

Constitution

Keystone Lacrosse Officials Association, L.L.C.

Article 1

Name

This organization shall be known as the Keystone Lacrosse Officials Association, L.L.C. (KLOA).

Article 2

Territory

This association shall serve the Commonwealth of Pennsylvania.

Article 3

Purpose

The purpose of this association shall be the promotion of the American Sport of Lacrosse by:

1. The recruitment, training, classification and maintenance of an adequate membership of qualified and competent officials for the use of appointing authorities in scholastic and club league games.
2. Encouraging a high standard of ethics, fair play, sportsmanship, cooperation and better understanding among officials, athletic directors, coaches, players, media members and spectators.

Article 4

Membership

Section A – Qualifications for Application

1. Be no less than 18 years of age as of February 1st of the current year and no longer enrolled in a high school.
2. Have a general understanding of the game of Lacrosse.
3. Be physically able to perform the duties of a Lacrosse Official.
4. The Association allows junior memberships to those individuals under the age of 18 and / or in high school, however those members are not permitted to join the Pennsylvania Interscholastic Athletic Association (PIAA) or vote at KLOA meetings.

Section B – Requirements for Application

1. Pay the associations annual dues by such a time that is determined by the associations Board of Directors and the General Membership.
2. Be a member of the PIAA, US Lacrosse or other insurance granting association.
3. Attend a minimum of 6 general membership meetings, in addition to 1 mandatory rules interpretation meeting by the association, during the course of each lacrosse season / year.
4. Abide by all policies of the association.
5. If an individual meets these 4 “Requirements for Application” they will be considered a “Member in Good Standing”.

Section C – Dues

The KLOA will set the annual dues for a period from January 1st – December 31st or based on the determination of the Board of Directors and approved by the General Membership.

Article 5

Officers and Directors

The Officers of the association shall be:

1. President
2. Vice President
3. Secretary
4. Treasure
5. Rules Interpreter

The Directors of the association shall be:

1. 5 Officers
2. 4 Board of Directors at Large
3. The most recent past President of the association can also serve as an ex-officio member of the Board of Directors

Article 6

Delegates

The Delegates of the State and National governing bodies shall be:

1. President
2. Vice President
3. 1 District Assignor

These individuals shall be responsible for communication and rules interpretation to the association.

The association's representation at local, state and national governing meetings shall be:

1. President
2. 1 District Assignor
3. 1 Board of Directors Member whose chosen by the President

Article 7

Elections

Each Officer and Director shall be elected by a secret ballot for the term of one year, beginning July 1st and ending June 30th. No Officer, except for the Treasure, may serve in the same position for more than 3 consecutive terms.

The election will be held at the Annual Banquet Meeting. The candidates for elected office positions shall be distributed to the membership at a minimum of 15 days prior to the Annual Banquet.

Only "Members in Good Standing" will be eligible to run for office positions.

"Members in Good Standing" who can not attend the Annual Banquet Meeting will be permitted to vote, in some pre-determined manner by the General Membership, with the understanding that a certain amount of voting privacy may be forfeited.

Article 8

General

The duties of the Officers and Directors and such procedures and regulations necessary for the conduct of their duties and business and affairs of this association, shall be provided for in the By-Laws for this association.

Article 9

Amendments

The Constitution may be amended at any annual meeting by an affirmative vote of 2/3 of the vote cast by those in present at the annual meeting, or at a special meeting convened by the Board of Directors, provided that the proposed amendment shall have been announced at the previous meeting and a copy of it was distributed to each member via email, postal delivery or physical handout at least fifteen days prior to the meeting at which the proposed amendment is to be voted upon.

+++++

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 Bi-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 Bi-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 send to the Members on or before January 1st an Availability Form, which shall be returned to the Assignor, filled out by the Member, on a pre-determined date prior to the beginning of the Lacrosse Season.
- 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 1st and end on June 30th.

