

DELAWARE LACROSSE OFFICIALS ASSOCIATION

CONSTITUTION AND BY-LAWS

CONSTITUTION

Article I: Name

This Organization shall be known as the Delaware Lacrosse Officials Association

Article II: Purpose

The purpose of this association shall be the promotion of the welfare of the game of lacrosse by:

- A. Promoting uniform interpretation of lacrosse rules and maintaining a standard of qualifications for officials.
- B. Fostering a high standard of ethics and integrity, encouraging fair play, sportsmanship, closer cooperation and better understanding among officials, athletic directors, coaches, players, **news media** and spectators.
- C. Promoting the **recruiting**, training and maintenance of an adequate membership of **highly** qualified officials whose integrity is above reproach for the use of appointing authorities in scholastic, **youth**, collegiate, and club games.
- D. **Provide administrative services to the Executive Secretary of the Delaware Interscholastic Athletic Association (DIAA), it's schools, coaches, athletic directors and players by open forums, rules interpretations, clinics and field demonstrations.**

Article III: Appointing Authorities

Members of the **Association** may officiate only in games by appointing authorities recognized by the Executive Board.

Article IV: Territory

The Association shall serve the State of Delaware and all other territory, subject to the appointing authorities **recognized and** designated in Article III.

Article V: Membership

The Association welcomes all members regardless of race, religion , national origin, or gender.

- A. To become and remain an active member of the Association an individual must meet the following requirements set hereinafter:
 - 1. Be at least 18 years of age and not attending high school.
 - 2. Successfully complete the Candidate's Training School.

3. **Attend at least three (3) meetings.**
4. Pass the Annual State Examination Test.
5. **Return the Sportsmanship Ballot.**
6. Attend the mandatory State DIAA Clinic.
7. Pay annual membership dues as set by the Executive Board.
8. **Maintain professional and ethical standards while representing the Association.**

B. Inactive membership may be conferred by the Executive Board upon written request (**letter and/or e-mail**) by any active member. They are not required to attend meetings or pay dues, nor accept game assignments during their inactive status. The Executive Board, upon written request, may **reinstate** an inactive member to active status.

C. Transfer members will be considered by the Executive Board for approval. A transfer member applying for membership should have a recommendation from their former association forwarded to the Executive Board.

Article VI: Officers and Directors

The business and operations of the Delaware Lacrosse Officials Association shall be directed by a body known as the Executive Board.

The officers of the **Executive Board** shall be the: President, Vice-President, Secretary-Treasurer, and two Directors at Large (**Upstate & Downstate**). The Executive Board will appoint an Assignor/Chief Official who will serve as an ex officio member of the board. The Assignor/Chief Official serves at the pleasure of the Executive Board and is periodically reviewed and evaluated of his performance. The President appoints one member to serve as the Incident Chairperson. The Past President serves on the Executive Board as an advisor to the elected officers.

Article VII: Elections

Officers of the Executive Board will be elected at the Annual Meeting which shall occur at the final general membership meeting of the current season. Executive Board members will begin their terms in office on Aug 1 of the current season.

A. Elections are to be conducted on a staggered basis as follows;

1. The President , **Vice President and Secretary-Tresurer** will be elected to a two year term of office and,
2. The two Director at Large officers will be elected to a one year term of office.
3. **Vacancies occurring between annual elections shall be filled by appointment by the President with the appointee to serve the balance of the term involved.**

4. **Election of members to the Executive Board shall be by nomination and vote of the general membership at the final membership meeting of the spring season, by ballot and a plurality shall elect.**

Article VIII: General Powers

The duties of the officers and directors and such regulations as may be necessary and proper for the conduct of the business and affairs of the Association shall be provided by the By-Laws.

Article IX: Amendments

This constitution may be amended at any meeting by an affirmative vote by two-thirds (2/3) of the votes cast, providing that a copy of any amendment proposed shall be distributed to the members at least two weeks prior to the meeting in which the vote is to be taken.

The Board of Directors may at any time request the Secretary-Treasurer to have the members vote by mail providing all the conditions as to proper notification have been met.

Article X: Quorums

A quorum to transact association business at any regular or special meeting shall consist of one-third (1/3) of the voting membership.

A quorum of the Board of Directors shall consist of a three-fifths (3/5) majority of the Executive Board.

BY-LAWS

Article 1-Duties of the Officers

The officers of this Association shall assume their duties upon their election at the first general membership meeting of the season.

