



BYLAWS
of the
CENTRAL FLORIDA WOMEN'S
LACROSSE OFFICIALS
ASSOCIATION

ARTICLE I – NAME

The name of this association shall be the CENTRAL FLORIDA WOMEN'S LACROSSE OFFICIALS ASSOCIATION (hereafter CFWLOA).

ARTICLE II – PURPOSE

The general purpose and object of CFWLOA shall be to coordinate the assignment of its members as officials at women's lacrosse matches conducted by client schools in the Central Florida area and to provide education, leadership, training and clinics in order to develop and refine the officiating skill of the association's members to officiate their lacrosse games. The goal of the association is to develop and challenge each individual official to improve his or her ability and knowledge of the rules of the game.

ARTICLE III – AFFILIATION

This association shall be sanctioned annually by the Florida High School Athletic Association (hereafter FHSAA) and is subject to the policies of the FHSAA in so far as they affect and prescribe the duties and responsibilities of this association and its individual members.

ARTICLE IV – MEMBERSHIP

Section 1. Regular membership in the CFWLOA shall be open to all persons who are currently registered with FHSAA as Girls Lacrosse Officials, and have also registered with the association (CFWLOA) and paid their dues. CFWLOA is an open association and will afford membership to any FHSAA official in good standing who requests to join the sanctioned local officials association. All FHSAA and CFWLOA memberships expire June 30th of each year regardless of their application date.

Section 2. Per FHSAA rules, individual officials may not contract with or otherwise offer their services independently to member schools. Continued regular membership in the association requires the following of all members:

- a. Faithful compliance with these BYLAWS and the rules established by the membership of CFWLOA; and all rules contained in the US Lacrosse and FHSAA Officials Handbook that pertains to Girl's Lacrosse Officials.
- b. Payment of all dues, fines or penalties imposed by CFWLOA and/or FHSAA.
- c. Behavior and conduct in keeping with the US Lacrosse Code of Ethics and the FHSAA Rules of Conduct which will bring credit to the CFWLOA and FHSAA.
- d. Attendance at the annual FHSAA Rules Clinic for Women's Lacrosse. FHSAA will impose a fine for any official that does not attend the clinic. FHSAA will not allow the association to assign any official to a game with any outstanding fines.
- e. Satisfactory completion and passing of the annual rules examination administered by FHSAA in order to officiate Varsity games. Any member that does not meet the minimum grade requirements may still be a member of CFWLOA, but will be limited in their game assignments.

ARTICLE V – BOARD OF DIRECTORS

Section 1. The business and the affairs of the CFWLOA shall be managed by its Board of Directors, which shall be elected by the general membership. All regular members of the CFWLOA are eligible for election to the Board of Directors provided the CFWLOA is their primary local officials association. The

Board of Directors shall consist of a President, Vice President, Secretary, Treasurer and Local Umpiring Chair.

Section 2. The members of the Board of Directors shall serve for a term of two years, the President and Treasurer will be elected in one election year, and the Vice President and Secretary will be elected in the next election year. Elections will be held during the last general membership meeting of the season. Re-election of an incumbent may be considered.

Section 3. The term of office for any Board Member up for election will expire with the last general membership meeting of the season when elections are held for that office. Within two (2) weeks of this date, the Board Member completing their term of office shall deliver to their successors all correspondence, record, books, and properties belonging to their offices.

Section 4. Any vacancy that occurs in the Board of Directors, will be filled by appointment of the remaining members of the Board of Directors. A member appointed to a position on the Board will serve the unexpired term of their predecessor. If the position of President becomes vacant, the Vice President will automatically take that position and the Board will appoint a member to the position of Vice President. If the Vice President is unable to accept the responsibilities of the President, the remaining members of the Board will appoint a President or other open position as appropriate.

Section 5. Any member of the Board of Directors may be removed from office at any time, with or without cause, by affirmative vote of a majority of the membership of CFWLOA present at a meeting called for the purpose. The Board is required to advise the membership 2 weeks in advance that such a meeting will be held specifically for that purpose, or that this topic will be part of the agenda of one of the regular membership meetings. In order to establish a time to hold a special meeting specifically for this purpose, a signed petition with 35% of the names of current members must be presented to the Board. The Board has 2 weeks to act on the petition.

Section 6. Members of the Board of Directors shall serve without compensation except that members of the Board of Directors shall be exempt from paying dues.

Section 7. Duties of the Board or Directors:

PRESIDENT

- Shall preside at all membership and Executive Board meetings, and shall call for Board meetings or Committee meetings as necessary to conduct CFWLOA business.
- Shall assure the local association's (CFWLOA) sanction is renewed each year with FHSAA.
- Executes all rules and regulations that pertain to the association's business and makes appointments permitted by these laws.
- Shall offer guidance to the Board of Directors and the association to assure the welfare of the membership and the goals of the association are upheld.
- Shall handle all complaints from schools, coaches and CFWLOA members regarding and member of CFWLOA and shall take action as outlined in the FHSAA Officials Guidebook and these BYLAWS.
- Shall represent or appoint a representative to represent the CFWLOA's interest in any disciplinary action between and member, any school and FHSAA, unless FHSAA appoints said representative.

