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**BY-LAWS OF THE FIRST COAST LACROSSE OFFICIALS ASSOCIATION**

**ARTICLE I. PRESIDENT**

*Section 1.* The President shall act as the Chief Executive of the First Coast Lacrosse Officials Association (FCLOA). The President shall preside at all meetings of the FCLOA general membership and the Board of Directors. The President shall carry out all the other usual duties of this office and has the authority to suspend members temporarily when events warrant such action pending review and action by the Board of Directors.

**ARTICLE II. VICE PRESIDENT's**

*Section 1.* The Vice President East, in the absence or incapacity of the President, is vested with the powers and duties of the President. This individual shall perform all other duties as may from time to time, be assigned by the President or the Board of Directors. He will manage all membership training with the training committee and spearhead the recruitment of new officials.

**ARTICLE III. SECRETARY**

*Section 1.* The Secretary shall keep a chronological record of the entire general membership and Board of Directors meetings. This individual shall, from time to time as directed by the President, submit the record of the previous meetings to the general membership for approval as the official minutes of this association.  This individual shall prepare and distribute all notices as required by the President or the Board of Directors. He will manage the content of the FCLOA website and calendar of key events. He will keep a record of attendance for all meetings. He will keep a record of all minutes from Board and membership meetings.

**ARTICLE IV. TREASURER**

*Section 1.* The Treasurer shall collect and have charge of all fees and dues. This individual shall place all monies of the FCLOA into one fund from which all expenses and disbursements shall be made as authorized by the Board. He/she shall maintain an account of all FCLOA funds in a bank approved by the Board. He will keep a record of all deposits and money paid. He will coordinate the distributions of 1099's. He will invoice schools and track payments.

**ARTICLE V. AT LARGE DIRECTOR(S)**

*Section 1.* The at Large Director(s) shall receive and investigate all applications for membership.  Accepted members will be furnished all related FHSAA and US Lacrosse publications as well as a copy of the Constitution and By-laws.

*Section 2.* The at Large Director(s) shall perform all duties as assigned from time to time by the President or the Board of Directors.

**ARTICLE VI. BOARD OF DIRECTORS**

*Section 1.* The Board of Directors (Board) will consist of the elected officers of this association and will serve as the governing body of the FCLOA.

*Section 2.* The Board will audit and, thereafter, accept or reject the Treasurer's bi-annual financial report.

*Section 3.* The Board will appoint an Evaluation Committee, Assignment Committee, Recommendation Committee, Grievance Committee, and Training Committee, and any others as may from time to time be deemed necessary. The term of appointments to committees will be the same as the term of the Board, two years, except that the terms of the Assignment Committee and Recommendations Committee, each of which shall be for one year*.* This provision shall not be interpreted as limiting the number of years, or consecutive years that any member may serve on these, or any other committee. The Board retains the right to dismiss any committee or any committee appointee when deemed necessary.

*Section 4.* The Board will receive and review any grievance from the Grievance Committee.

*Section 5.* The Board, with recommendations from the Evaluation Committee, has the responsibility for establishing and exercising the guidelines for evaluation and annual approval of existing varsity referees. The potential new varsity referees must be reviewed and approved by the Board before promotion to the varsity level.

*Section 6.* The Board shall have the power to suspend or expel from the organization any member found in violation of the Constitution, By-Laws, Rules of Conduct, or Code of Ethics as established and published by US Lacrosse and/or the National Federation of State High School Associations. US Lacrosse shall be notified, in writing, of all such disciplinary actions or recommendations.

*Section 7.* A member disciplined by the FCLOA Board has the right to appeal any imposed sanction to the general membership. Written notification of intent to appeal must be submitted to the Secretary within 14 days of the Board's final action. The appeal will be presented at a regular or special general meeting called for this purpose. The President will present all facts and hearing findings to the general membership. A two-thirds vote of the general membership shall be necessary to reverse a Board's action regarding a disciplined member. The Board will not seek further review if its' action is reversed by the general membership vote.

*Section 8.* A disciplined member who does not obtain a reversal of a Board-imposed sanction from the general membership shall have the right to seek a review for final adjudication, in accordance with procedures established by that organization.

*Section 9.* The Board of Directors shall meet in accordance with the calendar of key events or as directed by the President. An agenda shall be established prior to each meeting. Minutes of each meeting shall be posted on the association website.