Section 1: Duties of the President

- A. The President shall preside at all meetings of the Association and it's Executive Board.**
- B. The President shall conduct all business on behalf of the Association unless specifically delegated elsewhere.**
- C. The President shall appoint, and is, an ex-officio member on all committees as may be necessary to properly administer the business of the Association. He may revoke all such appointments for due cause and report such action to the Executive Board.**
- D. The President shall call special meetings as provided for in Article V of these By-Laws.**
- E. The President shall fill by appointment any vacancy that may exist among officers or other members of the Executive Board that may occur between regularly scheduled elections.**
- F. The President shall make every effort to further the policies of the Association.**

Section 2: Duties of the Vice President

- A. The Vice President shall assume the duties of the President in his absence or inability to act.**
- B. The Vice President shall be responsible for conducting the Candidate Training School and for appointing the personnel to run the school.**
- C. The Vice President shall coordinate the pre-season scrimmages.**
- D. The Vice President shall assist the Assignor/Chief Official when necessary.**
- E. The Vice President shall be the Play-off Chairperson on the Play-Off Selection Committee consisting of the two (2) Directors at Large. The Committee will present to the Assignor/Chief Official their recommendations for play-off assignments.**
- F. The Vice President shall be the Nominating Committee Chairperson and recommend new officials from the Candidate Training School for membership in the Association.**

Section 3: Duties of the Secretary-Treasurer

- A. The Secretary-Treasurer shall keep accurate minutes of all meetings of the Association and it's Executive Board for approval by the general membership.**

B. The Secretary-Treasurer shall keep accurate attendance records for each member and notify the Executive Board when a member is delinquent in attendance.

C. The Secretary-Treasurer shall conduct all correspondence of the Association, not specifically delegated otherwise, and preserve all records, inclusive of outgoing and incoming correspondence and financial records of the Association.

D. The Secretary-Treasurer shall maintain and send an up-to-date roster of active members of the Association in good standing to all Appointing Authorities.

E. The Secretary-Treasurer shall distribute such materials as may be available to members including rulebooks, casebooks, literature and the like.

F. The Secretary-Treasurer shall keep a record of all fees paid to each member.

G. The Secretary-Treasurer shall receive all funds of the Association, keep an accurate record of all transactions and deposit such funds in the name of the Delaware Lacrosse Official's Association

H. The Secretary-Treasurer shall develop a proposed annual budget to be reviewed and approved by the Executive Board and presented to the general membership.

I. The Secretary-Treasurer shall disburse all funds of the Association and keep accurate records of all such transactions.

J. The Secretary-Treasurer shall prepare a Treasurer's Report for the membership at each regular meeting of the Association.

K. The Secretary-Treasurer shall prepare a detailed annual financial statement of the Association. This report shall show balances on hand as of the previous fiscal year, the amount of monies received and paid out during the year and the balance on hand as of the end of the fiscal year. A copy of this report is to remain with the Treasurer's records and a copy filed with the Association's minutes.

L. The Secretary-Treasurer shall adhere to all federal and state guidelines as it pertains to non-profit organizations.

M. The Secretary-Treasurer shall receive a stipend for his services as approved by a vote of the membership.

Section 4:Duties of the Assignor/Chief Official

A. The Assignor/Chief Official shall resolve questions as they pertain to the rules and mechanics of lacrosse referred to him by the President, Executive Board, Appointing Authorities or members of the Association.

B. The Assignor/Chief Official will represent the Association at the State DIAA Clinic.

C. The Assignor/Chief Official will maintain a relationship with the National Federation of

High Schools (NHFS) and Delaware Interscholastic Athletic Association (DIAA) **as it pertains** to rules interpretation so as to provide up-to-date information to the membership at its regular meetings.

D. The Assignor/Chief Official shall make all **regular season** game assignments to officials. **The official's will be notified of their assignments by the Arbiter Sports Program and/or other assigning programs available to the Association.**

E. The Assignor/Chief Official shall assign play-off games at the end of the regular season based upon the recommendations of the Play-Off Selection Committee.

F. The Assignor/Chief Official shall receive a stipend for his services as approved by the vote of the membership.

Section 5: Duties of the Directors At Large

A. The Directors At Large shall represent the membership at all Executive Board Meetings.

B. The Directors At Large shall communicate Executive Board decisions to the membership.

C. The Directors At Large shall represent the Association on the Play-Off Selection Committee.

D. The Directors At Large shall perform any/or other Association matters as directed by the President or Vice President.

E. The Directors At Large shall serve as the Chairs on the Membership Committee.

F. The Directors At Large shall serve as members of the Audit Committee.

Section 6: Duties of the Executive Board

A. The Executive Board shall manage and direct the affairs of the **Association** in accordance with the Constitution and By-Laws.

B. The Executive Board shall accurately report all of its decisions to the **Association.**

C. The Executive Board shall have the power to adopt **and implement any actions and regulations, as it deems necessary and proper to carry out the purposes of the Association.**

Section 7: Duties of the Incident Chairperson

A. The Incident Chairperson shall receive and review all sportsmanship **related incidents that are reported by members** of the Association.

B. The Incident Chairperson shall report relevant incidents to the Delaware Interscholastic Athletic Associations (DIAA) Executive Secretary or his associate in a timely fashion.

