

**Washington Lacrosse Umpires Association
By-Laws
(Updated February 2017)**

Chapter 1: Introduction

Section 1.1: These are the By-Laws of the Washington Lacrosse Umpires Association (hereafter WLUA or Board) which serve to govern the operations of this Board only.

Section 1.2: These By-Laws are to be interpreted consistent with the By-Laws of US Lacrosse, the Women's Game Committee, and the Women's Officials Council. All definitions of US Lacrosse are incorporated herein, and in conjunction with the Umpire's Manual, which serves as the policy manual of the Women's Officials Council.

Chapter 2: Membership

Section 2.1: Any rated or probationary women's lacrosse umpire who resides in the Washington, DC metropolitan area and pays dues to the WLUA and to US Lacrosse, is eligible for membership in the WLUA.

Section 2.2: A member of WLUA is considered to be in good standing if they:

- (a) pay dues on time to the WLUA
- (b) pay dues on time to US Lacrosse
- (c) attend all required WLUA meetings
- (d) fulfill the requirements outlined in the US Lacrosse Umpires Manual for their on field rating session
- (e) take the written US Lacrosse umpire test on time each season
- (f) receive a passing score on the US Lacrosse umpire test (passing score at each rating level is defined in the current US Lacrosse Umpires Manual)

Section 2.3: High school students wishing to umpire youth games under the auspices of the WLUA are eligible for a modified membership in the Board. They must fulfill all the requirements listed above to be in good standing except they are exempt from paying local WLUA dues and they must attend their own youth umpire meetings and not the regular WLUA required meetings. They are not eligible to vote for Executive Committee members or to serve on standing committees of the WLUA.

Section 2.4: An umpire who officiates a WLUA assigned game must be a member of the WLUA in good standing. If umpires from another officiating board would like to also be assigned to WLUA games they are required to pay both WLUA and US Lacrosse dues. They must also arrange for their local board chair to send a letter or e-mail to the WLUA Chair stating that they have participated in that board's mandatory rules interpretation meeting(s) and are members in good standing.

Chapter 3: Dues

Section 3.1: The board dues will be determined each year by the members of the Executive Committee. Such dues will be fixed on an equitable basis, pursuant to Section 6.1, and shall be due and payable on such date or dates determined by the Executive Committee.

Chapter 4: Suspension or Removal of Members

Section 4.1: Any member who violates any of the provisions of these By-Laws, or any operating policy of US Lacrosse that applies to a member umpire may, after due notice and an opportunity to be heard before the Executive Committee, be suspended or removed by a vote of two-thirds of the entire Executive Committee.

Section 4.2 Any member who fails a criminal background check, whether mandated by US Lacrosse, any school or league sponsoring lacrosse in the Washington metropolitan area, or other entity may, after due notice and an opportunity to be heard before the Executive Committee, be suspended or removed by a vote of two-thirds of the entire Executive Committee.

Chapter 5: Executive Committee

Section 5.1: In General. The WLUA shall be governed by an Executive Committee (hereafter EC) whose members are selected in accordance with the provisions of these By-Laws.

Section 5.2: Authority. The EC shall have general responsibility to define the policies to be followed in carrying out the objectives and purposes of the WLUA, as set forth in these By-Laws and any WLUA Policy and Procedures Manual or documents.

Section 5.3: Composition. The EC shall consist of a total of seven (7) individuals comprised as follows: Chair, Vice Chair, Past Chair, Secretary, Treasurer, and two (2) At Large members. The Chair, Vice Chair, Secretary and Treasurer shall be elected by the WLUA membership. The At Large members shall be appointed from the membership by the EC members in office at the time. The NVYLL coordinator and the high school assignor will be ex-officio (non-voting) members of the EC.

Section 5.4: Terms. The EC members shall serve a two year term. Each term of office will commence on January 1 of the year following their election or appointment. EC members may serve succeeding terms and shall serve until a replacement has been approved or elected.

