

CONSTITUTION and BY LAWS
Of
SAN DIEGO COUNTY LACROSSE OFFICIALS ASSOCIATION

ARTICLE I: NAME

This organization shall be known as the San Diego County Lacrosse Officials Association (S.D.C.L.O.A.), a Not-For-Profit Corporation of the State of California, and shall be referred to in this Constitution and By Laws hereafter as *the Association*.

ARTICLE II: PURPOSE

The purpose of the Association shall be to provide quality lacrosse officiating services; to maintain and strive to improve the services through an education and training program; to promote fair play and sportsmanship among people involved in lacrosse contests; and, to encourage good fellowship among members of the Association and others interested in lacrosse.

ARTICLE III: MEMBERSHIP

A. Eligibility

Membership shall be available to any person interested in lacrosse officiating provided he/she fulfills the requirements of membership and has complied with the ethical standards of the Association.

B. Membership Classification

Members shall be classified as follows:

1. Probationary: Application for membership shall be made in accordance with procedures and requirements as outlined by the Board. On approval by said Board, the applicant becomes a probationary member, with neither office-holding nor voting privileges.
2. Certified: Certified membership may be voted a Probationary member by a three-fourths (¾) majority vote of the Board provided: (1) He/She has served at least two years as a Probationary member, (2) He/She has met all the requirements stipulated by said Board, and (3) He/She has the joint recommendation of the Instructional and Rating Chairpersons.

3. Transfer: Transfer membership status will be acknowledged by the Board on receipt of a letter of recommendation from another recognized and accredited Lacrosse Officials Association.

A transfer member must apply for membership as do new Probationary applicants, and he/she shall be considered a Probationary member for one year. He/she will then be eligible for Certified membership provided he/she has met all association requirements and has received the joint recommendation of the Instructional and Rating Chairpersons.

4. Associate: Associate members are non-officiating members. Requests for Associate membership must be made to the Board in writing. An Associate member shall pay dues, but he/she may neither hold office nor vote. Associate members may be restored to officiating

status on written request to the Board. Said Board shall determine the status, Probationary or Certified, when an Associate member resumes officiating.

5. Affiliate: Affiliate membership may be granted to a certified member who is an active official at the collegiate or professional level but not able to accept assignments from the Association. An affiliate member shall pay dues in an amount determined by the Board but may neither hold office nor vote.
6. Honorary: Honorary members are those people who have been so identified by the Board because of their service to the Association. Included are those people who wish membership in the Association, but do not elect to participate in the activities of the organization. An honorary member shall be exempt from payment of dues, and he/she shall not be eligible to hold office or vote.

C. Membership Resignation

Any member may resign by filing a written resignation with the Secretary, which resignation shall be presented to the Board by the Secretary at the first meeting after receipt; but such resignation shall not relieve the member so resigning of the obligation to pay any dues, assessments or other charges previously accrued and unpaid prior to the receipt of such resignation.

D. Membership Reinstatements

Upon written request signed by a former member and filed with the Secretary, the Board may, by the affirmative vote of a majority of the Directors, reinstate such former member to membership upon such terms as the Board may deem appropriate.

ARTICLE IV: GOVERNING BODY

A. Structure

A Board of Directors of five (5) members shall be the governing body of the Association and shall be referred to in this Constitution and By Laws as the Board. A portion of the Board shall be elected each year on a rotational basis – three Directors, two Directors. This sequence shall repeat.

For the first year of operation only, the Board shall consist of four (4) Directors only. These members shall hold the offices of President, Vice President, Secretary and Treasurer, and the term of this initial Board shall be not more than one (1) year. The first election of the Association shall encompass all five (5) Directors/Officers. The terms of the first elected President, Secretary and Director-at-Large shall be one (1) year. The initial Board shall be:

Anthony Pagano – President

Art Volpe – Vice President

Lee Bjornson – Secretary

“Junior” Garcia - Treasurer

B. Board Powers and Duties

The Board shall:

1. Control and be responsible for all property and funds of the Association.
2. Fix membership dues, initiation fees, and assessments.
3. Determine requirements of membership.
4. Determine qualifications and policies for assigning officials.
5. Initiate education and training programs.
6. Have the authority to interpret and execute the various provisions of this Constitution and By Laws and other matters related to the Association not specifically provided for in this Constitution or in the By Laws.

