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HONORING THE GAME IN SOUTHERN PENNSYLVANIA

BY-LAWS

SOUTH PENN LACROSSE OFFICIALS ASSOCIATION

ARTICLE I – MEETINGS

- A. The Governing Body of the South Penn Lacrosse Officials Association (SPLOA, or Association) shall schedule regular Association meetings as necessary to discuss rules, interpretations, training and other matters. A schedule of such meetings shall be delivered to each member no later than June 30 each year.
- B. A special meeting of the Association may be called by the President at the request of any Officer, Director, or a member of the general membership. Notice shall be given via phone and/or email to all members at least five (5) days prior to the date set for the meeting.
- C. The Annual Meeting of this Association shall be held on or before June 30.
- D. Parliamentary procedures shall be governed by Robert's Rules of Order. Except when special order of business shall have been adopted by the Board of Directors for any meeting, the order of business shall be:
 1. Roll Call
 2. Reading of Minutes of previous meeting
 3. Secretary/Treasurer's Report
 4. Governing Body Report
 5. Chief Assignor's Report
 6. Committee and Other Reports
 7. Unfinished Business
 8. New Business
 9. Elections (if applicable)
 10. Adjournment

ARTICLE II – QUORUM AND VOTING

- A. At all meetings of the Association, one-third of active members shall constitute a quorum.
- B. At all meetings of the Board of Directors, three (3) directors shall constitute a quorum.
- C. Each active member of the Association shall have one vote on all matters brought before the Association.
- D. Each Director shall have one vote on all matters brought before the Governing Body.

ARTICLE III – AVAILABILITY OF MEMBERS

- A. It will be the responsibility of each member to update their membership profile by notifying the Secretary of any changes to this information.
- B. It will be the responsibility of each member to keep their availability status current in the electronic assignment database.
- C. The Secretary shall maintain a list of all active members available to provide officiating services for the coming season.
- D. The Governing Body shall review and approve the active list prior to its submission to the Chief Assignor.

ARTICLE IV – FISCAL YEAR

The fiscal year of the Association shall begin July 1 and end June 30.

ARTICLE V – FINANCES

A. Statements

1. By July 31, each member shall be provided a statement disclosing the charges due the Association. These dues are due by August 31.
2. Members who are not current with dues will be classified as inactive. An inactive member may not be eligible for assignment to games.

B. Membership Dues

1. Dues for active members shall be set and levied as provided in Article V, Section III of the Constitution.
2. The disposition of all income from dues and other charges shall be determined by the Governing Body and shall be reported at least once annually to membership in the form of a Treasurer's report.
3. All officials who qualify for Pennsylvania Interscholastic Athletic Association (PIAA) assignments must pay membership dues to PIAA. Similarly, officials who qualify to officiate youth games must pay membership dues to US Lacrosse or a similar organization that provides similar insurance coverage.

C. Fee and Expense Structure

1. The officiating fees and expenses as approved by the Governing Body to be paid for all games and by all institutions for the current season shall be given to all active members by July 31 each year. However, such information is subject to change based on negotiations by the parties involved.

D. Membership Insurance

1. The Association shall not be liable for any injuries sustained by any member going to or coming from any assignment or in the course or scope of carrying out any assignment. Medical insurance coverage shall be at the discretion and action of the member. The Association may carry group sports officials professional liability insurance for members of the Governing Body. An equal portion of the total premium for such insurance coverage shall be added to, and treated as part of, the dues for each active member.

ARTICLE VI – DUTIES OF OFFICERS

A. President

1. Shall make every effort to further the policies of the Association and to implement all the provisions of the Constitution and these By-Laws.
2. Shall insure that the schedule of regular meetings and announcement of special meetings is sent to the membership as provided in these By-Laws.
3. Shall insure that the regulations applicable to nominations and elections are enforced.
4. Shall insure that the financial regulations are consistently enforced.
5. Shall encourage fair play and justice in the matters affecting the membership.
6. Shall preside at all meetings of the Association and the Governing Body.
7. Shall appoint all, and be an ex-officio member of, the committees herein provided and may appoint and dissolve special committees as may be necessary to properly administer the Association.