**ARTICLE VII. COMMISSIONER/ASSIGNOR(S)**

*Section 1.* The Assignor(s) must abide by the Constitution and By-Laws of the FCLOA when assigning officials. Those members deemed not to be in good standing with FHSAA, US Lacrosse, and/or FCLOA are specifically prohibited from receiving game assignments. The assignments shall not be altered or exchanged without prior consent of the Assignor.

*Section 2.* The Assignor(s) / Supervisor will make assignments consistent with the member's' classification.  He / She shall have the authority to assign members from lower classification only in circumstances when appropriate level officials are not available.

**ARTICLE VIII. CLASSIFICATIONS**

*Section 1.* All members of the FCLOA will be classified by the classification system consistent with that of the FHSAA and or US Lacrosse.

**ARTICLE IX. GAME FEES**

*Section 1.* Varsity, junior varsity, and middle school game fees will be set by the FHSAA in the Officials Guidebook with concurrence by the FCLOA Board. The travel fees will be set by negotiations by the Board with the appropriate governing body.

*Section 2.* The Board shall negotiate with the appropriate governing body to obtain payment

of the highest game fees possible.

**ARTICLE X. MEMBERSHIP AND DUES**

*Section 1.* Members in good standing with FHSAA and or US Lacrosse will be granted membership in the FCLOA.

*Section 2.* Admission into the FCLOA membership shall be applied for on the Board mandated application form. The membership year shall coincide with that for FHSAA. It will begin annually on July 1 and end on June 30 of the following year.

*Section 3.* Each member shall pay annual dues to the FCLOA in an amount set by the Board of Directors at a Board meeting held to discuss upcoming business.

*Section 4.* Those members who have not paid their dues within 30 days of the first regularly scheduled general meeting will be deemed "not to be in good standing" and will remain in that status until all dues are paid in full. Additional dues may be added by the FCLOA, subject to Board approval.

**ARTICLE XI. GENERAL**

*Section 1.* FCLOA members are permitted to join and participate in the officiating other interscholastic lacrosse games with other recognized associations.

*Section 2.* In compliance with FHSAA and that of US Lacrosse, the FCLOA Board will develop specific rules of conduct to be followed by each member, as stated on the FCLOA application form, i.e., reporting time, dress, missed assignments, etc. Rules and corresponding penalties will be approved by the membership.

*Section 3.* All information requests from any member, Committee or officer must be addressed promptly. Extension of response must be in writing for consideration by the Board. Failure to comply with provisions of this section either through negligence or for any other reason shall be regarded as obstructing the best interest of this association. Such action may be grounds for the Board to find the member "not to be in good standing".

**ARTICLE XII. MEETINGS**

*Section 1.* A quorum for a meeting will constitute one-third (1/3) of the general membership in the FCLOA.

*Section 2.* Since FCLOA membership encompasses a large geographical area, making it impossible to assemble all in one location, all meetings will be conferenced electronically.

*Section 2.* Members are required to attend all meetings, either in person or electronically. They should inform the Secretary in writing if unable to participate and the reason why. Members who fail to attend meetings will be subject to a loss of game assignments.

*Section 3.* The President shall establish the Order of Business at all meetings.

*Section 4.* Robert's Rules of Order shall control all parliamentary questions in the conduct of all meetings, except wherein conflict with specific articles of these By-Laws.

**ARTICLE XIII. AMENDMENTS**

*Section 1.* The By-Laws will be automatically amended to comply with any newly enacted requirements of FHSAA and US Lacrosse or to make administrative changes.

*Section 2.* Any member in good standing may sponsor an amendment to the By-Laws. A preliminary draft of a proposed amendment may be submitted to the Board of Directors at any meeting for inclusion on the agenda (presentation to the general membership followed by discussion) at the general meeting. The final draft of a proposed amendment must be submitted to the Board of Directors. Amendments to change the By-Laws will be voted on by electronic vote.

**ARTICLE XIV. PLAYOFF RECOMMENDATIONS**

*Section 1.* As provided for in Article VI, Section 3 of these By-Laws, the Recommendations Committee will be appointed by the Board of Directors. The composition of the Committee will be determined and communicated to the general membership no later than the scheduled general meeting preceding the first week of interscholastic contests. The Board of Directors shall adhere to all FHSAA guidelines in regards to playoff assignment recommendations.

*Section 2.* In addition to FHSAA guidelines FCLOA minimum requirements to be playoff eligible are:

District playoffs – Two years Varsity games experience and a minimum of seven varsity games worked in the current season.

Regional and Finals playoffs – Five years Varsity games experience and a minimum of ten varsity games worked in the current season.