ARTICLE V: ELECTION OF DIRECTORS AND OFFICERS

A. Procedures for Nominating Directors

At a previously publicized general meeting, the Secretary shall make available a list of all Certified members in good standing except the Directors continuing in office beyond the date of the election.

A committee appointed by the President, the Nomination Committee, shall solicit nominations from the floor for each position open for election that year, in office order. Each nominee must be present and shall be asked to accept or refuse nomination. There shall be a minimum of one (1) nominee, with no maximum, for each open position.

B. Election of Directors

At a previously publicized general meeting, the Secretary shall deliver an election ballot to each certified member present; the time, date, and place of the election shall be determined by the Board. Written notice of the Election Meeting shall be mailed to each member at such address as appears on the books of the Association not less than fourteen (14) days prior to such meeting.

This ballot shall list the nominated candidates in office order, and shall direct that any ballot carrying more than one (1) mark for each open position be declared invalid. A committee appointed by the President, the Election Committee, shall tally each ballot and report the results to the Board. Ties shall be recorded and broken by a run-off vote.

All election results shall be recorded, published and retained as part of the Association records; returned ballots shall be retained by the Secretary and shall be available to the Board at the next Board meeting.

Elected Board members shall serve a term of office of two (2) years. A member of the Board may not serve more than three (3) terms in succession.

In the event of vacancies on the Board within 90 days of the resigned Director's election, the nominee receiving the next highest number of votes cast in the Board election shall be appointed to the unexpired term of the resigned Director. If the vacancy occurs more than 90 days after the resigned Director's election the Board shall be empowered to appoint a replacement, whose term shall be until the next election. A new Director shall be elected to serve the unexpired term of the resigned Director.

ARTICLE VI: OFFICERS

A. President

The President shall be the presiding officer of Association meetings and shall be Chair of the Board. The duties and powers of the President shall be the same as are usually attached to such office, and other duties as this Constitution and By Laws, or the Board directs.

B. Vice President

The duties and powers of the Vice-President shall be the same as are usually attached to such office, and other duties as this Constitution and By Laws, or the Board directs. In the absence of the President, the Vice-President shall assume the duties and responsibilities of the President.

C. Executive Secretary

The duties and powers of the Executive Secretary shall be the same as are usually attached to such office, and other duties as this Constitution and By Laws, or the Board, directs. He/She shall be responsible to the Board for the conduct of Association business. With Board approval, he/she may appoint subordinates to assist in his/her duties.

D. Treasurer

The duties and powers of the Treasurer shall be the same as are usually attached to such office, and other duties as this Constitution and By Laws, or the Board, directs. He/She shall be responsible for the safekeeping and accounting of Association funds.

E. Director-at-Large

The Board shall outline the duties and responsibilities of this office, and this officer shall be responsible to the Board for their performance in such duties and responsibilities.

When vacancies occur, positions shall be advertised at a time, place and method as determined by the President. Interested applicants shall be considered by the Board and ensuing appointments shall be for a period of one year subject to vacancy appointment as provided above.

Officers may, with Board approval, appoint subordinates to assist them in their duties. Subordinates will serve as ex-officio non-voting members of the Board.

ARTICLE VII: COMMITTEES

The President, with Board approval, shall appoint and dissolve Committees. Committees shall perform such duties and responsibilities as outlined by the Board and shall be responsible to the Board for their performance in such duties and responsibilities. Committees shall serve during the term of the President.

Such Committees shall include, but are not limited to: Nomination; Election; Instructional; Rating; Audit.

ARTICLE VIII: RATIFICATION AND AMENDING THE CONSTITUTION AND THE BY LAWS

This Constitution and By Laws shall be ratified by a two-thirds ($\frac{2}{3}$) vote of the Certified members in good standing present at the first general meeting of the Association duly called and held, notice of such vote having been sent in writing to the Certified members at least thirty (30) days before such meeting.

This Constitution and By Laws may be amended or repealed by a two-thirds ($\frac{2}{3}$) vote of the Certified members in good standing present at any general meeting of the Association duly called and held, notice of such vote having been sent in writing to the Certified members at least seven (7) days before such meeting. Amendments may be proposed by the Board on its own initiative, or upon petition of any ten (10) Certified members, which shall be addressed and delivered to the Board. All such proposed amendments shall be presented by the Board to the membership with or without recommendation.

