

# **RHODE ISLAND LACROSSE OFFICIALS ASSOCIATION CONSTITUTION AND BY-LAWS**

## **➤ ARTICLE I – NAME**

### **SECTION I.**

This organization shall be known as the Rhode Island Lacrosse Officials Association (RILOA).

## **➤ ARTICLE II – OBJECTIVE**

### **SECTION I.**

The objective of this organization shall be:

- A. To unite in the membership of this organization all fully qualified lacrosse officials.
- B. To help develop among all lacrosse officials a thorough understanding of the rules of the game as officially approved.
- C. To surround the game of lacrosse with proper safeguards to aid and assist the spirit of sportsmanship, honesty and fair play; and to foster for friendly discussion of lacrosse as it relates between official, principle, athletic, director, coach and player.
- D. To cooperate with Lacrosse Commissioners at all levels of lacrosse involvement.

## **➤ ARTICLE III – MEMBERS**

### **SECTION I.**

Membership shall be of four kinds: Active, Inactive, Associate and Honorary.

- A. Active members shall be those who complied with the rules lay down by this Board.
- B. Inactive members shall be those who have been retired from active officiating.
- C. Associate members shall be those who (1) have attended the training class for associate officials; (2) eligible to work youth games only; (3) be eighteen years of age by January 1 of the year of application; and (4) have complied with all other requirements of the board.
- D. Honorary members shall be elected by 2/3 vote of the membership voting. They shall not vote or hold office but shall have all other privileges of the Board.

### **SECTION II.**

- A. Active members shall be those who:
  - 1. Have attended the required number of meetings.
  - 2. Transferred from another board while in good standing with that Board.
  - 3. Have complied with all other requirements of the Board.
- B. Inactive members shall be those who:
  - 1. Have retired from active officiating
  - 2. Have requested inactive status in writing to the Secretary.
  - 3. Pay the required dues for inactive status.
  - 4. Are not required to attend meetings.
  - 5. Are not eligible to officiate contests.
  - 6. Have a voice at meetings but no vote.
  - 7. Are carried on the membership roster as inactive.
  - 8. May request reinstatement of active status by writing to the Secretary.
- C. Honorary members shall be those who:
  - 1. The Board deems to be worthy of membership because of meritorious contribution to the RILOA.
  - 2. Have their name presented to the Board by an active member at a meeting preceding the meeting their candidacy is voted upon.
  - 3. Receive 2/3 vote of the membership present and voting for acceptance.
  - 4. Are not required to pay membership dues.

### **SECTION III.**

Candidates seeking membership shall:

#### **A. NEW MEMBERS:**

1. Be eighteen years of age by January 1 of the year of application.
2. Be physically fit as indicated by a doctor's certificate for an examination given during the application year. Must be presented before working first game.
3. Apply for membership on the approved application form, which must be accompanied by a valid ID.
4. Pay required registration fee at the first classroom training.
5. Take the required new membership examination and obtain a minimum passing grade of eighty (80) on the written exam.
6. Work at least ten (10) contests as an active official.
7. Attend the schedule mandatory meetings.
8. Repeat all the above steps in the event of failure to be elevated to board status.
9. Shall not be permitted to maintain new membership status for more than three (3) years.

#### **B. TRANSFERS:**

1. Submit to the Secretary a letter requesting transfer from a recognized board.
2. Be in good standing with the board he is transferring from for at least Two (2) years.
3. Have the secretary of his present board send a letter to the secretary of the RILOA Board stating the status of the candidate. The letter is to indicate the length of time on full board status, the position officiated, the date of field review exam and the rules used by his present organization.
4. Pay a registration fee equal to the amount of a member's annual dues.
5. Upon acceptance to the RILOA the candidate will pay the full membership dues.
6. No transfer may be accepted contrary to rules of membership of the RILOA board.
7. Transfer candidate may be required to present a doctor's certificate indicating good health.

### **SECTION IV.**

A majority vote of the membership present and voting shall be required to elect all candidates to full membership.

## **➤ ARTICLE IV – OFFICERS**

### **SECTION I.**

Officers of the RILOA shall be: President, Vice President, Secretary, Treasurer, Member At Large and Commissioner.

- A. Their duties shall be those usually pertaining to these offices.
- B. The Commissioner shall be the assigner for the RILOA.

### **SECTION II.**

- A. Any vacancies in the Board of Directors shall be elected at the annual election meeting.
- B. Any vacancies of elected officers occurring after the annual election meeting will be filled by appointment of the Board of Directors at their next regular or special meeting called by the President.

