CHAPTER 1: INTRODUCTION

Section 1.1 These are the bylaws of the Central New York Board of Women’s Lacrosse Officials - Binghamton local umpiring board (hereafter referred to as “Board”) of the Women’s Division Officials Council of U.S. Lacrosse, Inc. and the Central New York Board of Women’s Lacrosse Officials Inc. (hereafter referred to as the (“Corporation”), which serve to govern the operations of this board only.

Section 1.2 These Bylaws are to be interpreted consistent with the Bylaws of the Corporation, U.S. Lacrosse, Inc., the Women’s Division and the Women’s Division Officials Council of U.S. Lacrosse. All definitions of U.S. Lacrosse, Inc. are incorporated herein, and in conjunction with the Women’s Division Umpires’ Manual that serves as the policy book of the Officials’ Council.

CHAPTER 2: MEMBERSHIP

Section 2.1 Any rated or probationary women’s lacrosse umpire who resides within the Binghamton area of central New York; who is a member in good standing of U.S. Lacrosse, Inc. and CNYBWLO-BINGHAMTON is considered a member of the Board. The individual’s USLacrosse membership dues will be submitted through the Board for new umpires. Renewing members pay directly to USLacrosse. New York State Public High School Athletic Association (hereafter referred to as “NYSPHSAA”) dues for those members wishing to service the high school level of play will be submitted via the Board to the New York State Certified Officials of Girls Lacrosse board (hereafter referred to as “NYSCOGL”).

Section 2.2 Rated or probationary umpires are defined by the Women’s Division Officials’ Council of U.S. Lacrosse, Inc. as found in the Umpires’ Manual.

CHAPTER 3: LOCAL BOARD CHAIR

Section 3.1 The Board will be represented by the Local Board Chair (hereafter referred to as “Board Chair” or “Chair”) to the U.S. Lacrosse Women’s Division Officials Council.
Section 3.2 The Board Chair shall serve a two (2) year term commencing August 1st of even years. The Board Chair position will be voted on at the Post-Season meeting. The outcome of these votes will be decided by a majority of votes of the members present at those meetings. The Board Chair may serve succeeding terms, and dual offices, and shall serve until a replacement has been elected. In the event of a mid-term vacancy in the Board Chair position, the immediate Past Chair will act as interim Board Chair. The vote must be completed by the current year’s post season meeting.

Section 3.3 The Board Chair [or her proxy] shall represent the board at the required U. S. Lacrosse National Rules Interpretation Clinic/Convention and be responsible for disseminating this information to the Board at the Pre-Season Meeting. The Board will annually determine a percentage of the Chair’s [or her proxy’s] Convention expenses to be refunded from the Treasury.

Section 3.4 The Board Chair shall serve as the arbiter for the appeal process.

Section 3.5 By May 31st of each year the Board Chair assesses the membership for expenses incurred.

Section 3.6 The Board Chair shall act as (or appoint another person to act as) the Board’s liaison as requested by other organizations.

Section 3.7 If the Board Chair cannot attend a particular event or fulfill a particular duty on a limited basis—for example, if the Board Chair cannot attend the National Rules Interpretation meeting— the Board Chair may appoint a proxy to perform the duty in their stead, providing the proxy a.) is a member in good standing of U.S. Lacrosse and of the Board, b.) term expires at the conclusion of the particular event or noted time period; or revoked in writing by the Chair; or attendance by the Chair at the stated event.

Section 3.8 The Board Chair may be removed from office, for any reason, by a two-thirds majority of the members. Notice of the meeting/s with their purpose must be sent by mail or other reasonable means to all members, at least fifteen (15) days prior to the meeting/s, and the Board Chair must be given an opportunity to speak at the meeting/s.

CHAPTER 4: EXECUTIVE COMMITTEE

Section 4.1 The Board will be governed by the Executive Committee, which will consist of at least three individuals, including a Chair, Treasurer, Interpreter, Training Coordinator, Assignor and immediate Past Chair.

Section 4.2 The elected Executive Committee members shall each serve a two year (2) term. They shall be elected at the Post-Season Meeting by a majority of the members present at that meeting, provided a quorum exists. Each term of office shall commence August 1st of the year of election. The Executive Committee members may serve succeeding terms, dual offices, and shall serve until a replacement has
been elected. In the event of a mid-term vacancy of the Chair, the immediate Past Chair shall assume the position for the balance of the term. In the event of a mid-term vacancy of the Assignor, Training Coordinator or the Interpreter positions the Executive Committee shall appoint a replacement. The Chair, Treasurer, and Training Coordinator will be elected in even years and the Assignor, Interpreter, and College Rep will be elected in odd years. An Assistant Assignor will be appointed by the elected Assignor. Only the current Board Executive Committee members can qualify for this position.

