Central New York Board of Women’s Lacrosse Officials - Syracuse
By-Laws

Updated June 12, 2014

CHAPTER 1: INTRODUCTION

Section 1.1 These are the By-Laws of the Central New York Board of Women’s Lacrosse Officials – Syracuse local umpiring board (hereafter referred to as “Board”) of the Women’s Division Officials Council of U.S. Lacrosse (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 U.S. Lacrosse rated or probationary women’s lacrosse official who is a member in good standing of U.S. Lacrosse, Inc. and CNYBWLO-SYRACUSE is considered a member of the Board. The individual’s US Lacrosse membership dues will be submitted through the Board for new umpires. Renewing members pay directly to US Lacrosse. New York State Public High School Athletic Association (hereafter referred to as “NYSPHSAA”) dues for those members wishing to service 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 officials 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 a Local Board Chair (hereafter referred as “Board Chair” or “Chair/Treasurer”) to the U.S. Lacrosse Women’s Division Officials Council.

Section 3.2 The Board Chair will 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 Training 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 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.

**Section 3.4** The Board Chair shall represent the Board at the required NYSCOGL meetings that are held at least in January and June (during the state tournament).

**Section 3.5** The Board Chair shall serve as the arbiter for the appeal process.

**Section 3.6** By June 30th of each year the Board Chair assesses the membership for expenses incurred.

**Section 3.7** The Board Chair shall act as (or appoint another person to act as) the Board’s liaison as requested by other organizations.

**Section 3.8** 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 3.9** 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.

**Section 3.10** The Board Chair will ensure that the Arbiter account is fully paid for as per the needs of the Assignor(s) to perform their duties. The Arbiter account will be owned by the Board. The Board Chair will have full access to it.

CHAPTER 4 Executive Committee
Section 4.1 The Board will be governed by the Executive Committee, which shall consist of at least 3 individuals, including a Chair, Treasurer, Training Coordinator(s), Interpreter, and Assignor(s). A Member-At-Large position may be added as needed. Dual offices may be held with the following exception: the Assignor may not concurrently serve as Chair, Treasurer, or Secretary.

Section 4.2 The 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, or in the case of a mid-term vacancy the Chair shall appoint a replacement. In the event of vacancy of the Chair/Treasurer, the Training Coordinator shall assume the position for the balance of the term.

Section 4.3 The Chair/Treasurer shall: preside at the meetings of the Board; maintain records of and renewal dates 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; collect and transmit dues to the appropriate entities for the Board (U.S. Lacrosse, WDOC Region and/or Super Region, and NYSPHSAA, etc); pay all debts and expenses of the Board at the Post-Season Meeting and show a proper accounting of all monies collected; otherwise preside over the business of the Board. The Board Chair shall also ensure the collection of and dispersing of all National Rules Interpretation Clinic Information.

Section 4.4 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 4.5 The Training Coordinator shall organize the pre-season training and field-rating sessions, administer the required written exam to the membership, supply the updated roster information to the Chair/Treasurer, develop a ballot prior to the Post-Season Meeting for election of the Executive Committee, and fulfill the duties of the Board Chair in the event of a mid-term vacancy. 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 who’s term is expiring on the Executive Committee. Nominations for Executive Committee may also be accepted at the Post-Season Meeting.

Section 4.6 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 Pre-Season Meeting provided a quorum exists. The Assignor shall serve a term of two (2) years commencing on August 1st of even years.
Section 4.7 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 a 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 person who authorized it.

Section 4.8 The Executive Committee members must meet at least (2) two times per season. The first shall be prior to the first meeting in March and the second must be just prior to the final meeting in June. The meeting agendas are to include a treasurer’s report detailing dues collected and bills paid, including US Lacrosse insurance and NYSPHSAA dues, discuss the dues for next year, and any other pertinent matters.

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.

Section 4.10 Other elected positions – NOT on Executive Committee
Ratings Coordinator- will keep records of all ratings earned and all paperwork associated with any rating. The Ratings Coordinator will assist the Board Chair in managing the USL database. The Ratings Coordinator shall serve a two (2) year term commencing on August 1st of even years.

Service Coordinator – will keep records of all Local Service earned by the members. The Service Coordinator will report to the Chair prior to March 1 of each season on the status of each member's Local Service. The Service Coordinator shall serve a two (2) year term commencing on August 1st of even years.

Assistant Assignor – will assign modified games and serve as an assistant to the Assignor in case he/she cannot fulfill assigning responsibilities on a short term basis. The Assistant Assignor will have access to the Arbiter account. The Assistant Assignor shall serve a two (2) year term commencing August 1st of even years.

Section 3 Representative – will serve as the representative to Section 3 of the NYSPHSAA. The Section 3 Representative shall serve a two (2) year term commencing on August 1st of even years.

Secretary – will keep minutes of Board meetings and report them to the Chair within two weeks after each meeting. The Secretary will fulfill various clerical/record
keeping duties at the request of the Chair. The Secretary will serve in the role of internal auditor for the Board’s finances. He/she will audit the checkbook yearly before the end of the season ending Board meeting. The Secretary shall serve a two (2) year term commencing on August 1st of even years.

Representative to the College Board – will serve as the representative from CNYBWLO-Syracuse to the College Board. The Representative will attend the College Board meetings and report to our Local Board all pertinent information. The College Representative shall serve a two (2) year term commencing on August 1st of even years.

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//Treasurer shall call three (3) meetings of the membership: 1. Pre-Season Meeting…for purpose of the required rules interpretation, collection of appropriate membership dues, and of review of or vote on the assigning policies/guidelines, as well as other business. 2. Mid-Season Meeting…for purpose of rules updates and nominations considerations for expiring offices, as well as other business. 3. Post-Season Meeting…for purpose of voting for positions on the Executive Committee, as well as other business.

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 Each year the Board will select a representative to attend all NYSPHSAA Section III meetings and be the liaison between that organization and the Board. This responsibility includes ensuring proper umpire representation for contract negotiations with NYSPHSAA Section III. The Representative is also responsible to annually work with the Assignor to prepare the handout information, 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.

Section 6.3 Each year the Board will provide NYSCOGL with a list of all officials who will be officiating NYSPHSAA games. The Chair/Treasurer 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 bylaws.

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 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 members follow the U.S. Lacrosse Women's Division
Umpires’ Manual 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 the Board.

CHAPTER 8: AMENDMENTS TO BYLAWS

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 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 use of their e-mail as their official ballot.
**Board Annual Schedule:**

By December 31st dues to be paid to the Board  
After December 31st dues paid to the Board include an additional $5 late fee per month late.  
By the 3rd 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  
1st Monday in May: Board Mid-Season Meetings  
- Rules updates  
- Nomination considerations for Board Executive Committee vote to be held at the Post-Season Meeting  
- Other business  
By the 3rd week in June: Board Post-Season Meetings  
- Vote on Executive Committee positions and Board Chair position in appropriate years.  
- Other Business  
By August 1st: Local Board Chair vote completed  
- Vote collected and results disseminated  
By August 1st in year of elections  
- Board Executive Committee positions commence their term of office.