedule as “Mandatory Meeting” must be attended by all officials. Any member unable to attend a mandatory meeting must notify the President prior to the scheduled meeting with the reason for not being able to attend. The President shall have the authority to excuse a member with cause from a mandatory meeting and shall require the member to complete additional training to make up any missed material at the meeting.

Article 10

Amendments

- Section 1: All amendments to the Bylaws must be submitted in writing to the Secretary.
- Section 2: Amendments to the Bylaws require a two-thirds majority vote of all active members at any regular meeting or any special meeting called for that purpose, provided written notice of the proposed amendment has been sent to all members at least thirty (30) days prior to such meeting.
- Section 3: Members not present when a proposed amendment is introduced will be notified by mail or e-mail.

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2001 - additions and clarifications to the bylaws
August 2, 2021 - major amendment to the bylaws