**Section 4.3** The Chair shall: preside at the meetings of the Board; maintain records of ratings and renewal dates as well as successful completion of the annual rules test for all umpires within the Board, ensure that all members are U.S. Lacrosse members with rosters and appropriate forms submitted to U.S. Lacrosse, and other appropriate entities; and otherwise preside over the business of the Board. The Board Chair shall also oversee the collection of and dispersing of all National Rules Interpretation Clinic information.

**Section 4.4** The Treasurer shall show a proper accounting of all monies collected and dispersed each calendar year and provide account balances and documentation to the Board at the post season meeting. They will collect and transmit dues to the appropriate entities for the Board (U. S. Lacrosse, WDOC Region and/or State, and NYSPHSAA, etc.); pay all debts and expenses of the Board. A second member of the Executive Committee shall be appointed as a backup Treasurer, be provided with the necessary account access to assist with Treasury duties.

**Section 4.5** The Interpreter shall collect and disperse all National Rules Interpretation information received from the Board Chair, conduct the required annual rules interpretation meeting of the board and facilitate interpretations within the Board.

**Section 4.6** The Training Coordinator shall organize the pre-season training and field-rating sessions and supply the updated roster information to the Chair. He/she shall also develop a ballot prior to the Post-Season Meeting for election of the Executive Committee. Before the Post-Season Meeting in appropriate years, at which the Executive Committee will be elected, the Training Coordinator will be responsible for developing at least one nomination for each position whose term is expiring on the Executive Committee. Nominations for Executive Committee may also be accepted at the Post-Season Meeting.

**Section 4.7** The Assignor shall establish written assigning policies and guidelines for the Board and bring them to the members for review and approval. These guidelines will be voted on by a majority of the members present at the Preseason Meeting provided a quorum exists. The assignor will prepare informational handouts which will list scholastic game fees, mileage, cancellation and lightening policies, misconduct card procedures, rule waivers, and other issues specific to the high school section and high school State policies. In the years calling for election of the Assignor. An Assistant Assignor will be appointed by the elected Assignor. Only the current Board Executive Committee members can qualify for this position.

For this position. Regarding duties: In emergency situations, this person will be allowed full assignor access and rights to the Arbiter Website. An emergency situation is defined by the primary Assignor’s
unavailability or incapacitation. The duration of this access is limited by the duration of the primary Assignor’s unavailability. The intent of this office and duty is to address immediate game assignment needs. Any intervention by the Assistant Assignor on behalf of the Assignor requires a mandatory email communication be sent to all Executive Board members. This e-mail will include a brief explanation detailing the necessity for action and the action taken.

**Section 4.8** If any Executive Committee member cannot attend a particular event or fulfill a particular duty on a limited basis, they may appoint a proxy to perform the duty in their stead, providing the, a) proxy is a member in good standing of U.S. Lacrosse and of the Board, b) Executive Committee member has notified the Executive Committee membership of their intent to appoint the proxy, and c) proxy term expires at the conclusion of the particular event or time period. Or the proxy is revoked by the attendance of the member whom authorized it.

**Section 4.9** Any Executive Committee member may be removed from office, for any reason, by a two-thirds majority of the members present at a meeting warned for that particular purpose, provided that a quorum exists. Notice of the meeting and its purpose must have been sent by mail or other reasonable means to all members, including the Executive Committee member, at least fifteen (15) days prior to the meeting, and the Executive Committee member must be given an opportunity to speak at the meeting.

**CHAPTER 5: MEETINGS**

**Section 5.1** The Board Chair shall hold meetings as needed to disseminate all National Clinic/Convention information. The Board Chair shall also call meetings for the purpose of resolving Board grievance issues.

**Section 5.2** The Chair shall call two (2) mandatory meetings of the membership: 1. Pre-Season Meeting... for purpose of the required rules interpretation, collection of appropriate membership dues, and review of or vote on the assigning policies/guidelines, as well as all other business. 2. Post-Season meeting... for purpose of voting for positions on the Executive Committee, as well as all other business.

**NOTE:** The Training Coordinator will email the entire Board a minimum of 2 weeks in advance of the post season meet to solicit nomination considerations for expiring offices.

