

CONSTITUTION AND BY-LAWS
NORTHEAST CHAPTER #2, N.J.S.I.A.A. FIELD HOCKEY OFFICIALS

CONSTITUTION

ARTICLE I - NAME

The name shall be known as the Northeast Chapter #2 Field Hockey Officials, New Jersey State Interscholastic Athletic Association, heretofore known as 'NE #2' and NJSIAA, respectively. This Chapter comprises Bergen, Essex, Hudson, Middlesex, ½ Morris, Passaic, ½ Somerset, Sussex and Union Counties.

ARTICLE II- PURPOSE

Section I-The organization shall be affiliated with NJSIAA. The purpose shall be

- A. To promote the welfare of the game of Field Hockey, its players, school officials, and field hockey umpires.
- B. To maintain the highest standard of field hockey officiating by developing and utilizing all materials and techniques of officiating in fostering and continuing a program of recruitment, training, and improvement of the individual umpire.
- C. To have available at all times an adequate number of thoroughly trained and capable umpires.
- D. To cooperate with all organizations officially associated with the game of field hockey in furthering its interests and sportsmanship.

ARTICLE III- MEMBERSHIP

Section I- Organization- This chapter shall be composed of all qualified and regularly approved members currently in good standing with this board. Members will service primarily the geographic areas of Bergen, Essex, Hudson, ½ Morris, Passaic, ½ Somerset, Sussex and Union Counties.

Section II- Eligibility- Membership shall be composed of individuals who are of good character and have met the NJSIAA requirements.

- A. A member shall be at least 18 years of age, by June 1 of the year seeking membership, and be considered for membership without regard to race, creed, sex, religion, sexual orientation, or national origin.

Section III- Classes of Membership- This chapter shall classify members as follows:

- A. Active
- B. Inactive
- C. Dual or Transfer
- C. Honorary
- D. Probationary
- E. Suspended

Section IV- Meetings

- A. A minimum of four meetings shall be held annually.
- B. Attendance - Active members must attend at least 3 of the 4 scheduled meetings.
- C. The first rules interpretation meeting conducted by the chapter Rules interpreter is compulsory.

Section V- Rights and Privileges

All rights and privileges of membership may be denied and withdrawn from any member for good cause by the Executive Board

ARTICLE IV- OFFICERS

Section I- Titles of the officers of this chapter shall be as follows:

- President
- Vice-President/Ethics Chairperson
- Corresponding Secretary
- Treasurer
- Recording Secretary
- Rules Interpreter
- Senior Supervisor
- Cadet Trainer/Chairperson

Section II- The officers of this chapter shall be the governing body and shall serve as the Executive Board and shall rule on all matters not specifically covered by the Constitution and By-laws.

Section III- The term of office shall be for two years. The offices of Vice-President, Corresponding Secretary, AND Treasurer shall be elected on the even years. The offices of President and Recording Secretary shall be elected on odd years. The Executive Board shall appoint the Rules interpreter, Senior Supervisor, Cadet Trainer/Chairperson and Umpire Workshop Coordinator.

Section IV- The officers of this chapter shall constitute an emergency committee to act on any matters demanding immediate attention between meetings.

ARTICLE V- AMENDMENTS TO THE CONSTITUTION

This Constitution and By-Laws may be amended, added to or repealed by a two thirds vote of the members present at any duly constituted meeting, provided written notice of the changes have been sent by the recording Secretary to each member at least one week before the meeting.

BY-LAWS

ARTICLE I – MEMBERSHIP: Obligations and Classification/Status

Section I- A member in good standing shall assume the following obligations:

- A. Attend three of the four scheduled meetings, including the mandatory, pre-season rules interpretation meeting. If unable to attend the Chapter's interpretation meeting, written verification of attendance at another Chapter's interpretation meeting must be submitted to our Corresponding Secretary by the other chapter's Secretary.
- B. Pay dues to NE #2 and NJSIAA.
- C. Complete any other requirements set by the Chapter, NFHS and the NJSIAA each year that they officiate. Completion of the requirements must be verified and, when needed, handed into the chapter Corresponding Secretary by September 1 of the year he/she wishes to officiate.
- D. Maintain a rating.
- E. Follow and uphold the 'Official's Code of Ethics'. See Appendix.
- F. Wear the proper uniform and carry the required equipment. See Article VII.
- G. Forward a written letter to the Recording Secretary for anticipated absence of a scheduled activity such as a meeting or workshop. The Elective Board will evaluate all absences to determine the status of the official.