8. Shall himself, or through a designee appointed by the Governing Body, conduct negotiations on behalf of the Association.

B. Vice President

1. Shall perform the duties of the President in his absence or inability to act.
2. Shall assume all other responsibilities and assignments delegated to him by the President.
3. Shall assist the Secretary and Treasurer and Chief Assignor in the completion of their duties.

C. Secretary

1. Shall send a meeting schedule, to be developed by the Governing Body, to all members by June 30 and issue other meeting notices as required herein.
2. Shall keep accurate minutes of the Association's annual meeting and meetings of the Governing Body.
3. Shall present and distribute annual meeting minutes to members.
4. Shall maintain accurate meeting attendance records on each active member.
5. Shall assist the Chief Assignor in the request for game schedules, production and distribution of various directories of institutions and officials, the fee and expense structure announcement as herein provided and any other material deemed necessary by the Governing Body.
6. Shall distribute to all members a directory of Association officers, directors, committees and appointing authorities for the current season.
7. Shall distribute to all members, 30 days in advanced of the annual meeting, a slate of nominations.
8. Shall reasonably assist officers, directors, assignors, and committees with correspondence and related needs.
9. Shall preserve all records and correspondence not specifically delegated otherwise.
10. Shall have available to all members upon request copies of the Constitution and By-Laws; applicants shall be sent such copies upon approval for membership.
11. Shall preside at meetings in the absence of both the President and Vice President.

D. Treasurer

1. Shall receive and disburse, all funds of the Association.
2. Shall be responsible for an accurate and valid record of all transactions and accounts.
3. Shall prepare all statements as provided by By-Law V.
4. Shall prepare a budget in consultation with the Governing Body for presentation to the general membership.
5. Shall present a preliminary financial report at the annual meeting and make available an end-of-fiscal year report to the Governing Body and general membership by August 31.
6. Shall preside at meetings in the absence of the President, Vice President and Secretary.

ARTICLE VII – DUTIES OF BOARD OF DIRECTORS

- A. Shall manage the business and affairs of the Association in accordance with the Constitution and By-Laws.

- B. Shall implement the following in a consistent, prompt and fair manner:
 - 1. Official territory and Assignor designations.
 - 2. Decisions involving applications for membership, advancement of members, and inactive membership.
 - 3. Disciplinary action.
 - 4. Full disclosure of key decisions and By-Law changes to the membership.
 - 5. Scheduling and announcement of meetings among Directors.
- C. Shall review and approve the fee and expense structure for the upcoming season prior to the announcement to membership as provided herein.
- D. Shall set the criteria for membership in good standing.
- E. Shall have the power to adopt and change regulations and procedures governing its operations and deliberations.
- F. Shall review in detail the Constitution and By-Laws at its first meeting during its term of office.

ARTICLE VIII – RULES COMMITTEE

- A. The President shall appoint members for a term of one year beginning July 1, and ending June 30. The Chief Assignor and Rules Interpreter shall be members of the Committee.
- B. The Committee shall resolve any questions pertaining to rules, interpretations and/or mechanics referred by the Association.
- C. The Committee shall: decide rules questions and their presentation format for forwarding to the National Chief Referee; draft suggested rules, interpretations and/or mechanics changes forwarding to the National Chief Referee; and decide on mechanics manual changes for the Association in addition to those recommended by the National Office.
- D. The Committee shall annually administer supervise and grade a written rules examination to be taken by all new members who have not passed this examination or an equivalent examination recognized by the Association.
- E. The Committee shall review and recommend to the Governing Body mandatory training requirements for the membership.