C. The Incident Chairperson shall serve as the chair on the Ethics Committee.

Article II-Committees and Their Duties

Section 1: Rules Committee

- A. The Rules Committee shall promote uniform interpretation of lacrosse rules and maintain a uniform standard of proper officiating techniques.**
- B. The Rules Committee shall be responsible to render services in the form of rules interpretation to the membership, schools, coaches, athletic administrators and players by the use of open forums, clinics and field demonstrations.**
- C. The Vice President and Assignor/Chief Official will comprise the Committee.**

Section 2: Nominating Committee

- A. The Nominating Committee shall consist of three members appointed by the President.**
- B. The Nominating Committee will attempt to select at least two active members to be candidates for each office.**

Section 3: Ethics Committee

- A. The Ethics Committee shall oversee and investigate the actions of members of the Association and the conduct of participants and the conditions of any game officiated by such members.**
- B. The Ethics Committee shall consist of three members appointed by the President.**
- C. The Incident Chairperson shall serve as the Chair.**
- D. The Ethics Committee shall refer all decisions on these matters to the Executive Board for final action.**

Section 4: Training Committee

- A. The Training Committee shall conduct the training school for all new applicants and current officials.**
- B. The Training committee shall develop an agenda for rules review prior to the state examination.**
- C. The Vice-President shall serve as the Chair.**
- D. The Training Committee will establish a passing grade for the state examination upon approval of the Executive Board.**

Section 5: Membership Committee

A. The Membership Committee shall investigate all applicants for membership and to report their findings to the Executive Board with their recommendations as to the acceptance or rejection for Active Membership, Inactive Membership and Transfer Memberships.

B. The Membership Committee shall see that all members maintain the minimum requirements for their respective membership status.

C. The Directors At Large shall serve as the Chairs.

Section 6: Audit Committee

A. The Audit Committee shall review review all financial records of the Secretary-Treasurer at the end of the fiscal year for accuracy and report any discrepancies to the Executive Board.

B. The Directors At Large will serve as members of the Audit Committee.

Article III-Types of Memberships

Section 1: The membership of this association shall consist of Active and Inactive Members

A. To become and remain an Active Member, an individual must:

- 1. Successfully complete the Candidate's Training School**
- 2. Pay Membership dues**
- 3. Attend at least three (3) meetings**
- 4. Pass the state examination.**
- 5. Return the Sportsmanship Ballot**
- 6. Attend the mandatory State Clinic**
- 7. Maintain professional and ethical standards while representing the Association.**

B. To become and remain an Inactive Member, an individual must apply for such classification in writing, with the reasons given approved by the Executive Board. Inactive members will not be registered as Approved to the Delaware Interscholastic Athletic Association. Inactive members are not required to attend meetings and may not work games. The Executive Board may reinstate Inactive members to Active membership upon written request.

Article IV-Dues

Section 1: The annual dues are to be paid by each individual member as determined by the Executive Board.

Section 2: The Secretary-Treasurer shall collect annual dues from each member payable in advance.

Section 3: The membership may vote on an assessment to cover any expense not provided for by the annual dues.

Article V-Meetings

Section 1: The Executive Board shall establish the date, the time and the place of the regular meetings.

Section 2: Active Members are expected to attend three (3) of the scheduled meetings.

Section 3: Special meetings may be called at the discretion of the Executive Board.

Article VI-Scrimmages

Section 1: All active members of the association are expected to officiate pre-season scrimmages before their first game assignment.

Section 2: Scrimmages are available for self-assignment on the Arbiter Sports Program and/or other assigning programs available to the Association.

Section 3: Scrimmages needing to be fulfilled shall be assigned directly at the discretion of the Assignor/Chief Official.

Article VII-Uniforms & Procedures

Section 1: Members must wear the uniform prescribed by the Association.

Section 2: Members must abide by the rules and interpretations of the Association.

Article VIII-Disciplinary Measures

Section 1: Members may be suspended, fined or expelled from the Association for violating or causing another member to violate the Constitution and/or By-Laws, by the Executive Board as follows:

A. A member may be cited for unwarranted or excessive absences from regularly scheduled meetings.

B. A member may be cited for failure to take the Annual Examination or for not attaining a satisfactory grade on the Annual Examination.

C. A member may be cited for failure to attend the mandatory State Clinic.

D. A member may be cited for conduct unbecoming to an official or for conduct, which may bring discredit or disgrace upon the Association.

E. A member may be cited for failure to return the Sportsmanship Ballot on or before the due date.

Section 2: A Member cited may be summoned before the Executive Board to defend any violation presented against them.

Section 3: The Executive Board may take probationary or expellable action after a majority vote of the Executive Board has occurred.

Article IX-Amendments

Section 1: These By-Laws may be amended by the Executive Board and made public to the membership at any regular or special meeting by two-thirds (2/3) vote of the members present provided written notice of the proposed amendment has been sent to each member at least fourteen (days) in advance of the date of the meeting.

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Delaware Lacrosse Officials Association

Constitution & By-Laws

Proposed: 2/1/12

Approved: 2/12/12

Motion to Approve: Frank Fry

Second Motion: Kevin Clark

Approved: Unanimously

Revised: