



Bylaws of the Wisconsin Lacrosse Officials Association

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Article I

Section 1. Name

The organization shall be known as the Wisconsin Lacrosse Officials Association (hereinafter “WILOA” or “the Association”).

Section 2. Purpose

The purpose of the WILOA is to recruit, train, and retain qualified officials for sanctioned boys’ and men’s lacrosse games and related events; to promote fair play and good sportsmanship among people involved in lacrosse contests; and to foster good fellowship among members of the Association and others interested in lacrosse. The WILOA shall act without regard to race, gender, color, national origin, creed or other lawfully protected classification.

Section 3. Activities

Without limiting other activities of the WILOA consistent with its purpose, the principal activities of the WILOA shall include:

- (1) developing a process to recruit, train, and retain competent lacrosse officials;
- (2) developing a corps of knowledgeable lacrosse rules clinicians who are dedicated to fellow officials, coaches, players and to the game of lacrosse itself;
- (3) developing a membership registration process that is thorough, accurate, and prompt;
- (4) maintaining officers who are responsive to the needs of Wisconsin lacrosse at all levels of play;
- (5) providing educational opportunities in the form of officiating clinics, workshops, and/or classes to officials, coaches, and players;
- (6) promoting consistency in (1) lacrosse officiating mechanics and (2) the interpretation and application of the rules of the game at all levels of play;
- (7) fostering respectful observance of both the “spirit of the game” and the letter of the rules; and,
- (8) striving at all times to maintain a positive environment for Wisconsin men’s and boys’ lacrosse officials.

Article II

Section 1. Eligibility for Membership

Membership in WILOA shall be available to any person interested in lacrosse officiating who fulfills the requirements of membership and complies with the ethical standards of the Association. The Membership shall consist of Active Members, Sustaining Members, and Honorary Members.

Section 2. Active Members

“Active Members” shall be those WILOA members who:

- (1) pay all WILOA dues, including applicable late fees if any;
- (2) take and pass the annual (WIAA and/or NFHS and/or USA Lacrosse) examination;
- (3) maintain up-to-date membership in the WIAA and/or USA Lacrosse; and



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- (4) comply with all additional WILOA requirements, including attendance at a minimum of one of the three annual Regular Meetings. Active Members may officiate WILOA-assigned games. Active Members shall be entitled to vote. (A transfer from another jurisdiction shall be accepted as an Active Member if such candidate: (1) provides written evidence of active membership in good standing of another lacrosse-officials association; (2) pays WILOA dues or is given credit for dues recently paid to the her/his former lacrosse-officials association; and (3) satisfies all other requirements for WILOA membership.)

Section 3. Sustaining Members

“Sustaining Members” shall be those WILOA members who have not been certified to officiate lacrosse games in Wisconsin, but who have paid their annual dues and choose to serve the WILOA in one or more of the following capacities, including but not limited to:

- (1) a Secretary, Treasurer, or Past-President of the WILOA;
- (2) a participant in the business management of the WILOA;
- (3) a supervisor, teacher, or trainer of the WILOA Members;
- (4) a recruiter of membership in the WILOA; or
- (5) a person who honors the game of lacrosse, but is unable to obtain certification as a lacrosse official.

Sustaining members shall have the right to vote.

Section 4. Emeritus Members

“Emeritus Members” shall be those WILOA members who have been honored as such by at least a two thirds vote of the Membership of the WILOA in recognition of long and distinguished contributions to the WILOA and Wisconsin lacrosse. Once so honored, Emeritus Members shall have WILOA membership for life, shall have all the rights and privileges of Active Members, including the right to vote and, provided an Emeritus Member is certified, to officiate, but shall not be required to pay annual dues.

Section 5. Regular Meetings

“Regular Meetings” of Members of the WILOA shall be held three times each year, at such time and place as shall be designated by the President. Any business may be transacted at Regular Meetings, except as otherwise provided by law or by these Bylaws. The Secretary shall provide each member written notice of the time and place for all Regular Meetings not less than fourteen days prior to such meetings.

Section 6. Special Meetings

A “Special Meeting” of the Members may be called at any time by the President and shall be called at any time on written request of any two members of the Executive Committee or one-third of the Membership. Such requests are to be filed with the Secretary, stating the purpose of the meeting. Only such business shall be transacted at a Special Meeting as may be stated in the official notice of such meeting. The Secretary shall provide each member written notice of the time and place for all Special Meetings not less than ten days prior to such meetings.

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Section 7. Quorum

For purposes of a meeting of the general Membership, the presence, either in person, by electronic means or by proxy, of at least ten percent (10%) of all Members shall constitute a quorum. Except as otherwise required by law or these Bylaws, the act of a majority of the members at any meeting at which a quorum is present shall constitute an act of the Membership. The members present at any meeting, whether or not a quorum is present, may adjourn the meeting from time to time, without notice other than announcement at the meeting, until a quorum is present.

Section 8. Forms of Meeting and Notice

Any meeting of the Members may be held by teleconference, videoconference or other electronic means. Notice of any meeting may be provided to the Membership by U.S. mail or electronic mail; the Secretary shall ensure that notice is provided to each and every member.

Section 9. Voting Eligibility; Proxy Votes

All members entitled to vote shall be entitled to one vote upon each matter submitted to the Membership for a vote. A “matter” shall include, but is not limited to: officer elections, changes to the Bylaws, Sportsmanship Awards, and annual dues. At all meetings of the Membership, each member may vote either in person or by proxy vote executed in writing by the member. All proxy votes shall be sent to the Secretary no later than 24 hours before the scheduled meeting at which the proxy vote is to be counted. A proxy vote may be sent via email, facsimile, or other electronic transmission, and if timely received, shall be deemed to be the same as an executed original. In the event of a dispute as to timely delivery, the sender of a proxy vote has the burden of proof and persuasion.

Section 10. Presiding Officer

The President shall be the presiding officer at all meetings. In the absence of the President, the President’s duties shall be performed by the Vice President or, if the Vice President is absent, by a member appointed for the purpose by the President.

Section 11. Annual Dues

Annual dues for Active and Sustaining Members shall be voted upon annually by the Board to set dues amounts and due dates. Dues not paid by said date shall be increased by an additional \$10.00. Failure to pay dues will result in automatic suspension from WILOA. The Treasurer shall notify in writing all individuals in jeopardy of being so suspended. Any person whose membership has been suspended for late payment of dues may regain membership by payment of twice the amount of annual dues.

Section 12. Suspension, Expulsion, Removal

A member or officer may be suspended, expelled or removed from office and/or membership if it is determined by a two-thirds vote of the Membership that such action should be taken due to one or more of the following circumstances:

- (1) If the member or officer is unable or fails to perform her/his duties or responsibilities to the WILOA.
- (2) If the member or officer acts or continues to act in a manner which is significantly detrimental to the sport of lacrosse or the purposes of the WILOA.



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Such action may be taken by the Membership only after giving the member or officer not less than thirty days' prior written notice of the proposed action and the reason for the proposed action, and after giving the member or officer a reasonable opportunity to be heard orally or in writing prior to any such action. A member or officer may voluntarily waive the opportunity to be heard, waive such notice or agree to a shorter notice.

Article III

Section 1. Officers and Terms of Office

The WILOA shall have seven Members on the Board of Directors. Five are Officers and make up the Executive Committee; President, Vice President, Secretary, Treasurer and Past-President. The remaining two Board positions are Training Director and Communications Director. All positions have voting rights and responsibilities on the board of directors. All positions with the exception of Past-President shall be elected into office. The Past-President's term concludes when the current President no longer holds that position and takes on the office of Past-President.

Each Board Member shall hold office for a term of two years, beginning with such person's election at the Election Meeting and continuing until such person's successor shall have been duly elected in accordance with these Bylaws, or until such person's death or resignation. The terms shall be staggered as to offer continuity throughout a changing of the Members. President, Secretary and Training Director shall be elected in even numbered years beginning with the 2014 election. Vice President, Treasurer and Communications Director shall be elected in odd numbered years. The term of office shall begin the first day of the month following the Election Meeting for which these positions are held, or after any Special Meeting of the WILOA held for the purpose of electing an Officer midterm. Whenever possible, there will be at least one Member from each of the WLF regions. The President will serve no more than two consecutive terms in that position.

Section 2. Nomination of Officers

When an election is to be held, the Secretary shall make available a detailed list of the Membership showing member classification--Active, Sustaining, or Honorary. Thereafter, the Secretary shall solicit nominations from the Membership for each open position. There shall be a minimum of one nominee, with no maximum, for each open position. A member need not be present when nominated; however, each nominee must affirmatively accept nomination prior to having her/his name placed on an official slate of nominees.

All nominations for a Regular-Meeting election of Officers shall be submitted to the Secretary no later than fourteen days before the last scheduled Membership meeting of the year (the "Election Meeting"). All nominations for a Special-Meeting election of Officers, including all inaugural elections, shall be submitted to the Secretary no later than ten days before the date of the Special-Meeting election. An official slate of nominees for vacant Officer positions shall be published no later than fourteen days before a RegularMeeting election and no later than ten days before a Special-Meeting election.

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Section 3. Election of Officers

When an election is to be held, the Secretary shall deliver, either by U.S. mail or by electronic mail, one election ballot to each and every member of the Association; the time, date, and place of the election shall be clearly stated on the ballot. Notice of an election shall be published not less than fourteen days prior to a Regular-Meeting election and not less than ten days prior to a Special-Meeting election. The ballot shall list the nominated candidates by office and in alphabetical order of surname, and shall clearly state that any ballot carrying more than one mark for each open position shall be declared null and void. The Secretary shall tally the ballots and report the results to the Membership. Tie votes shall be recorded and broken by run-off votes until one candidate has won a majority. All election results shall be recorded, published, and retained as part of the WILOA records; all ballots received by the Secretary, including hard copies of electronic proxies, shall be retained by the Secretary and shall be made available to the Membership at the next Regular Meeting.

Section 4. Midterm Vacancies

A midterm vacancy in the office of any Officer other than the President shall be filled by special election and will be served for the unexpired portion of the term. In the event of a midterm vacancy in the office of the President, the Vice President shall automatically become the President and a special election for Vice President shall be held.

Section 5. President

The President shall be the chief executive Officer of the WILOA and shall be in general charge of the properties and affairs of the WILOA in the ordinary course of its business. The President may sign and execute all contracts and other obligations and documents in the name of the WILOA. With the exception of the Recruitment and Training Committee, which is chaired by the Vice President, the President shall appoint chairpersons of all standing committees; the President may also create ad hoc committees and direct the administration of such committees. If present, the President shall preside at all meetings of the Membership. The President shall maintain the integrity of these Bylaws.

Section 6. Vice President

The Vice President shall exercise the powers of the President during that Officer's absence or inability to act and shall have such additional powers and duties as may be assigned by the President. The Vice President shall be responsible for recruiting new members and for new-member training. The Vice President shall serve as Chair of the Recruiting and Training Committee. The Vice President shall maintain the integrity of these Bylaws.

Section 7. Secretary

The Secretary shall keep the minutes of all meetings of the Membership and of the Executive Committee; shall record and publish all nominations; shall tabulate, record, and announce the total of all regular and proxy votes; shall have charge of the records and papers of the WILOA, including, but not limited to membership records and files and all player/coach game disqualifications, and state-tournament playoff assignments. The Secretary shall perform such other duties as may be assigned by the President.