Section 5.5: Elections. Prior to the end of each two year term, the EC shall actively solicit nominations from individuals interested in serving as EC members. Information about nominees will be distributed to the membership prior to any election. If there is only one WLUA member interested in serving in a position, they will be approved at the annual Winter meeting. If two or more members wish to serve in a position, they will be elected using a written ballot at the annual Fall meeting. The Past Chair will be responsible for preparing, distributing, collecting and counting any written ballots. If the Past Chair is not available one or both of the At Large members of the EC will be named by the Chair to conduct the election.

The elections for EC positions will be staggered as follows – the Chair and the Secretary positions will be elected first. In a subsequent election, the Vice Chair and Treasurer positions will be filled. Any member wishing to serve as Chair should hold at least a Local rating.

Section 5.6: Chair. The Chair shall preside at the meetings of the WLUA, shall set the annual Winter and Fall meeting dates, shall act as (or appoint another person to act as) liaison to the local chapter and region, shall represent the WLUA at the annual national rules interpretation meeting, shall maintain records of and appropriate rating renewal dates for all umpires within the WLUA, shall ensure that all members are US Lacrosse members and otherwise shall conduct the business of the WLUA.

Section 5.7: Vice Chair. The Vice Chair shall perform the duties of the Chair in the absence of the Chair or in the event the Chair is unable to act. The Vice Chair shall discharge such other duties as may be assigned by the Chair.

Section 5.8: Secretary. The Secretary shall ensure that notices of any WLUA meetings are properly sent to all members, shall record minutes of all EC and WLUA meetings, shall ensure that any communications from USL, the Potomac Chapter or any other source are sent to the membership as appropriate, and shall ensure that information about any nominees for elected office are forwarded to the membership. The Secretary shall discharge such other duties as may be assigned by the Chair.

Section 5.9: Treasurer. The Treasurer shall collect all dues for the WLUA, shall pay all debts and expenses of the WLUA, shall be responsible for the collection and dissemination of game fees and assigner fees each season, and show a proper accounting of all monies collected. In consultation with the EC, the Treasurer will also be responsible for preparing the WLUA Assigner's contract and the contract setting game fees with any and all leagues and school districts served by the WLUA.

Section 5.10: Past Chair. The Past Chair shall perform the duties of the Chair in the absence of the Chair and the Vice Chair or in the event that the Chair and the Vice Chair are unable to act. The Past Chair shall preside at any WLUA elections and shall discharge such other duties as may be assigned by the Chair. The Chair shall automatically become the Past Chair at the end of his or her time in office.

Section 5.11: At Large. The At Large representatives shall serve in a support role to the EC, attend all EC meetings, and represent the interests of all WLUA members.

Section 5.12: Suspension or Removal. Any EC member may be suspended or removed from office, with or without cause, by a two-thirds majority vote of the members of the WLUA present at a meeting called for that particular purpose, provided that a quorum exists. Notice of the meeting and its purpose must be sent by mail or other reasonable means to all WLUA members, including the EC member, at least 15 days prior to the meeting. The EC member must be given an opportunity to be heard at the meeting.

Section 5.13: Resignation. An EC member may resign by delivering his or her written resignation to the Chair, Secretary or Treasurer of the WLUA. Such resignation shall be effective upon receipt (unless specified to be effective at some other time) and acceptance thereof shall not be necessary to make it effective unless it so states.

Section 5.14: Vacancies. Any vacancy in the EC may be filled by the EC members. Each successor shall hold office for the unexpired term or until he or she dies, resigns, is removed or becomes disqualified, whichever comes first. The EC members shall have and may exercise all their powers notwithstanding the existence of one or more vacancies in their number.

Section 5.15: Meetings. Regular meetings of the EC members may be held at such time or times as the EC members may determine. At a minimum, the EC shall meet at least three (3) times each year in person.

Section 5.16: Compensation. With the exception of the Chair who is eligible to receive a small honorarium, EC members shall be prohibited from receiving any compensation for services rendered in the capacities as EC members, including the payment of money or any other form of in-kind compensation. This restriction shall not prohibit members of the EC from being reimbursed by the WLUA for actual expenses incurred by them in their capacities as EC members provided that the reimbursement of such expenses is approved in advance by the EC or an appropriate committee of the EC.