By-Law 5

Finance

A. Statements

1. By January 1st, each Member shall be given a Statement via email, postal delivery or physical handout disclosing the Dues to the Association.
2. Charges not paid by a Member, by a pre-determined date the Officers of the Association, shall be considered delinquent and a late fee of \$25 shall be rendered on all / any Delinquent Members.
3. The Board of Directors may take reasonable actions against any Member of the Association who is delinquent in paying the required Dues.

B. Dues

1. Dues for the Active Members will be set by the Board of Directors and approved by the General Membership. Additional fees could 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 email, postal delivery 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 any assignment.
2. The Membership is required to be a member of the Pennsylvania Interscholastic Athletic Association (PIAA), National Association of Sports Officials (NASO) or the US Lacrosse Association.
3. Accident Insurance coverage shall be at the discretion of all Members.

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 Bi-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 Availability Forms to the membership by January 1st.
2. Shall send a meeting schedule, developed by the President, to all members of the Association by the first week of December.
3. Keep minutes at the Association's meetings.
4. Shall present, and if necessary distribute, annual meeting minutes to the Membership at the Annual Banquet.
5. Shall maintain meeting attendance records on each Member.

6. Shall distribute at Active Membership a list of nominations as developed by the Nomination Committee, 15 days prior to the Annual Banquet.
 7. Shall assist Officers, Directors, and Assignors with correspondence and related needs.
 8. Shall preserve all records and correspondence not specifically delegated otherwise.
 9. Shall have available to the Membership copies of the Constitution and By-Laws, upon request.
 10. Shall preside at meetings in the absence of the President and Vice-President.
- D. Treasure
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. Decisions involving advancement of officials.
 2. Disciplinary action.
 3. Full disclosure of key decisions and By-Law changes to the Membership.
 4. Schedule and announcement of all Board of Director meetings.
- C. Shall review and approve the Fee and Expense structure for the imminent lacrosse season prior to its announcement to the Membership.
- D. Shall have the authority to adopt, change and improve regulations and procedures governing its operation and deliberations.
- E. 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 written hard copy or a computer web-site system.
 2. Each institution shall receive, concurrently, a written roster of officials assigned to its home games and conformation 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 1st and ending June 30th.
- 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 or Director become vacant the following regulations will apply:

1. If the vacancy occurs prior to January 1st, a special election shall be conducted by the Membership.
 2. If the vacancy occurs on or after January 1st, 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, the National Federation of High School Association (NFHS), and the Men’s Official Council of US Lacrosse, when acting in the capacity of a lacrosse official.
- B. Members must abide by the rules, mechanics and lacrosse procedures of the PIAA, NFHS and KLOA, when acting in the capacity of a lacrosse official.

By-Law 12

Disciplinary Measures

- A. The Board of Directors may fine, suspend, or expel any Member who violates or causes another Member to violate the rules set forth by the Constitution and any of its Bi-Laws.
- B. The Board of Directors has the authority to notify the PIAA of any Members’ suspensions and the reason for such suspension.
- C. The Board of Directors shall hold a hearing in those cases involving possible suspensions or expulsions after the Member in question has been notified by the Board of Directors.
 1. The Member in question will not be permitted at such meeting.
 2. A 2/3 majority vote is necessary by the Board of Directors for affirmative action.
- D. Any disciplinary action taken by the Board of Directors shall be communicated in writing to such Member, within 48 hours of the Board decision.
- E. Expelled or suspended Members may request reinstatement, in which case the following regulations shall apply:
 1. The request shall be made in writing.
 2. If necessary, the Board of Directors may grant a hearing with the Member.
 3. The decision will be communicated in writing to the Member within 48 hours of the Board of Directors decision.
 4. Reinstatement shall be contingent upon the Member’s full compliance with the Board of Directors decision.
 5. Privacy will be ensured during any and all proceedings in such a matter.

By-Law 13

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. Any disciplinary action that is warranted will follow the procedures in By Law 12.
- H. 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.

+++++

Constitution and By-Laws amended in March 2012