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Section 8. Treasurer

The Treasurer shall have charge of the books of account and keep the funds of the WILOA; shall endorse and deposit all checks, notes and other payments; shall pay all proper bills and expenses, shall sign all receipts and vouchers for payments made to the WILOA; shall render an accurate report of all receipts and disbursements and the financial condition of the WILOA at all Regular Meetings; shall keep record and notify the Membership of dues paying and owing; and shall perform such other duties as may be assigned by the President.

Section 9. Past-President

The Past-President shall be a member and have a casting vote of the Executive Committee. The PastPresident shall strive to promote continuity and cohesiveness during WILOA leadership transitions and shall have such additional powers and responsibilities as may be assigned by the President. The inaugural PastPresident shall be nominated and elected.

Section 10. Training Director

The Training Director serves as a contact for USL Men's Officials efforts on behalf of the WILOA to recruit, train, and retain high-quality lacrosse officials; be actively engaged in, and connected to, the USL officials structure – Sub-district Coordinator, District Coordinator, and District Governor; lead efforts to recruit new officials within the chapter area, schedule and administer trainings for new and current officials, and report on recruiting and training efforts to USL and offer this data and information to the WLF Boys' Officials Director for reporting to the chapter board; promote USL's Officials Education & Training Program throughout chapter area and make use of USL resources in the recruitment and training of officials; work in conjunction with the Sub-District Coordinator when holding Officials Training Sessions; work with the Communications Director to become a conduit for communicating information for the Officials Organizations to the constituents in the area; be active and provide assistance in the recruitment process; work with the Treasurer to budget and write grant applications to financially support the organization's activities.

Section 11. Communications Director

The Communications Director serves as the primary contact to the chapter website administrator for content related updates, inquiries & changes, is responsible for keeping all website information up to date, by either communicating with the organization's website administrator, or making the necessary modifications personally; specifically post meeting dates, agendas and minutes for members; work with the Secretary and assist chapter with blast emails and electronic correspondence when applicable; provide the WLF Boys Officials Director with reports and communications to be presented at chapter meetings; work with USL to provide national content on chapter site; work with the Training Director to become a conduit for communicating information for the Officials Organizations to the constituents in the area.

Article IV

Section 1. Recruitment and Training Committee

The Vice President shall be the Chair of the Recruitment and Training Committee, and shall appoint additional committee members from the Membership. At least one member of this committee shall be a



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USLacrosse recognized trainer. The purpose of the committee shall be: (1) to maintain and increase membership at a level that allows proper staffing a proper number of officials for games throughout the course of the season; (2) to obtain proper training materials and rule-books to disseminate to the Membership; (3) to determine the WILOA training agenda and to schedule the classes, clinics and/or workshops needed to ensure a high-quality skill set throughout the Membership; and (4) to prepare and disseminate to the Membership materials that will promote leadership among the members and prepare members to serve as Officers of the Association.

Section 2. Rules Committee

The President shall appoint the Chair of the Rules Committee from the Membership; the Chair shall serve as the official WILOA Rule Interpreter. The Chair shall appoint two additional committee members from the Membership. The purpose of this committee shall be: (1) to provide the Membership with notice of training on rule changes, clarifications, and corrections, and (2) to share with the Membership general and casespecific interpretations of rules in order to enhance the consistency of WILOA officiating at every level of play. At least one member of the committee shall attend every Regular Meeting of the general Membership.

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Section 3. Liaison Committee

The President shall appoint the Chair of the Liaison Committee from the Membership. The President shall be an *ex officio* member of the committee and shall serve as the WILOA liaison officer to the Wisconsin Chapter of US Lacrosse. The conference assignors for each of the Wisconsin regional conferences shall be members of the committee and shall act as WILOA liaison to the conference association for which they assign. The Chair may appoint additional committee members from the Membership. The purpose of the committee shall be to communicate, collaborate, and coordinate with Wisconsin lacrosse organizations and entities at all levels of play.