Chapter 6: Standing Committees

Section 6.1: Finance and Audit Committee. There shall be a Finance and Audit Committee comprised of up to three (3) individuals. The Chair of this Committee shall be the Treasurer of the WLUA. At least one (1) additional EC member and one (1) WLUA member in good standing shall serve on this Committee. All members of the Finance and Audit Committee other than the Chair shall be appointed by the WLUA Chair and approved by the EC members. The primary functions of the Finance and Audit Committee shall be as follows:

- (a) oversee organizational financial planning
- (b) review, evaluate and suggest the annual WLUA membership dues
- (c) establish policies for and conduct annual reviews of internal financial controls
- (d) monitor the preparation of all tax forms as required by law
- (e) ensure the preparation of accurate, timely financial reports and review such reports at the annual Winter meeting of the WLUA

Section 6.2: Ratings Committee. There shall be a Ratings Committee comprised of up to five (5) individuals. The Chair and all members of this Committee shall be appointed by the WLUA Chair and approved by the EC members. The primary functions of the Ratings Committee shall be as follows:

- (a) establish a schedule to ensure that each WLUA member is rated as appropriate to their rating level
- (b) communicate pertinent information to any WLUA member who is rated
- (c) keep written records of rating sessions

Section 6.3: Recruitment and Training Committee. There shall be a Training Committee comprised of up to five (5) individuals. The Chair and all members of this Committee shall be appointed by the WLUA Chair and approved by the EC members. The primary functions of the Training Committee shall be as follows:

- (a) establish an annual schedule of classes to train any individuals interested in becoming members of the WLUA
- (b) follow established US Lacrosse guidelines and training methods when conducting training sessions
- (c) arrange for on field training sessions each year
- (d) establish a subcommittee that will be responsible for training high school students who will umpire youth level games

(e) assist in recruitment and outreach efforts

Section 6.4: Ethics/Grievance Committee. There shall be an Ethics/Grievance Committee comprised of up to three (3) individuals. The Chair and all members of this Committee shall be appointed by the WLUA Chair and approved by the EC members. The primary function of the Ethics/Grievance Committee shall be to respond to all formal, written grievances made against the WLUA or any EC or WLUA member.

Section 6.5: Additional Committees. The WLUA Chair may appoint such additional committees as in his or her judgment may be necessary or appropriate for the conduct of the business and affairs of the WLUA, with the appointment of each such committee subject to the approval of the EC.

Chapter 7: Meetings

Section 7.1: Regular Meetings. There shall be two (2) regular meetings of the WLUA each year, one designated as the Fall meeting and one designated as the Winter meeting. Attendance by WLUA members is mandatory. The primary purpose of the Fall meeting is the conduct of WLUA business including election of EC members. The primary purpose of the Winter meeting is to conduct the annual pre-season rules interpretation sessions.

Section 7.2: Special Meetings. Special meetings of the WLUA members may be held at any time when called by the Chair of the EC or by three or more members of the EC.

Section 7.3: Call or Notice. Reasonable notice of at least thirty (30) days prior to any regular meeting shall be given to each WLUA member. Reasonable notice of at least ten (10) days prior to any special meeting shall be given to each WLUA member. Notice of meeting will be sent to each member via electronic mail.

Section 7.4: Quorum. A quorum for the transaction of business at any meeting of the WLUA shall exist if a majority of the members defined in Chapter 2 are present.

Section 7.5: Action by Vote. When a quorum is present at any meeting, a majority of the WLUA members present and voting shall decide any question, including election of officers, unless otherwise provided by these by-laws.

Section 7.6: Transaction by Other Means. Whenever any action by the WLUA or its EC is required, that action may be conducted by email, mail, telephone, or other means. Any action by email or telephone must be conducted in a manner that allows all participants to communicate with each other simultaneously. Any action by mail shall be deposited in U.S. mail postage prepaid at least 10 days before the ballot is to be returned.