### **SECTION III.**

Board of Directors shall:

- A. Be comprised of seven (7) members consisting of the President, Vice President, Secretary, Treasurer, Commissioner, Past President and Member At Large. The duly elected board member is elected to a two-year term.
- B. Arrange for the program of meetings for the year.
- C. Review all the records of the new candidates.
- D. Consider suspension of members who fail to comply with the requirements of the organization.
- E. Recommend to the body the reinstatement of members who have fulfilled the requirements of the constitution.
- F. Meet at least once in the summer or fall, January, and February, at a time and place designated by the President, and at any other time on the call of the President.
- G. Have at least three (3) Board members present to constitute a quorum for the conducting of official business.
- H. Approve expense account for the President to cover costs incurred in this position.
- I. Consider the retirement of those officials who continually demonstrate their inability to carry out the necessary functions as an active official.

#### **SECTION IV.**

Standing Committees: On or before the first regular meeting the President shall annually appoint the standing committees and they shall consist of:

- A. Rules committees (rule interpreter, written examinations, and field review efficiency examination)
  - 1. Shall consist of the rules interpretation, and assistants whose duties shall be to review rule changes and present to the body each year.
  - 2. The interpreter shall act on all rule questions coming before the body and shall give final and definitive decisions on all such questions.
  - 3. Field Review Efficiency Evaluation Committee shall consist of retired officials when available. They shall prepare for and select scrimmages and assign candidates seeking membership for evaluation. They shall rate the candidates according to an established scale and submit to the Board of Directors.
- B. Liaison Committee/Grievance Committee
  - 1. Shall consist of three (3) active members.
  - 2. Be responsible for meeting with representatives of the Principal's Committee on Athletics and/or Coaches' Association during the season to discuss and remedy any problem, which is present.
  - 3. Shall be responsible for acting on all grievances received with recommendation for action or non-action.
  - 4. Shall report back to member submitting grievance and indicating their recommendation to the Board of Directors.
- C. Awards Committee
  - 1. Shall consist of two (2) active members.
  - 2. Shall at the first meeting in March provide members with the criteria for the award.
  - 3. Solicit nominations for awards to be submitted in writing to the Committee.
  - 4. Shall conduct the election of award recipients at the May Business meeting.
  - 5. Shall see that the Secretary is given names for recipients to officially notify in writing indicating his or her selection.
  - 6. Shall see to the availability and proper inscription of awards at the annual banquet.
- D. Auditing Committee
  - 1. Shall consist of two (2) active members.
  - 2. Shall verify accuracy of Treasurer's accounts at least once per year.
  - 3. Shall complete report prior to May business meeting.
  - 4. Shall prepare audit other than annual report at the written request of the President, or Board of Directors, or written request signed by at least ten (10) active members.
- E. Negotiating Committee
  - 1. Shall consist of five (5) active members, the President, Vice President, and three (3) other active members.
  - 2. Shall establish meetings one (1) year prior to contract expiration.
  - 3. Shall attend meetings called by the chairmen.
  - 4. Shall evaluate contract grievances of previous years.
  - 5. Shall poll members on items for negotiations.
  - 6. Shall meet with the Principal's Committee on Athletics to negotiate contract.
  - 7. Shall report to the Board of Directors monthly on the status of negotiations.
  - 8. Shall present alternatives with possible recommendations to the body for acceptance or rejection.
- F. Banquet Committee
  - 1. Shall consist of two (2) active members.
  - 2. Shall select banquet site, menu, and program for the evening, and select Master of Ceremonies.
  - 3. Shall notify membership of banquet site, date and time no later than the first scheduled meeting in April.
  - 4. Shall submit written financial report of banquet receipts and expenses to the Treasurer.
  - 5. Shall turn over all monies received to the Treasurer.
  - 6. Shall determine that the Treasurer has paid all expenses for the evening.
- G. Nominating Committee
  - 1. Shall consist of three (3) active members. No more than two (2) members shall be on the Board of Directors.
  - 2. Shall present report in writing at the last meeting in April, setting forth the names of those recommendations to the prescribed offices.
  - 3. Shall select their recommendations from active members of the Association.
- H. Welfare Committee
  - 1. Shall consist of one (1) active member.
  - 2. Shall inform members in the event of illness/death of a Board member or immediate family.

## ➤ **ARTICLE V – MEETINGS**

### **SECTION I.**

The Association shall hold a minimum of four (4) meetings. The dates, times, and designation of the meeting being “mandatory” will be set by the President by January 31.

### **SECTION II.**

A special meeting shall be called by the President or upon written request of ten (10) active members. Notice of all special meetings shall be in the hands of the members at least five (5) days before the meeting.

