

Maine Swim Officials Association Constitution

Article I: NAME

This organization shall be called “MAINE SWIM OFFICIALS ASSOCIATION”

Article II. PURPOSE

The purpose of this Association shall be:

1. To maintain the highest standard of swimming and diving officiating.
2. To have available at all times an adequate number of trained and qualified officials for all swimming disciplines.
3. To encourage the spirit of fair play and sportsmanship.
4. To cooperate with all swimming organizations to further competitive swimming and diving.

Article III. MEMBERSHIP

Section 1. Membership in this Association is open, upon payment of dues to all persons, 18 and over, who wish to promote and support the purpose of this Association and its constitution.

Section 2. The classes of membership in this association are:

Class	Prerequisites	Clinics to receive and maintain certification	To become:	Recommended for	Dues
Associate	Wants to further the ideals of the association	N/A	N/A	N/A	Yes
Probationary	N/A	Chapter or State clinic	85 on a State Association open book test	Shadowing	Yes
Certified Level I	Shadow 3 meets with certified official, or currently certified as YMCA Level I, USA-S LSC Stroke and Turn Official, or comparable NFHS Official in another State (with letter of recommendation from State NFHS Association Officer)	Level I State clinic	85 on an open book test	Timing Finish judge Relay Take off judge Starter (after shadowing a Level II) Strokes and Turns Diving Judge	Yes
Certified Level II	One full year as Level I. One year in the Association, or currently certified as YMCA Level II, USA-S LSC Referee, or comparable NFHS Official in another State (with letter of recommendation from NFHS State Association Officer)	Level II State Clinic	85 on an open book test.	Meet Director Referee (after shadowing a Level II) Starter (after shadowing a Level II) Head Judge Stroke and Turn judge	Yes
Certified Diving Judge	Must also be Certified Level I or Certified Level II		85 on Open Book Diving Judge Test	Diving Referee Diving Judge	
Inactive Member	Already certified official and requested in writing each year	No			Yes
Honorary	Chosen by Executive Board	State Clinic	Chosen by Executive Board	Duties according to level of certification	No

- Section 3: Upon their receipt by the Association, new rule books and open book exams will be sent to all current members. Completed open book exams shall be returned to the designated person no later than the date established by the Executive Board. Certification will run from November 15 of the current year to November 14 of the next year.
- Section 4: The requirements to receive certification, other than any testing requirement, may be waived by the Executive Board for good cause, but may not be waived for a second consecutive year without exceptional circumstances.
- Section 5: Any member who fails to fulfill the requirements set forth in Section 2 shall lose the certification until such time that all of those requirements have been satisfactorily completed under the supervision and guidance of the Executive Board.
- Section 6: An official may face disciplinary action, which could include the loss of certification if:
- A. A written complaint is received.
 - B. The chair of the Evaluation Committee reviews the complaint and, unless the complaint is obviously unfounded, does a brief investigation by calling the complainant and the official involved.
 - C. The chairperson shall decide whether the complaint is founded or unfounded.
 - D. If the complaint is unfounded, letters will be sent to the MSOA executive Board, the official and the complainant.
 - E. If the complaint is determined to be founded the Evaluation Committee chairperson:
 - 1. Calls a meeting of the whole Evaluation Committee.
 - 2. The Evaluation Committee then calls a meeting with the official and the complainant.
 - 3. The Evaluation Committee then makes recommendations, which are sent to the MSOA Executive Board for further action. There will be copies sent to the official and the complainant.
 - 4. The MSOA Executive Board renders a decision, which is sent to the official and the complainant by mail or electronic mail.
 - 5. If the complainant is on the Evaluation Committee or the MSOA Executive Board,

they must recuse themselves from the process.

ARTICLE IV. DUES

- Section 1. Dues will be determined by the Executive Board and also will include an additional sum equal to the cost of membership in the National Federation of State High School Associations, for the purpose of liability insurance, except that no dues shall be assessed for Honorary Members. Dues are to be paid by or at the clinic the member is attending.
- .Section 2. Dues for persons wishing to retain their membership in this Association shall be assessed in the spring. The membership period is from July 1st of the current year to June 30th of the next year.
- Section 3. The payment of dues entitles each member to all rights and privileges of designated class of Membership except voting for the period of July 1st to June 30th of the next year. This will include a current copy of the National Federation of State High School Associations Rule Book, and membership in the National Federation of State High School Associations.
- Section 4. Late dues- persons reapplying for membership after June 30th, shall be assessed, during the 2012-13 and 2013-14 years, a five dollar (\$5.00) fine in addition to the annual dues assessment. For each year thereafter beginning with the 2014-15 year, the Executive Board will set the amount of the fine at the time it sets the dues for the forthcoming year. The Executive Board by the member may waive this fine.

ARTICLE V. OFFICERS

- Section1: Officers
The officers of this Association shall consist of President, Vice President, Secretary and Treasurer.
- Section 2. Eligibility
Candidates for office must be active certified officials. If an officer loses their certification, they no longer can be an officer, and said

office will be considered vacant.

Section 3: Elections

- A. Officers shall be elected at the 1st regular meeting and to take office by the following June 30th.
- B. Should officers not be elected at this meeting, the election will be accomplished by a mail or electronic mail ballot.
- C. The mail/electronic mail ballot shall consist of the slate of officers provided by the Nominating Committee with the provision for write-in candidates.