ARTICLE IX: LIABILITY

No Member, Director, or Officer shall have authority to bind or obligate the Association unless specifically authorized by a majority of the Board.

ARTICLE X: EXISTENCE AND ASSETS ON DISSOLUTION

A. Existence

This Association shall continue in perpetuity unless terminated by a vote of two-thirds ($\frac{2}{3}$) of its certified members.

B. Assets on Dissolution

Upon dissolution, any assets of the Association shall be liquidated after paying expenses of termination of its affairs; any balance shall be distributed equally among the Certified members so designated at the last official meeting held.

ARTICLE XI: REGULAR ASSOCIATION MEETINGS

The time, date, place and agenda for meetings shall be fixed by the Board. Meetings may be canceled by a majority vote of the Board. Written notice of regular Association meetings shall be mailed to each member at such address as appears on the books of the Association not less than 14 days prior to the first such meeting of each season.

ARTICLE XII: SPECIAL ASSOCIATION 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 one-third ($\frac{1}{3}$) of the Board or one-third ($\frac{1}{3}$) of the Certified members. Said requests are to be filed with the Executive Secretary, stating the purpose of the meeting. Written notice of special Association meetings shall be mailed to each member at such address as appears on the books of the Association not less than 14 days prior to such meeting.

ARTICLE XIII: BOARD MEETINGS

The Board shall meet at such time and place as it may determine; or on call by the President, or on petition of one-third ($\frac{1}{3}$) of the members of the Board.

ARTICLE XIV: COMMITTEE MEETINGS

Committees shall meet at such time and place as they may determine; or on call by the President; or on petition of one-third ($\frac{1}{3}$) of the members of the Board.

ARTICLE XV: RULES OF PROCEDURE

Roberts' Rules of Order, Revised, shall govern all sessions of this Association, the Board, and the Committees wherever applicable, except when such rules conflict with the Constitution and By Laws of the Association.

A quorum for conducting business in a general membership meeting shall be fifty percent (50%) of the Certified membership. A quorum for Board meetings shall be fifty percent (50%) of the Directors. Voting for election of Board members shall be by secret ballot. There shall be no proxy voting nor mail voting.

Resolutions shall be passed by a simple majority unless contrary to the Constitution and By Laws. Meetings shall be open unless the President recommends otherwise for an executive session, having the approval of a majority of the Board.

ARTICLE XVI: FISCAL YEAR

The fiscal year shall be July 1 through June 30.

ARTICLE XVII: REPORTS

A term report shall be made to the membership by the ongoing officers at a time and method designated by the Board. Other reports shall be made when deemed necessary by the Board. Prior to each officiating season all Association Policies shall be available for review by the membership.

ARTICLE XVIII: DUES, INITIATION FEES AND ASSESSMENTS

Dues, initiation fees and assessments shall be determined by the Board and are non-refundable unless attaining majority Board approval.

ARTICLE XIX: OFFICIATING FEES

The Association shall accept fees for officiating services as set by the Board. No official shall work for less than the established fee without Board approval.

ARTICLE XX: ASSIGNMENTS

A. Assignor

The Assignor shall be contracted by the Board for a term of not more than one year. He/She shall assume duties and powers as this Constitution and By Laws, or the Board, directs. He/She shall be responsible to the board for the conduct of the assignment service. He/She shall be contracted and compensated for services as determined by the Board. The Assignor and any Assistants shall not be members of the Board.

B. Members may not accept assignments for any game, clinic, or practice session under the jurisdiction of the Association, or in any manner represent the Association, unless authorized by the Board or the Assignor, except in an employment-related obligation.

Game contract assignments received shall be considered accepted and honored; all cancellations must be made within the first twenty-four hours except in extreme emergencies and then only with the concurrence of the Assignor.

ARTICLE XXI: ASSOCIATION APPOINTMENTS

A. Instructional Chair

The Instructional Chair shall be appointed by the Board for a term of one year. He/She shall assume duties and powers as are usually attached to such office, and other duties as this Constitution and By Laws, or the Board, directs. He/She shall be responsible for the Association's instructional and rating programs. With Board approval he/she may appoint subordinates to assist in his/her duties. He/She shall be compensated for services as determined by the Board.

