

## By-Laws for the Keystone Lacrosse Officials Association

### By-Law 1

#### Meetings

- A. The President will schedule a minimum of 8 General Membership meeting plus 1 Rules Interpretation Meeting to discuss any or all Lacrosse associated matters per term.
- B. The President may schedule more than 8 General Membership Meetings if events present themselves to do so.
- C. All scheduled meetings will be communicated to the general membership.
- D. A special meeting of the Association may be called by the President at the request of the Board of Directors, any Officer or Assignor. Notice shall be given to the Membership 7 days prior to the date of the meeting.
- E. The Annual Meeting of the Association shall be held at the Annual Banquet, in June.
- F. Roberts Rules of Order shall govern parliamentary procedure under the Associations Constitution and By-Laws; the order of business shall be:
  1. Roll Call
  2. Reading of the Minutes
  3. Treasures Report (only required at Annual Banquet Meeting)
  4. Board of Directors Report
  5. Assignors Report
  6. Unfinished Business
  7. New Business
  8. Adjournment
- G. At the Annual Banquet Meeting, elections will be held after new business and before adjournment.

### By-Law 2

#### Quorum and Voting

- A. At all meetings of the Association, 1/3 of the active members shall constitute a quorum,
- B. At all Board of Directors Meetings 5 Directors shall constitute a quorum.
- C. Each Active Member of the Association shall have 1 vote at all meetings of the Association, except for elections as specified in the Constitution and these By-Laws.
- D. Each Officer and Director shall have 1 vote at each Board meeting.
- E. The Active Membership of the Association may revoke a decision of the Board of Directors upon a  $\frac{3}{4}$  affirmative vote on the revocation by those active members present at the meeting at which the vote was cast.

By-Law 3  
Availability

- A. The Assignor shall utilize a designated website, or electronic medium, to determine official's availability and make game assignments. Prior to the beginning of the Lacrosse season, it will be incumbent upon all officials to use the designated website, or electronic medium, to keep their availability up to date and provide any other useful information for the Assignor.
- B. No restrictions or special requests shall be granted unless approved by the Board of Directors.

By-Law 4  
Fiscal Year

A fiscal year of the Association shall begin on July 1<sup>st</sup> and end on June 30<sup>th</sup>.

By-Law 5  
Finance

A. Statements

1. By January 15<sup>th</sup>, each Member shall receive an electronic message disclosing the Dues to the Association.
2. Dues will be collected between March 1<sup>st</sup> to April 15<sup>th</sup>. Anything after April 15<sup>th</sup> will be assessed a \$25 late fee. If dues are not paid by the end of the season the member will be reported to the PIAA for possible disciplinary action.

B. Dues

1. Dues for the Active Members will be set by the Board of Directors and approved by the General Membership. Additional fees may be required to cover the cost of the Annual Banquet.
2. The disposition of all income from the dues and other chargers shall be determined by the Board of Directors and shall be reported at least once annually to the membership in the form of the Treasures Report. This report shall take place during a fiscal yearly cycle and will be distributed via electronic medium or physical handout.

C. Fee and Expense Structure

1. The Officiating Fees and Expenses to be paid for all lacrosse games, by all institutions, for the imminent Lacrosse season, shall be communicated to all Active Members prior to the start of a lacrosse season.
2. The Officiating Fees and Expenses for the imminent Lacrosse season shall be reviewed and approved by the Board of Directors prior to an announcement to the Membership.
3. If deemed necessary, exceptions to the Officiating Fees and Expenses structure may be granted by the Board of Directors, such exceptions become binding on all active members.
4. The Board of Directors will ensure that there is a minimum of \$1500.00 available for starting each Fiscal Year of the Association.
5. Active Members of all levels shall not officiate any unpaid scrimmage, exhibition or other Lacrosse game after a date which is to be determined by the Board of Directors.

#### D. Insurance

1. The Association shall not be liable for any injuries sustained by any Member going to or coming from any Lacrosse assignment or officiating assignment.
2. The Membership is required to be a member of the Pennsylvania Interscholastic Athletic Association (PIAA).

#### By-Law 6

##### Duties of the Officers

###### A. President

1. Shall make every effort to further the policies of the Association and to implement all provisions of the Constitution and these By-Laws.
2. Shall insure that the schedules of regular and special meetings are communicated to the Membership.
3. Shall insure that the regulations applicable to nominations and elections are enforced.
4. Shall insure that financial regulations are consistently enforced.
5. Shall encourage fair play and justice in matters affecting the Membership.
6. Shall preside at all meetings at the Association and Board of Directors.
7. Shall appoint all, and is an ex-officio member of all committees, and may dissolve special committees as necessary to properly administer the association.
8. Shall conduct all negotiations on behalf of the Association that are not specifically delegated, and / or may delegate these duties at his discretion.

###### B. Vice President

1. Shall perform the duties of the President in his absence or inability to act.
2. Shall take on all other responsibilities and assignments, delegated to him, by the President.

###### C. Secretary

1. Shall send a meeting schedule, developed by the President, to all members of the Association by the first week of December.
2. Keep minutes at the Association's meetings
3. Shall present, and if necessary distribute, annual meeting minutes to the Membership at the Annual Banquet.
4. Shall maintain meeting attendance records on each Member.
5. Shall distribute at Active Membership a list of nominations as developed by the Nomination Committee, 15 days prior to the Annual Banquet.
6. Shall assist Officers, Directors, and Assignors with correspondence and related needs.
7. Shall preserve all records and correspondence not specifically delegated otherwise.
8. Shall have available to the Membership copies of the Constitution and By-Laws, upon request.
9. Shall preside at meetings in the absence of the President and Vice-President.