Section II – Definition of Classification/Status

A. Active- A member in good standing who must officiate during the season.

B. Inactive- A member in good standing who is unable to officiate during a season. Inactive members must attend the rules interpretation meeting, but need not attend Chapter meetings.

1. It can be granted only to a person who has been an active member for a least one year and is prevented from remaining on active status.

2. Inactive status must be requested in writing to the Corresponding Secretary.

3. Inactive status may be held for one year. The Executive Board will review any exceptions.

4. To be reinstated to active status, the member must attend the annual Umpire Workshop and complete any other requirements as determined by the Executive Board.

C. Dual or Transfer

1. Dual: Officials in good standing from another chapter who wish to also join our chapter will be assessed a fee, determined by the Executive Board, for administrative purposes. The official shall abide by our Constitution and By Laws as well as the By Laws of their other chapter. If an 'out of state' member, this shall require verification, in writing from their Chapter Secretary, that he/she meets their own state certification and Chapter requirements.

2. Transfer: Any transferring members must be in good standing with the other chapter before a transfer can be approved from in or out of state. They will be required to fill out a Northeast Chapter II application; present a letter of "good standing" from their previous chapter; provide two letters of character reference in order to be considered for membership. They shall be required to attend our annual Cadet training program and/or Umpire Workshop. If the transferred official is unable to attend these sessions then he/she will be evaluated by a

minimum of three different seasoned raters. The Senior Supervisor and/or Cadet Chairperson will determine their rating after all chapter requirements have been met.

D. Honorary: An individual who has made outstanding contributions to NE #2. Honorary members shall be regarded as non-voting members, shall be exempt from paying dues and other requirements as determined by the Executive Board.

E. Probationary: A member subject to disciplinary action for moderate level of unprofessional behavior.

F. Suspended: A member subject to disciplinary action for severely unprofessional behavior.

Section III- Lapsed Membership

A. Any person who has allowed membership or good standing to lapse for one year shall no longer be considered a member.

B. To be reinstated, the member must attend the annual Umpire Workshop and complete any other requirements as determined by the Executive Board.

ARTICLE II - DUES AND FEES

Section I- Dues shall be paid annually by Nov. 15. Chapter dues and other fees shall be determined by the Executive Board based on NJSIAA and other the Chapter requirements.

A. If paid late but before Dec. 15, a late fee will be assessed.

If not received by Jan. 15, an additional late fee will be charged.

B. Non-payment by Feb. 15 will indicate a lack of desire to officiate and he/she will be dropped from the Arbiter.

Section II - Cadets shall pay an initial fee for the (cadet) training program, which shall include the dues to NJSIAA and the Chapter.

ARTICLE III - MEETINGS

Section I - All meetings shall be conducted according to Roberts Rules of Order, current edition.

Section II - The order of business shall be guided by the following:

1. Approval of the minutes from the previous meeting
2. Report of the standing committee
3. Report of special committee
4. Communications
5. Unfinished business
6. New business
7. Rules review
8. Adjournment

Section III – A quorum at regular and called meetings shall consist of no less than thirty percent (30%) of the active membership. A quorum of regular and called meetings of the Executive Board shall consist of no less than eighty (80%) percent of the elected Executive Board.

ARTICLE IV- DUTIES OF OFFICERS

Section I- President- The President shall preside at all meetings, have the authority to call special meetings and appoint committees, be an official member of all committees and cast the deciding vote in case of a tie vote.

Section II- Vice-President - The Vice-President shall assume the duties of the President in the latter's absence or at the President's request, be responsible for all public relations, the coordination of all officials' responsibilities and include any issues of ethics. The Vice President will work in conjunction with the Senior Supervisor and Cadet Trainer/Chairperson to schedule, organize and conduct the annual Umpire Workshop. Duties will include the scheduling of competing teams, of chapter members who need to be rated at the annual Umpire Workshop and assigning the Raters to rate/evaluate officials (full day).

Section III- Treasurer- The treasurer will be responsible for the collection and safekeeping of all monies, pay outstanding obligations as directed by the Executive Board and prepare the annual budget. She/he shall submit a financial statement to the Chapter and, whenever possible, distribute all rulebooks and membership cards prior to the Rules Interpretation meeting.