ARTICLE XXII: CONDUCT OF MEMBERS AND DISCIPLINARY MEASURES

All members of the Association shall abide by the Constitution and By Laws, Policies, Rules and Regulations, Ethical Standards, and Requirements of the Association. Failure to comply with these provisions will subject the member to disciplinary action by the Board.

Disciplinary measures that may be employed by the Board include:

- A. Censoring
- B. Fining
- C. Placement on special status
- D. Change in membership classification
- E. Suspension
- F. Expulsion

Members suspected of violation of any of these provisions may be required by the Board to appear before the Board to state their case relative to circumstances.

Any member suspected of committing an offense, or any witness, has the right to appear before the Board to explain or clarify a case.

The following procedures shall govern all grievances:

1. Any member may submit a grievance, of any type, in writing to the Board. Such submission must state the date, circumstances, and parties involved, and must be signed by the submitting member.
2. The Board shall review, and respond to the submitting member, in writing, within seven (7) days of receipt of the grievance.
3. The submitting member may publish, at the member's option, the grievance and Board response.

ARTICLE XXIII: MISCELLANEOUS PROVISIONS

1. Depositories: The Board and the Treasurer shall appoint a bank, trust company, or other depository in which shall be deposited from time to time the money or securities of the Association. All deposits shall be maintain under a single master account.
2. Checks, Drafts, and Notes: All checks, drafts, or other orders for the payment of money and all notes or other evidence of indebtedness issued in the name of the Association shall be assigned by the Treasurer, or agent(s) as shall from time to time be designated by resolution of the Board. All such checks, drafts, notes and orders shall require the signature of the Treasurer and any other Director, as specified by the issuing authority. Amounts in excess of \$500, excepting regular member game fees, require the unanimous approval of the Board.

3. Books and Records: The Association shall maintain offices and records at such places as the Board may from time to time determine. The books, accounts, and records of the Association shall be open to inspection by any member of the Board at all times, and open to inspection by the Association membership at such times, and subject to such regulations as provided by statute.
4. Audits: The accounts of the Association shall be audited not less than annually by a committee (Audit Committee) consisting of three (3) Certified members who shall be appointed by the President, with the approval of a majority of the Board. The Audit Committee shall provide a report to the Board, and such report shall also be available to the membership at the next Election Meeting.
5. Training: Member training and certification requirements shall be established by the Instructional Chair and approved by the Board. It is the resolve of this Association that all Probationary, Certified, and Transfer members be part of a continuing training and education program, and that all members shall strive to provide the most capable officiating staff possible.
6. Agreement to Provide Services: All Probationary, Certified, and Transfer members shall be required to complete and sign at the beginning of each season, and prior to their first assignment, an Agreement to Provide Services, to be in effect for a term of one (1) year. The Agreement shall include, but is not limited to, the following:
 - A. Members are independent contractors in their officiating capacities and not employees of the Association, or of any Officer of the Association, or of any other person or entity for whom the members work as officials. All members of the Association recognize this status and understand that the Association, and its Officers, are not employers, and therefore the members may not collect Worker's Compensation from the Association or any person or entity for injuries sustained while officiating.
 - B. Because members are independent contractors in their officiating capacities, they are solely responsible for any and all Federal, State, and local taxes and payments owed by the member, and that the Association, and its Officers, will not participate in any said payments or withholding, nor the filing of the corresponding reporting documents.
 - C. Because members are independent contractors in their officiating capacities, and recognize this status, they are solely responsible for any and all medical insurance they may deem necessary.
 - D. Because members are independent contractors in their officiating capacities, and recognize this status, they shall provide, at their own expense, evidence of liability insurance in their name, in an amount of at least one million dollars (\$1,000,000.00). The Secretary shall keep such evidence with the Agreement in the Association records.
 - E. Because members are independent contractors in their officiating capacities, and recognize this status, they shall indemnify and hold harmless the Association and its Officers.
 - F. Because members are independent contractors in their officiating capacities, and recognize this status, acceptance of assignments constitutes a contract between the member and the teams, schools, or leagues to provide officiating services at the scheduled date, time, and location.
7. Conflict of Interest: The Board shall develop policies to deal with a conflict of interest between the Association and teams, schools, or leagues; the Board and teams, schools, or leagues; members and teams, schools, or leagues.