### **SECTION III.**

RILOA meetings are designed for member’s professional development and the fulfillment of their responsibilities as officials of this board. Active members are required to attend these regularly scheduled meetings.

Circumstances can arise that prevent a member from attending a scheduled meeting. Therefore members are allowed to miss one meeting, at the member’s discretion, without penalty. A member that is working an assigned lacrosse game(s) at the time of the meeting would not count as a missed meeting. It is the responsibility of the member to provide documentation of the assigned game (ie: ArbiterSports or Zebraweb). The member may present, in writing to the Board of Directors, any unusual situation that will prevent the member from attending the scheduled meetings before the first scheduled meeting.

After having missed a second meeting, a \$25 fine will be assessed. After missing a third meeting, a fine of \$50 will be assessed. Members will not be assigned any games until outstanding fines are paid in full. After missing a fourth meeting, members will be suspended from the board.

### **SECTION IV.**

The annual rules changes meeting shall be held at the first regular meeting in March.

### **SECTION V.**

When possible, the annual banquet shall be held the second Thursday in June.

### **SECTION VI.**

The election of Officers shall be held during the last business meeting in May.

## ➤ **ARTICLE VI – AMENDING CONSTITUTION**

### **SECTION I.**

The constitution of this organization may be amended by a two-thirds (2/3) vote of the membership voting at any meeting providing a copy of the proposed amendment had been given at a preceding meeting, or a copy of the proposed amendment placed at the disposal of all members at least five (5) days prior to the date of the next regular meeting.

## **BY-LAWS**

### **➤ ARTICLE I – CONDUCT OF MEETING**

#### **SECTION I.**

Fifty (50) percent of active members shall constitute a quorum for any duly called meeting.

#### **SECTION II.**

A quorum must be present at any meeting duly called at which business is to be transacted or a vote taken committing the Association to any proposal or action.

#### **SECTION III.**

At any meeting for which a quorum is not present, the program of the evening, at the discretion of the presiding officer, may be conducted. Attendance will be taken and credit for attendance at the meeting be given to those present.

### **➤ ARTICLE II – DUES**

#### **SECTION I.**

The annual membership dues shall be seventy, (70) dollars to be paid by January 31st. Along with membership dues, RIIL dues and all RILOA and RIIL forms are also due by January 31st. A late fee of \$25 will be imposed if both dues and RILOA and RIIL forms are received by February 15th and a \$50 late fee thereafter. Failure to pay annual membership dues, RIIL dues and submission of RILOA and RIIL forms on or before January 31st shall result in an automatic and immediate suspension, membership card withheld until dues and fees are paid, and not eligible for any playoff games upon such fact being reported to the President and Board of Directors.

#### **SECTION II.**

Failure to pay the annual membership dues on or before March 1<sup>st</sup> of each year shall result in automatic and immediate suspension and membership card withheld upon such fact being reported to the President and the Board of Directors.

#### **SECTION III.**

The annual membership dues for inactive members shall be five (5) dollars.

#### **SECTION IV.**

The Board of Directors upon its recommendation to the membership and its acceptance may remove restrictions resulting from failure to pay any fees or dues by a vote of the majority of the membership voting.

### **➤ ARTICLE III – ELECTIONS**

#### **SECTION I.**

Nominating Committee shall:

- A. Not later than the last meeting in April in each election year render its report in writing setting forth the names of those members recommended to the prescribed offices and the Board of Directors.
- B. Make recommendations from active members of the Board.

#### **SECTION II.**

Counter nominations must:

- A. Be presented in writing by an active member to the Secretary, or in his absence, to his duly prescribed designee not later than ten (10) minutes before the meeting, during which the election is to be held, is called to order by the President or other duly designated presiding officer.
- B. Be signed by at least five (5) active members of the Association.
- C. Be of active members of the Association.

### **➤ ARTICLE IV – PARLIAMENTARY AUTHORITY**

#### **SECTION I.**

- A. Robert's Rule of Order shall be the final authority for the Association on the questions or issues relating to procedures involving parliamentary law and which are not covered by the Constitution and By-Laws of this Association.
- B. The Parliamentarian shall answer questions involving parliamentary laws and procedures.

### **➤ ARTICLE V – AMENDMENT TO THE BY-LAWS**

#### **SECTION I.**

The By-Laws may be amended by two-thirds (2/3) vote of the membership voting at any meeting duly called if a quorum is present, provided notice of the proposed amendment has been given at the preceding meeting or a written copy of the proposed amendment has been placed at the disposal of all members at least five (5) days prior to date of the next meeting. Leaving a written copy of the proposed amendment with the president shall constitute "placing at the disposal" for purpose of this section.