**NOTE:** A voluntary Mid-Season Meeting can be scheduled as the members determine... for purpose of rules updates/discussions.

**Section 5.3** A quorum for the transaction of business at any meeting of the Board shall exist if a majority of the members or committee is present. A majority of a quorum is needed to pass a transaction.

**Section 5.4** The Board Chair may call any additional meetings deemed necessary to conduct the business of their respective memberships.
Chapter 6: OTHER AFFILIATIONS

Section 6.1 All members who are servicing NYSPHSAA games will be members in good standing with NYSCOGL. The Board will ensure its’ scholastic umpires follow the NYSPHSAA Officials Five Point Program as outlined in the “NYSPHSAA Handbook”.

Section 6.2 In negotiation years the board will select a representative to attend all NYSPHSAA Section IV meetings and be the liaison between that organization and the Board. This responsibility includes insuring proper umpire representation for contract negotiations with NYSPHSAA Section IV.

Section 6.3 Each year the board will provide NYSCOGL with a list of all officials who will be officiating NYSPHSAA games. The Chair will be responsible to pay the dues to NYSCOGL (as per NYSCOGL Policies) each year for each official in the Board who will be umpiring NYSPHSAA play. The Chair will also be responsible to represent the Board at NYSCOGL meetings.

Section 6.4 Each year the board will elect a representative to the CNYBWLO Inc. (hereafter called the “Corporation”) Board of Directors. This is to ensure representation on the Board of Directors of the Corporation. This representative must hold a District or above rating.

Section 6.5 The Board Representative to the Corporation shall present the Board bylaws and Policies to the Corporation Board of Directors for annual review; and shall oversee Board establishment of Policies and Procedures as per Chapter 4 of the Corporation By-Laws.

Section 6.6 In the event the Corporation Representative cannot attend a particular event or fulfill a particular duty on a limited basis, the Representative may appoint a proxy to perform the duty in their stead, providing the, a) proxy is a member in good standing of U.S. Lacrosse and of the Board, b) Representative has notified the Board Executive Committee of their intent to appoint the proxy, and c) proxy term expires at the conclusion of the particular event or time period, or the proxy is revoked by the attendance of the Representative.

CHAPTER 7: CONFLICT OF INTEREST AND ETHICAL PRACTICES

Section 7.1 No member of the Board may vote on any matter in which they have a financial interest, in which any member of their immediate family has a financial interest, or on any other matter in which they have a conflict of interest. If a member of the Board becomes aware of any matter that could be considered a conflict of interest, they shall immediately disclose that conflict to the appropriate chairperson.

Section 7.2 All members of the Board must follow the U. S. Lacrosse Umpiring Code of Ethical Conduct. All umpires must follow the U. S. Lacrosse Women’s Division Umpires’ Manuals for guidance concerning ratings, payment of dues, conduct, and other matters. All members must apply the U. S. Lacrosse Rules of Women’s Lacrosse consistent with official interpretations of those rules.
Section 7.3 All members of the Board are required to: attend an annual interpretation meeting, annually pass the written examination at their rating level, schedule a field test as per rating requirements, provide service as defined by the Board and otherwise conduct themselves in accordance with the rules of the U. S. Lacrosse Women’s Division Officials’ Council and any other rules and policies adopted by this Board.

CHAPTER 8: AMENDMENTS TO BY-LAWS

Section 8.1 These bylaws may be amended or repealed by two-thirds (2/3) affirmative vote of the members of the Board.

Section 8.2 Any member in good standing may propose changes to the bylaws by submitting in writing the proposed changes with rationale to the Board Chair.

Section 8.3 Prior notice of any proposed amendment or repeal of any bylaw should be contained in a notice of such action for which it will be voted on. This notice should be issued to the members of the Board at least fifteen (15) days, but not less than 7 days before the scheduled vote deadline, or meeting date scheduled for the vote.

CHAPTER 9: TRANSACTION BY OTHER MEANS

Section 9.1 Whenever any action by the Board, or Executive Committee, is required, that action may be conducted by telephone, or other electronic means, in a manner in which all participants may communicate with each other simultaneously.

Section 9.2 Any action by mail shall be deposited in U.S. mail postage prepaid at least ten (10) days before the ballot is to be returned. Electronic balloting is acceptable provided reply e-mails all originate from a member who has indicated consent to the use of e-mail as their official ballot.

Board Annual Schedule: By the 1st Monday in March: Board Pre-Season Meetings - Rules interpretation clinic information - Membership forms and dues business - Review/vote on assigning policies/guidelines - Other Division business.