EXECUTIVE SECRETARY

The Executive Secretary shall be appointed by the Board for a term of one year. The duties and powers of the Executive Secretary shall be the same as are usually attached to such office, and other duties as this Constitution and By Laws, or the Board directs. He/She shall be responsible to the Board for the conduct of Association business. With Board approval, he/she may appoint subordinates to assist in his/her duties. He/She shall be compensated for services as determined by the Board.

The Executive Secretary shall have the following duties and responsibilities:

1. Perform duties as directed by the Board of Directors in accordance with Association policies and procedures.
2. Handle Board of Directors and Association business, including notification of meetings, preparation of agendas, taking minutes, and communications to membership.
3. Attend Board and Association meetings.
4. Handle general Board and Association correspondence.
5. Develop and maintain association rosters and records.
6. Handle general Association business, personally or by phone.
7. Be generally available by phone on a day-to-day basis, also be available prior to and during Lacrosse season months.

TREASURER

The Treasurer shall be appointed by the Board for a term of one year. He/She shall assume duties and powers as are usually attached to such office, and other duties as this Constitution and By Laws, or the Board directs. He/She shall be responsible for the safekeeping and accounting of Association funds. He/She shall be compensated for services as determined by the Board.

The Treasurer shall have the following duties and responsibilities:

1. Perform duties as directed by the board of Directors in accordance with Association policies and procedures.
2. Attend Board and Association meetings.
3. Maintain Association finances including accounts receivable and preparing checks for signature. Checks require two signatures; the Treasurer must be one of the two signatures. Other Board members shall be authorized signatures as determined by the Board.
4. Develop annual budget for approval by the Board.
5. Make periodic financial reports to Board regarding financial status of Association funds.
6. Be generally available by phone on day-to-day basis, and also be available prior to and during the Lacrosse season months.

INSTRUCTIONAL CHAIR

The Instructional Chair shall be appointed by the Board for a term of one year. He/She shall assume duties and powers as are usually attached to such office, and other duties as this Constitution and By Laws, or the Board directs. He/She shall be responsible for the Association's instructional and rating programs. With Board approval he/she may appoint subordinates to assist in his/her duties. He/She shall be compensated for services as determined by the Board.

The Instructional Chair shall have the following duties and responsibilities:

1. Perform duties as directed by the board of Directors in accordance with Association policies and procedures.
2. Attend Board and Association meetings.
3. Develop instructional materials and meeting instruction schedules in conjunction with the rules of the Instructional Committee.
4. Order rule books and instructional materials.
5. Provide general supervision to instructional program.
6. Provide ratings and evaluations of officials and shall serve as the Chair of the Rating Committee.
7. Handle various problems from officials and coaches regarding rules and officiating.
8. Be generally available by phone on day-to-day basis and also be available during Lacrosse season months.

ASSIGNOR

The Assignor shall be contracted by the Board for a term of not more than one year. He/She shall assume duties and powers as this Constitution and By Laws, or the Board directs. He/She shall be responsible to the board for the conduct of the assignment service. He/She shall be contracted and compensated for services, as determined by the Board. The Assignor and any Assistants shall not be members of the Board.

The Assignor shall have the following duties and responsibilities:

1. Perform duties as directed by the Board of Directors in accordance with Association policies and procedures.
2. Develop lists of qualified officials for different game levels as determined by the Board.
3. Handle correspondence with schools, teams, schools, and leagues relative to scratch lists, schedules, assignment of officials, notification to schools, and fee matters.
4. Make game assignments and follow up as needed regarding cancellations, re-assignments, etc.
5. Obtain pre-season scrimmage schedules and make assignments.
6. Prepare a schedule for billing of teams, schools and leagues for assignment services rendered.
7. Maintain records of officials assigned and games serviced.
8. Develop financial records reflecting official assignments and fees earned.
9. Attend and participate in Board of Directors and Association meetings.
10. Develop reports as requested by the Board related to assignment matters.
11. Handle assignment business on long-range-planned basis, as well as day-to-day basis.
12. Handle miscellaneous problems consistent with position.
13. Be generally available by phone on day-to-day basis; be available prior to and during Lacrosse season months.