Section 4. Any vacancy occurring between elections shall be filled by appointment of the Executive Board.

ARTICLE VI. DUTIES OF THE OFFICERS

Office	Responsibilities
President	1. Call and preside at all meetings of the Association and Executive board. 2. Appoint committees, standing as well as ad hoc and be an ex-officio member. 3. Shall receive reports from all officers and committees and act upon them.
Vice President	1. Shall perform all duties assigned by the President and perform the duties of the President if the President is unable to do so.
Secretary	1. Shall take attendance at all clinics and meetings of the Association. 2. Shall advise chapters of new members in their area. 3. Shall supply each Office, Committee Chairperson and chapter with a current membership list by December 1 st each year. 4. Shall supply each member with an appropriately completed membership card by December 1 st each year. 5. Shall conduct the correspondence of the Association and the Executive Board. 6. Shall serve as Secretary to the Executive Board. 7. Shall issue notices of meetings of the Association and the Executive Board in compliance with Article VII of this constitution.

Treasurer	<ol style="list-style-type: none"> 1. Shall make arrangement for maintaining membership records showing current certification, chapter and clinic attendance for all members. 2. Shall be the custodian of all Association funds. 3. Shall receive and expeditiously deposit all funds to accounts of the Association. 4. Shall disburse funds as directed by the Executive Board. 5. Shall maintain record of receipt of and disbursement of funds. 6. Shall maintain documentation of income sources and disbursements. 7. Shall submit a complete financial report at the end of each year (by June 30th) and interim reports as requested. 8. Shall perform the duties required by Article 3 section 3 of this Constitution.
One person may hold the secretary and treasurer positions.	

ARTICLE VII. MEETINGS

Type	Called by:	Purpose	Location	Time frame	Notification by:	Number Per Year
Regular Meeting	President	Certification/ Recertification clinic One Business meeting	One north, one south	No earlier than October 1 st , no later than November 15 th at the clinics.	1 st class Mail or E-mail, at least 2 weeks prior. If business is to be conducted at the clinics, it must be stated in the announcements.	2 clinic and one business meeting. Executive board may call more
Special meeting	President, or upon written request from 5 or more members.	Whatever is stated in the written request and in the announcement.	President will indicate	2 weeks notice, only the business in the request and announcement can be conducted.	1 st class mail or E-mail at least 2 weeks prior.	Unlimited
<ol style="list-style-type: none"> 1. Voting members shall be Active Certified Members only. 2. A quorum must be present to vote; a quorum consists of 20% of the Voting members of this Association. 3. Should the Executive Board decide a mail or electronic ballot is in the best interest of the association, this will count as a valid vote. 4. Proxy voting will be allowed only at Special meetings, and will count in all matters, including matters where this Constitution is concerned. Proxy voted will count towards a quorum, only at special meetings. 5. Proxy votes may be in a sealed envelope with the voter's signature across the seal or an E-mail to the secretary. 6. When there is a mailed or emailed ballot to all members, a quorum will have been met. 						

In all situations not specifically covered by this Constitution, the current edition of Robert's Rules of Order will take precedence.

ARTICLE VIII: CHAPTERS

- Section 1. Formation: The Executive Board upon written request of five or more Members of this Association shall have the power to authorize the formation of a chapter. Before authorizing a new Chapter, The Executive Board shall notify all contiguous Chapters.
- Section 2. Purpose: Chapters within the areas of their jurisdiction, shall organize themselves to promote the purpose of this Association. They shall conduct regular and interpretation meetings and take such steps as necessary or desirable to increase the effectiveness of the chapter and the Association, and to improve the officiating technique with the area of jurisdiction.
- Section 3. Activities: The actions/activities of chapters shall be compatible with the Association's Constitution.

ARTICLE IX. COMMITTEES, APPOINTMENT AND DUTIES OF

Committee	Make-up	Appointed by	Special functions
Executive Board	1.Association officers 2.Immediate past president. 3.One active certified official from each chapter. 4. The chairpersons of each Committee appointed by the President (without voting privileges)	Constitutional mandate	The Executive Board shall carry out the needs of the Association in all matters.
Nominating	Any Active Certified members, suggesting an odd number no more than 7	Executive Board	Submit to the Executive Board a slate of officers.
Rules Interpretation	A member from each chapter of MSOA:	Chairperson appointed by President of MSOA	Review rules changes before and summarize at the fall clinic. Address interpretations issues as needed.
Clinic	Vice president and others appointed by the Vice President	Vice President	1. Establish locations of the clinics. 2. Establish time and content of the clinics. 3. Appoint instructors to meet the need of the clinic

Evaluation	3 or more Active certified members, at least one of whom is an officer of MSOA	President	<ol style="list-style-type: none"> 1. Review peer review forms 2. Deal with written complaints from coaches and/or other officials. 3. Recommend disciplinary action.
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ARTICLE X. AMENDMENTS

Section 1. This constitution may be amended at any meeting, provided all members of this Association have been notified by First class mail and/or E-mail at least 2 weeks (14 days) prior to the meeting. Sections proposed for amendment and a general wording of any proposal must be included in the notification.

Section 2. Amendments must carry by a two thirds vote of the certified association members.

MSOA Constitution
Approved October, 2014