Section IV- Corresponding Secretary- The Corresponding Secretary shall be responsible for the processing of any correspondences as may be necessary for the transmitting of any action taken by the Chapter. She/he shall inform the membership of any correspondence.

Section V- Recording Secretary- The Recording Secretary shall keep the minutes of the Executive Board meetings and all meetings of the Chapter. Minutes shall be made available to the membership in a timely fashion, or at least one week prior to the next scheduled meeting.

Section VI- Rules Interpreter- The Rules Interpreter must attend NJSIAA Rules Interpretation meetings, conduct the pre-season Rules Interpretation meeting for the Chapter, in the interest of uniformity and strict interpretation of the rules and techniques of good officiating, and handle all matters of local interpretation.

Section VII- Senior Supervisor- The Senior Supervisor is appointed by the Executive Board, shall be a seasoned official with no less than three years' experience as a Senior official. She/he shall be in charge of all Senior umpires, shall keep a record of all their ratings and in collaboration with the Umpire Workshop Coordinator, inform them when they are up for renewal. She/he is the liaison between ADs, Assignors, coaches and officials and must address any concerns relating to Senior officials' performances on the field where applicable. He/she shall attend the Umpire Workshop.

Section IX- Cadet Trainer/Chairperson- The Cadet Trainer/Chairperson shall be appointed by the Executive Board for a two-year term. She/he must be a seasoned official and a Rater with no less than three years experience as a senior official. The Cadet Trainer/Chairperson shall conduct cadet training sessions and offer additional training to any officials who wish to avail themselves of more training opportunities. She/he shall be in charge of all cadet and junior umpires, shall keep a record of all their ratings and in collaboration with the Umpire Workshop Coordinator, inform them when they are up for renewal. She/he is the liaison between ADs, Assignors, coaches and officials and must address any concerns relating to cadets and junior officials' performances on the field where applicable. She/he shall attend the Umpire Workshop.

ARTICLE V- ELECTION OF OFFICERS

Section I- Nominations- The President shall appoint a Nominating Committee at the first business meeting. The committee shall present a slate at the last meeting. Additional nominations may be made from the floor at this meeting. Election of officers will take place at

the last scheduled meeting. The President has the discretion to send ballots to members who were not in attendance. The newly elected officers shall take the office at the first Executive Board meeting after the season has ended.

Section II- Vacancy- The Executive Board shall have the power to fill a vacancy in any office, except President, between annual elections. In case of a vacancy concerning the President, the Vice-President shall assume the office.

Section III- Eligibility of Voters- Only members in good standing may vote.

Section IV- Eligibility of Officers- Only active members in the Chapter may hold office.

ARTICLE VI- TRAINING, EVALUATION AND RATING

Section I – The Executive Board shall be responsible for developing, implementing, and maintaining umpire training, evaluating, and rating programs/procedures.

Section II – In conjunction with the Senior Supervisor and Cadet Trainer/Chairperson, the Executive Board is responsible for placing each active member into rating categories based on evaluations/ratings by Chapter Raters. The rating categories are as follows:

A. Cadet- The Cadet is an official in training.

1. A Cadet has participated in a Chapter approved training program, passed the NJSIAA written test with a grade of 80% or better and is eligible to officiate 7th, 8th, and 9th grade games.

2. To maintain this rating, he/she shall meet the Chapter's evaluation/rating requirements for Cadet Officials, which may include being evaluated/rated at the Umpire Workshop.

B. Junior - A Junior official is an umpire who has been upgraded from the Cadet status.

1. A Junior official has met the Chapter's evaluation/rating requirements, passed the NJSIAA written test with a grade of 80% or higher and is eligible to officiate all games a Cadet can officiate plus Junior Varsity games.

2. She/he may not accept varsity games unless no other official is available and the Cadet Trainer/Chairperson grants permission.

3. To maintain this rating, he/she shall meet the Chapter's evaluation/rating requirements for Junior Officials, which may include being evaluated/rated at the Umpire Workshop.

C. Senior Official- a senior official is an umpire who has been upgraded from the junior status.

1. A Senior official has met the Chapter's evaluation/rating requirements, passed the NJSIAA written test with a grade of 80% or higher and is qualified to officiate at every level.