Section 4. Executive Committee

The Executive Committee shall be comprised of the five WILOA officers. The President shall be the Chair of the committee, but, in the President's absence, the Vice President shall serve as Acting Chair. At least one member of the Executive Committee shall be in attendance at all meetings of the general Membership. The committee shall meet as necessary to conduct the business of the WILOA. All members of the committee may vote on matters within the purview of the committee.

Section 5. Ethics Committee

The President shall appoint a Chair and two additional members of the Ethics Committee from the Membership. The purpose of the Ethics Committee shall be to investigate and provide recommendation on all written complaints which may lead to disciplinary action; and to provide the Membership with training and updates on ethical concerns and issues associated with sports officiating.

Section 6. Committee Terms, Meetings, and Annual Reports

Committees shall serve during the term of the President. Each committee shall: (1) meet as often as necessary; (2) file an annual "End-of-the-Year Report" with the Executive Committee; and (3) respond to the Membership as necessary. The WILOA year begins at the conclusion of the boys' high-school varsity



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state championship game and ends at the conclusion of the next boys' high-school varsity state championship.

Article V

Section 1. General Indemnity

The WILOA shall indemnify the Officers from liabilities incurred in their capacity as Officers of the WILOA to the full extent permitted by Wisconsin law, provided, however, that such indemnity obligation shall not extend to claims that are outside of the coverage of the form of officers' and directors' liability insurance available through U.S. Lacrosse, Inc.

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Section 2. Officer Insurance

The WILOA shall have the power to purchase and maintain insurance to provide indemnity on behalf of any person who is or was an Officer of the WILOA, or who is or was serving at the request of the WILOA as an officer or representative of the WILOA, against liability asserted against such person and incurred by a person in any such capacity, or arising out of such person's status as such. If such insurance is purchased it is not required to be broader in coverage than the standard form of officers and directors liability insurance available through U.S. Lacrosse, Inc. The Officers shall determine the extent, policy limits, deductible and other terms of such coverage

Section 3. Member Insurance

The WILOA may require its members to individually maintain liability insurance or other insurance, which may be obtained independently or through affiliation with U.S. Lacrosse, Inc. or a similar organization, to protect the members in relation to their activities as lacrosse officials and as members of the WILOA. Obtaining and maintaining such insurance may be a condition of membership in the WILOA. The Officers shall determine the extent, policy limits, deductible and other terms of such coverage.

Section 4. Waiver of Liability

The WILOA may require, as a condition to recognition as an Active, Sustaining or Honorary Member of the WILOA, that each individual execute and deliver to the Secretary a waiver of liability that releases the WILOA, its Officers and members from liability for any injuries or damages to person or property arising out of that individual's membership in the WILOA or participation in any games, clinics or other activities sponsored, sanctioned, serviced or scheduled by the WILOA. Any such waiver may further certify the individual member's acceptance of her/his individual obligation to report all compensation from the WILOA, if any, to any appropriate local, state or federal taxing authorities. In addition, as part of any such waiver, each individual member shall acknowledge that she/he is not an employee of the WILOA.

Article VI

Section 1. Bylaws Ratification; Amendment

These Bylaws shall be ratified by a two-thirds vote of the members present at the first Special Meeting of the Association, duly called and held, notice of such vote having been sent in writing to the Membership at least ten days prior to such meeting. Once ratified, these Bylaws may be amended or repealed, by a two-thirds vote of the members present at any Regular Meeting, or at any Special Meeting, provided a detailed description of the proposed action is contained in the official notice of such meeting. Amendments may be proposed by the Executive Committee on its own initiative, or upon petition of any ten members addressed and delivered to the Executive Board. All such petitions shall be presented by the Executive Committee to the Membership, with or without recommendation, within thirty days of the delivery of the petition to the Executive Committee. Once adopted, any change to these Bylaws is immediately effective, unless some later date is specifically designated in the proposal.

Section 2. Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order, Newly Revised*, shall govern the WILOA in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the WILOA may adopt.



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