ARTICLE IX – DISTRICT APPOINTING COMMISSIONER/APPOINTING AUTHORITIES CHIEF ASSIGNOR

- A. Shall procure all game schedules, directories information and fee and expense structure data and distribute same to the membership and institutions.
- B. Shall provide all athletic directories/coaches with a list of officials assigned to their games.
- C. Shall assign officials to games.
 - 1. Each official shall receive a roster of his assignments.
 - 2. Each institution shall receive a roster of officials assigned to its home games and, concurrently a confirmation of compensation rates.
- D. Shall handle all individual problems, such as sickness, postponements, and the like, which arise after assignments have been made.
- E. Shall apprise the Governing Body, and others, as necessary, of important problems and developments.
- F. Shall administer and prepare reports from the Association's rating system and present them to the Board of Directors at the annual meeting.

- G. The assignor (in consultation with the Board of Directors, if necessary), shall determine the qualifications required to officiate various levels of play.

ARTICLE X – NOMINATIONS AND ELECTIONS

- A. Nominations for officers and directors shall be submitted by members to the Secretary by May 31.
- B. The Secretary shall compile a list of all nominees, with the acceptance of the nominee. At least one candidate for each office shall be identified, subject to the provisions of Articles IV, V, VI and VII of the Constitution.
- C. The Secretary shall consult with the President and/or appropriate committees to avoid nominating an individual who may not be qualified or in good standing.
- D. Nominations must be compiled by the Secretary and shared with the general membership in writing at least two (2) weeks prior to the meeting when elections are to be held.
- E. The election shall be held at the annual meeting. The counting of the ballots shall be in a public format at this meeting, with the results communicated to the membership.

ARTICLE XI – UN-EXPIRED TERMS

- A. Should the office of President become vacant, the Vice President shall succeed to the presidency to complete the un-expired term.
- B. Should the office of Vice President or Director, become vacant, then the un-expired term shall be filled upon appointment by the Governing Body.
- C. Should the office of Secretary or Treasurer become vacant, the Governing Body shall appoint a replacement to complete the un-expired term.
- D. Should the chairmanship or a membership post on any committee become vacant, the un-expired term shall be filled by appointment of the President or Governing Body, as appropriate.

ARTICLE XII – UNIFORMS, RULES, INTERPRETATIONS, MECHANICS, AND STANDARDS

- A. Members must wear the uniform prescribed by the Association.
- B. Members should abide by the rules and interpretations of the PIAA, US Lacrosse, NFHS, National Chief Referee, NCAA, the Association and its Rules Interpretations Committee and conform to the officiating standards and mechanics of the Association.

ARTICLE XIII – DISCIPLINARY MESAURES

- A. Members may be fined, suspended, demoted in level or expelled by the Governing Body for violating or causing another member to violate the Association's Constitution and/or By-Laws.
- B. Any such disciplinary action by the Governing Body shall be communicated to the member within 48 hours of the decision.
- C. A hearing shall be held by the Governing Body in those cases involving possible fine, suspension or expulsion. In such cases, a 2/3 vote of the full Governing Body is necessary for affirmative actions.
- E. Expelled members may request reinstatement, in which case the following regulations shall apply:
 - 1. The request shall be made in writing.
 - 2. The Governing Body may grant a hearing with the member under expulsion.
 - 3. The decision concerning reinstatement will be communicated to the person requesting reinstatement within 48 hours of the decision.

4. Reinstatement shall be contingent upon the payment of any charges due and the acceptance by the member of any other conditions decided upon the Governing Body in its discretion.

ARTICLE XIV – AMENDMENTS

- A. These By-laws may be amended by the Governing Body provided full disclosure is made to the membership and the membership ratifies the amendment by a 2/3 affirmative vote of those in attendance at a regular or special meeting as provided herein, provided a quorum is maintained. Notice of the proposed amendment(s) and meeting date must be provided to the general membership at least 14 days in advance of the meeting.