2. He/she shall have a practical evaluation every three years and meet the Chapter's evaluation/rating requirements for Senior Officials.

3. First year Senior officials must be evaluated/rated at the annual Umpire Workshop.

Section III – The Executive Board is responsible for selecting and evaluating the Chapter Raters used for training, evaluation and rating programs/purposes.

A. Rater- A Rater is an active, Senior rated official appointed by the Executive Board.

A Rater must have a least three years' experience as a senior official. The Executive Board shall review his/her status at the end of each season.

Section IV - The Senior Supervisor and/or the Cadet Trainer/Chairperson reserves the right to require additional evaluations, as approved by the Executive Board.

ARTICLE VII- Uniform and Equipment

Section I – The uniform shall consist of the following

- A. A shirt approved by NJSIAA, with the state patch on the left sleeve.
 - 1. One inch black and white stripe shirt or mutually agreed upon colored shirt.
- B. Black kilt, culottes (skort), shorts (appropriate length and style), or trousers.
- C. Appropriate, mostly black footwear.
- D. A whistle
- E. Warning cards (green triangle, yellow square, and red circle) approx. 3 inches square in size.
- E. A two-inch ring to be used, when necessary, to check the legality of sticks.
- F. A watch suitable for timing the game.
- G. Black and white striped jacket or mutually agreed upon outerwear.
- H. Visible undergarment(s) must be black.

Section II – Equipment to bring to a game

- A. The official rulebook
- B. A pencil for recording important game information (carding, time outs, etc).

ARTICLE VIII- DISCIPLINE: POLICY and PROCEDURES and APPEAL

Section I -The Executive Board shall take appropriate action for any of the following:

- a. Non-payment of financial obligations
- b. Failing to attend the required number of meetings
- c. Conduct unbecoming an official on the field, at a meeting, or in correspondence as per the “Officials Code of Ethics”
- d. Failing to fulfill an assignment
- e. Failing to be available to be rated when scheduled
- f. Failing to dress in an appropriate game uniform
- g. Failing any other action relative to the proper conduct of an official
- h. Failing to be rated

Section II -When a member of the Executive Board is notified of an event/incident involving a member from NE #2, from an Athletic Director, coach or official, the following process shall be followed:

- A. The Executive Board shall determine whether the event/action warrants immediate action. If immediate action is needed, the official whose actions(s) triggered the complaint shall be notified that a hearing will be within 7 days of the complaint.
- B. The Executive Board shall convene a hearing for the official to gather information regarding the event that led to the complaint.

Section III - The Executive Board, at its discretion, may alter or add to the penalties/sanctions, as deemed appropriate to the offense.

- A. Letter of reprimand. This letter becomes part of the chapter’s records. Additional sanctions(s) shall be added if there are one or more letters in the past three seasons.
- B. Required training sessions.
- C. Monetary fine.
- D. Demotion in rating.
- E. Probation.

- 1. He/she shall be sanctioned for a specific time period, ranging from 1 week to possibly an entire season. The Assignor and others, as needed or required, shall be notified. This sanction may be accompanied by changes to game schedule as needed.

2. Monitoring and/or Mediation may be mandatory within the probationary period. Mediators must be trained and shall be appointed by the Executive Board

F. Suspension.

1. He/she would not be allowed to officiate any games for the defined period of the suspension.

2. The Assignor(s), NJSIAA, and others, as needed would be informed immediately upon the action's effective date(s).

3. Mediation may be mandatory within the suspensions period. Mediators must be trained and shall be appointed by the Executive Board

G. Expulsion.

1. She/he is removed from the Chapter's membership.

2. NJSIAA would be informed of the removal. Assignor(s) would be informed immediately upon the action's effective date.

Section IV - The Executive Board shall notify the official of the disciplinary action imposed on him/her.

Section V – Appeal Process: A member who is notified of a disciplinary action from the Executive Board has the right to appeal his/her case.

A. He/she must request an appeal in writing. His/ Her request must be submitted to the Corresponding Secretary within two weeks of notification of the disciplinary action.

B. An Appeals Committee will be formed on an "as needed basis." The Executive Board will choose the members of the Appeals Committee.

1. It shall have three volunteer members in good standing, chaired by the Vice President. This committee shall not have more than one Executive Board member.

C. The Appeals Committee will schedule a hearing with the official, at which time a final determination of the disciplinary action will be made.