###### D. Treasurer

1. Shall receive and disburse all funds of the Association.
2. Shall be responsible for an accurate and valid record of all transactions and accounts.
3. Shall prepare all financial statements.
4. Shall prepare and manage a budget at the discretion of the Board of Directors.

5. Shall present a detailed financial report at the Annual Banquet Meeting and at any other meeting when directed by the President.
- E. Rules Interpreter
1. The Rules Interpreter shall resolve any questions pertaining to rules, interpretations and / or mechanics referred by the Association.
  2. Decide rules questions and their presentation format for forwarding to the National Governing Body.

#### By-Laws 7

##### Duties of the Board of Directors

- A. Shall manage the business and affairs of the Association in accordance with the Constitution and the By-Laws.
- B. Shall implement the following in a consistent, prompt and fair manner.
  1. Disciplinary action.
  2. Full disclosure of key decisions and By-Law changes to the Membership.
  3. Schedule and announce all Board of Director meetings.
- C. Shall have the authority to adopt, change and improve regulations and procedures governing its operation and deliberations.
- D. Shall review in detail the Constitution and By-Laws at its first official meeting of the Fiscal Year.

#### By-Law 8

##### District Assignors

- A. The Assignors shall procure all game schedules, directory information and fee and expense structure data; then distribute such data to the Membership and Institutions.
- B. Shall assign Officials to Lacrosse games.
  1. Each Official shall receive a schedule of their officiating assignments, via a computer web-site system or electronic medium.
  2. Each institution shall receive, concurrently, a roster of officials assigned to its home games and confirmation of compensation rates.
- C. Shall provide all Athletic Directors & Coaches with a list of Officials assigned to their Lacrosse games.
- D. Shall handle all problems which arise after assignments have been made. (Ex. officials sickness, game postponements, etc.)
- E. Shall serve as ex-officio members of the Board of Directors.
- F. Shall appraise the Board of Directors and other Members of developments, as necessary.
- G. Upon recommendation of the Board of Directors, an Assignor may revoke or cancel any officiating assignments, to any Member, who is classified as a "Member Not in Good Standing".

#### By-Law 9

##### Nominations and Elections

- A. The President shall appoint a Chairman and 2 other Association Members to serve on the Nomination Committee for a term of one year beginning July 1<sup>st</sup> and ending June 30<sup>th</sup>.
- B. No incumbent Officer or Director shall be appointed to the Nomination Committee.
- C. The Nomination Committee shall select at least 1 candidate for each office and directorship.

- D. Each candidate must give their approval for any nomination and be classified as “Members in Good Standing”.
- E. A seated Board Member must attend 2/3 of all scheduled board meetings to remain on the Board of Directors and to accept a nomination for the following year.
- F. The Recruitment of candidates can begin by the Nomination Committee, when such committee members have been appointed to the position by the President.
- G. The Nomination Committee shall report to the Membership a list of candidates to run for office and directorship positions, at a minimum of 15 days prior to the Annual Banquet Meeting.
- H. The Chairman of the Nomination Committee will prepare a ballot of candidates to be forwarded to the Secretary for publication to the membership, at a minimum of 15 days prior to the Annual Banquet Meeting.
- I. The Chairman of the Nomination Committee shall prepare the ballots and serve as the judge of the elections at the Annual Banquet Meeting.
- J. Voting will be via a secret ballot format.
- K. Members not in attendance at the Annual Banquet Meeting may still vote, however they do so with the understanding that a certain amount of their voting privacy may be forfeited.
- L. In the event of a tie vote for any office or directorship, the Nomination Committee shall have the authority to break such tie vote, by voting amongst themselves, on the tied candidates who have run for the office or directorship.
- M. If need be, the Nomination Committee may request the vote of the current President to assist in any voting dispute.

#### By-Law 10

##### Un-Expired Term

- A. Should the Office of the President become vacant, the Vice President shall succeed the President position for the remainder of the term.
- B. Should the Office of Vice President of Director become vacant the following regulations will apply:
  - 1. If the vacancy occurs prior to January 1<sup>st</sup>, a special election shall be conducted by the Membership.
  - 2. If the vacancy occurs on or after January 1<sup>st</sup>, the Board of Directors shall appoint an individual to such position for the remainder of the term.
- C. Should any other Office or Directorship become vacant during the Fiscal Year, the President shall appoint an individual to complete the un-expired term.
- D. All appointed individuals to any Office or Directorship must be classified as “Members in Good Standing”.

#### By-Law 11

##### Uniforms, Rules and Standards

- A. Association Members must wear a uniform prescribed by the PIAA.
- B. Members must abide by the rules, mechanics and Lacrosse procedures of the PIAA. The only accepted mechanics are those implemented by the NFHS with PIAA adoptions.

By-Law 12

Grievance Procedures

- A. The President has the authority to appoint a committee when it is deemed necessary to address any organizational grievance.
- B. The appointed Grievance Committee will be made up of 5 Members in Good Standing.
- C. The Grievance Committee will hear and review the details and fact of any grievance and make a recommendation to the Board of Directors.
- D. If the grievance is against the President, the Vice President will appoint the 5 Members in Good Standing to such committee.
- E. Those parties or individuals who are directly involved with any grievance shall not be able to serve on any Grievance Committee.
- F. All decisions made in any grievance case shall be documented by the Secretary.
- G. Privacy will be ensured during any and all proceedings in such a matter.

By Law 14

Amendments

- A. These By-Laws may be amended by the Board of Directors provided full disclosure is made to the Membership and the Membership ratifies the amendment by a 2/3 affirmative vote of those in attendance at any scheduled meeting.

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Constitution and By-Laws amended in May 2018