Section 7.7: Minutes. The minutes of meetings of the members of the WLUA, the Executive Committee and any committees shall be distributed to members of the respective group prior to the next meeting of such group. Full copies of all approved minutes shall be available upon request of any member at a location as determined by the WLUA Chair.

Chapter 8: Training and Rating Policies

Section 8.1: Any training or rating policies will be addressed in the WLUA Policy and Procedures Manual. The Chair shall ensure that the most recent edition of the Manual is sent to every WLUA member each year.

Chapter 9: Amendments to By-Laws

Section 9.1: Necessary Vote. These By-Laws may be amended by unanimous written consent or the affirmative vote of at least two-thirds of the votes cast at a member meeting at which a quorum of the members is present.

Section 9.2: Proposed Amendment. The text (or a summary thereof) of any proposed amendment to be adopted at a meeting shall be sent to the members at least fifteen (15) days prior to the meeting at which such action is to be taken.

Section 9.3: Strict Procedure. Except for proposed amendments distributed in accordance with Section 9.2, no amendment may be adopted at a meeting of the WLUA, except that this section shall not prevent modifying the text of any proposed amendments at the time of adoption if the modifications do not materially alter the substance of the proposed amendments.

Section 9.4: Effectiveness of Amendments. Such amendments shall be effective as of the date of adoption unless otherwise specified in either the amendment or the resolutions adopting the amendment.

Chapter 10: Internal Grievance Procedures

Section 10.1: Filing. Any member of WLUA having a grievance with WLUA regarding eligibility to officiate may file written notice of such grievance with the Secretary and shall send a copy to the Chair.

Section 10.2: Form. Any grievance shall be signed and shall allege with particularity the nature of the grievance and the facts related thereto.

Section 10.3: Grievance Disposition. Upon receipt of a grievance, the Secretary shall promptly refer it to the Ethics/Grievance Committee. Every effort shall be made to resolve the grievance through informal means.

Section 10.4: Hearing Panel. In the event that the member filing a grievance is not satisfied with the proposed resolution of the matter reached by informal methods, or if no action is taken to resolve the matter informally within thirty (30) days, the member may request a hearing. Upon such request the Chair shall promptly appoint a hearing panel of the members of the Ethics/Grievance Committee and at least three other WLUA members, none of whom shall have any interest in the subject matter of the grievance.

Section 10.5: Hearing. The hearing panel may adopt such procedures as it deems appropriate for the conduct of the hearing, including procedures for interested parties to present their respective positions. Promptly following the conclusion of the hearing, the hearing panel shall report its recommendations to the EC and all interested parties. The EC shall then decide to accept, modify or reject the recommendations or send the matter back for a further hearing.

Chapter 11: Conflict of Interest and Ethical Practices

Section 11.1: Conflict of Interest. If any officer or member of the Executive Committee or any other Committee, or any WLUA member has a financial interest in any contract or transaction involving WLUA, such individual shall not participate in the evaluation or approval of such contract or transaction. The member must disclose such conflict to WLUA.

Section 11.2: Ethical Practices. Members of the WLUA shall follow the Code of Ethical Conduct as outlined in the Women's Division Umpires' Manual. All members shall apply the Official Rules for Girls & Women's Lacrosse consistent with official interpretations of those rules.

Chapter 12: General

Section 12.1: Fiscal Year. The WLUA shall keep its books of account and records on the basis of a fiscal year ending December 31.

Section 12.2: Rules of Order. Questions of order shall be decided by the presiding officer in accordance with the most recent edition of Robert's Rules of Order, except that in the event of a conflict between these By-laws and Robert's Rules of Order, these By-laws shall prevail. A motion to table will not be debatable. The Secretary shall serve as parliamentarian.

Section 12.3: Gender. Use of the feminine herein shall also refer to the masculine and the use of the masculine herein shall also refer to the feminine, unless otherwise expressly provided. The use of the singular herein shall also refer to the plural, unless the context requires otherwise.