D. The Executive Board shall notify the NJSIAA and/or Assignors, as needed, of the disciplinary action.

ARTICLE IX: GRIEVANCE PROCEDURE and APPEAL

Section I – Definition of a Grievance: A grievance is a violation of the "Officials Code of Ethics" (See Appendix), whether on the field, at a meeting, or in correspondence. As such, officials must exercise a high level of self-discipline, independence and responsibility. The purpose of the Code is to establish guidelines for ethical standards of conduct for all interscholastic officials.

Section II – Grievance Procedure. Any person may report to the President and Corresponding Secretary any official who violates or is suspected of violating the Officials Code of Ethics.

A. If an official has a grievance regarding the coach's conduct, that grievance must be submitted to the President or the Corresponding Secretary of the chapter.

B. All grievances must be submitted in writing. No oral grievances will be considered until submitted in writing to the President or the Corresponding Secretary of the chapter.

C. Written submissions must be reported within 7 days of the incident.

D. The submissions should include the date, time, place, persons involved (Other Party), witnesses and an account of what happened and what was allegedly said or done.

E. Upon the receipt of the submission, the Corresponding Secretary shall notify the petitioner and the Other Party of the receipt of the grievance.

F. The Other Party has 7 days after receipt of the grievance to respond in writing to the Corresponding Secretary. If no response is written, it will be considered an acknowledgment of the grievance.

Section III - Grievance Committee

The Grievance Committee shall consist of the President, Chair of the Committee, the Recording Secretary, one (1) appointed member in good standing, appointed by the President, and 2 (two) volunteer members in good standing, voted upon by the Chapter. The President and Recording Secretary do not have voting rights.

Section IV - The President shall organize the Grievance Committee to review the grievance/ written submission within seven (7) calendar days to determine whether there exists a reasonable basis for conducting a hearing.

A. Upon review of the grievance, the Committee shall report in writing to the President its decision and action that should be taken and the reason for such action.

1. The matter does not warrant a hearing. The Committee may suggest means to resolve the issue(s).

2. The matter warrants a hearing of the grievance.

Section V - The Corresponding Secretary shall notify the petitioner and the Other Party of the decision of the Grievance Committee.

A. If a hearing is warranted, the Corresponding Secretary shall notify the petitioner, the Other Party, and the Grievance Committee of the date, place and time for the purpose of hearing the grievance.

1. At the hearing, the petitioner and Other Party shall each be afforded a maximum of ten minutes uninterrupted to present his/her position.

2. The Grievance Committee shall recommend disciplinary action if the grievance is upheld and submit a written report to the President.

Section VI - The President shall present Grievance Committee reports to the Executive Board.

Section VII - J. The Executive Board is responsible for the final decision and any disciplinary action(s).

Section VIII - The President will respond in writing to the petitioner and the Other Party within seven (7) calendar days of the Grievance Committee meeting.

ARTICLE X- NEW CHAPTER

This chapter agrees to aid the NJSIAA in the establishment of new chapters, whenever such action is in the best interest of servicing the member schools.

APPENDIX: OFFICIAL'S CODE OF ETHICS

1. Officials shall master both the rules of the game and the mechanics necessary to enforce the rules, and shall exercise authority in an impartial, firm and controlled manner.

2. Officials shall work with each other and their state association in a constructive and cooperative manner.

3. Officials shall uphold the honor and dignity of the professionalism in all interactions with student – athletes, coaches, athletic directors, school administrators, colleagues, and the public, which includes fraternizing with coaches, players, and fans, prior to and during the game.

4. Officials shall prepare themselves both physically and mentally, shall dress neatly and appropriately, and shall comport themselves in a manner consistent with the high standards of the profession.
5. Officials shall be punctual and professional in the fulfillment of all contractual obligations.
6. Officials shall remain mindful that their conduct influences the respect that student-athletes, coaches, and the public hold for the profession.
7. Officials shall, while enforcing the rules of play, remain aware of the inherent risk of injury that competition poses to student-athletes. Where appropriate, they shall inform event management of conditions or situations that appear unreasonably hazardous.
8. Officials shall take reasonable steps to educate themselves in the recognition of emergency conditions that might arise during the course of the competition.
9. Officials shall maintain an ethical approach while participating in forums, chat rooms, emails, and all forms of social media.

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