Agreement to Provide Services

On this, the _____ day of _____, _____,

(print name) _____ (ss #) _____

(address) _____ (ph 1) _____

_____ (ph 2) _____

(e-mail) _____ (ph 3) _____

(the undersigned), hereinafter referred to as "Contractor," and San Diego County Lacrosse Officials Association, hereinafter referred to as "S.D.C.L.O.A.," agree to the following:

1. Contractor is a sole proprietor, and is solely responsible for the payment of all taxes, judgments and liabilities the Contractor accrues. Contractor is solely responsible for the collection of fees due.
2. Contractor shall abide by the current CONSTITUTION And BY LAWS Of SAN DIEGO COUNTY LACROSSE OFFICIALS ASSOCIATION.
3. Contractor shall provide officiating services to teams, schools and leagues, as assigned by S.D.C.L.O.A., and for the fees arranged by S.D.C.L.O.A. Contractor shall, at the Contractor's option and within 24 hours of receipt of a published schedule, have the right to reject any or all games assigned, without penalty.
4. S.D.C.L.O.A. shall not guarantee game assignments to any Contractor.
5. Contractor shall pay a "per game" scheduling fee, as determined prior to the start of each season by the S.D.C.L.O.A. Board of Directors.
6. S.D.C.L.O.A. is not required to provide Health nor Liability Insurance for Contractor. Contractor shall provide to S.D.C.L.O.A. evidence of liability insurance in his/her name, in an amount of at least one million dollars (\$1,000,000.00).
7. Contractor shall indemnify and hold harmless the Association and its Officers. Contractor is solely responsible for Contractor's actions in route to and from, and while at, all assignment sites.
8. Contractor shall acquire such equipment and training, at Contractor's expense, as necessary for Contractor to adequately discharge the assignments arranged by S.D.C.L.O.A.

Contractor Signature

Date

Code of Conduct for Interscholastic Officials

We believe that interscholastic athletic competition should demonstrate high standards of ethics and sportsmanship and promote the development of good character and other important life skills. We also believe that the highest potential of sports is achieved when participants are committed to pursuing victory with honor according to six core principles: trustworthiness, respect, responsibility, fairness, caring and good citizenship (the "Six Pillars of Character"). This Code applies to all officials involved in interscholastic sports.

TRUSTWORTHINESS

Trustworthiness – always act so as to encourage and justify trust.

- ❑ *Integrity* – teach and model the importance of integrity by doing the right thing and making the right call even when it may be unpopular. Be willing to acknowledge mistakes and, when possible, correct them.
- ❑ *Honesty* – be honest and demand honesty in all communications.
- ❑ *Reliability* – fulfill commitments; be on time; be prepared; know the rules.

RESPECT

Respect – treat players, coaches and parents with respect and require the same of student-athletes and teacher-coaches.

Disrespectful Conduct – when appropriate and feasible, seek to control improper conduct of parents, spectators, coaches and players to help prevent conduct inconsistent with a positive atmosphere of character development.

Respect Coaches – listen to coaches and others who respectfully and in the appropriate setting wish to discuss matters about the rules, interpretation of the rules and your control over the moral environment of the game.

Sports Experience – ensure that the sports experience is one of fun and enjoyment. Correct and instruct players in constructive ways; be generous with praise when it is deserved; tell players when they do something well.

Prejudice – treat all players as individuals, appreciating their diversity in skills, gender, ethnicity and race. Never permit statements or acts of prejudice.

RESPONSIBILITY

Self-Control – exercise and demand self-control; don't fight, scream or otherwise demonstrate uncontrolled anger or frustration; don't permit players, coaches or spectators to display inappropriate anger.

Grace – encourage players and coaches to win and lose with grace and dignity.

Accountability – accept responsibility for your choices of both action and inaction.

FAIRNESS

Fair Play – model and insist on fair play; make sure all teams compete honorably.

Fair-mindedness – be open to the ideas, suggestions and opinions of others.

Impartiality – make all decisions fairly and treat all participants with impartiality.

CARING

Concern for Others – demonstrate concern for others; discourage selfishness.

Safety – don't permit student-athletes to engage in reckless behavior or potentially unsafe conduct.

CITIZENSHIP

Play by the Rules – strictly and consistently enforce all rules of the game as they are written in the rulebooks.

I have read and understand the requirements of the Code of Conduct and acknowledge that I may be disciplined if I violate any of its provisions.

Signature

Date