- Shall serve as the CFWLOA representative and represent CFWLOA at all FHSAA meetings.

VICE PRESIDENT

- Shall perform the duties of the President in the absence or incapacity of the President.
- Shall act as Rule Interpreter for the association or shall recommend another member to act in this capacity. Any rule that cannot be immediately answered will be brought before the Board of Directors for discussion and possible referral to FHSAA and/or US Lacrosse.
- Shall be responsible for arranging and leading the educational portion of the general meeting, and for establishing an overall training and education program for the membership in conjunction with the Education and Training Committee.
- Shall coordinate all Committee activities to assure they are functioning efficiently and meeting the goals of CFWLOA.
- Shall perform other duties assigned by the President.

SECRETARY

- Shall record the minutes of the CFWLOA membership meetings and the meetings of the Board of Directors.
- The minutes shall be formally issued within fourteen (14) days of the meeting, and shall be made available to the membership.
- All meeting minutes shall be maintained on record for two (2) years.
- Shall handle all general correspondence and maintain the master register of the addresses, phone numbers, e-mails, etc. of each member.
- Shall issue other reports on the membership as required by the Board of Directors or FHSAA that may be required in order to comply with FHSAA guidelines or to enhance the operation of CFWLOA.
- Shall assure that all notices required by these BYLAWS, FHSAA or other statutes are duly given.
- Shall perform other duties assigned by the President.

TREASURER

- Shall collect all monies due the association and keep a record of these collections.
- Shall issue contracts and invoices to collect all monies due.
- Shall pay bills of the association and keep records of all expenditures.
- Shall prepare written financial reports and directed by the Board of Directors. The association's fiscal year is defined as the twelve month period beginning July 1 of each year and ending June 30 of the following year. A final end of year report will be issued and maintained for a minimum of four (4) years.
- Shall prepare a budget of planned income and expenses for the following year and present this to the membership.
- The Treasurer shall present the monthly bank statements to the Board of Directors for review and sign-off. At least one Board member, other than the TREASURER shall sign the statements as having reviewed them.
- Shall inform the Secretary of any updates to the master membership and school lists.
- Shall coordinate the obtaining of the signatures of the newly elected Board members following annual elections and provide them to the bank in which the association maintains its accounts.
- Shall assure that CFWLOA's Incorporation with the State of Florida is renewed each year or as required, and any required accounting or tax forms are filed.

- Shall perform other duties assigned by the President.

MEMBER(S) AT-LARGE:

- MEMBER(S) AT-LARGE shall be selected by majority vote of the Board of Directors. Up to three (3) positions may be filled, but not all are required.
- May be assigned as lead roles for committees.
- Shall perform other duties assigned by the President.

ASSIGNOR:

- The ASSIGNOR shall be selected by majority vote of the Board of Directors.
- The ASSIGNOR position is a paid independent contractor's position. The ASSIGNOR may be a member of CFWLOA, but may not hold a position as an Officer on the Board of Directors.
- The ASSIGNOR must follow the conditions set forth in the contract established between the ASSIGNOR and the Board of Directors.
- At the request of the Board, the ASSIGNOR may attend Board meetings without voting authority.
- The ASSIGNOR shall assign games according to the rules set forth by FHSAA, these BYLAWS and any subsequent rules established by the Board of Directors.

ARTICLE VI – DUES AND FEES

Section 1. Each member of the association (CFWLOA) shall pay annual dues in the amount determined by the Board of Directors. Dues may be either paid directly to the TREASURER or withheld from game fees during the season.

Section 2. Each school desiring to utilize the services of CFWLOA members as officials shall pay an annual service and mileage fee to the TREASURER. The amount of these fees shall be determined annually by the Board of Directors and incorporated into an annual contract setting forth terms and conditions between CFWLOA and each school. Individual schools may be represented by their district as a whole.

ARTICLE V – COMMITTEES AND APPOINTMENTS

GENERAL COMMITTEE INFORMATION

Section 1. The following committees are required, as a minimum, by FHSAA: Evaluation; Assignment; Recommendations; Grievance. These committees exist to ensure that each local officials association operates in a fair and democratic manner that is in the best interest of each of its member officials. Neither the members of the Board of Directors nor the ASSIGNOR may serve as a voting member of any of these committees. No member of CFWLOA may serve as a voting member on more than one committee. Committees must consist of at least three or five voting members, and no more than seven members. Committee members shall be appointed annually by the Board of Directors through either volunteers or direct appointment.

EVALUATION COMMITTEE

Section 1. The main goal of the Evaluation Committee is to help assure the association supplies officials to improve their ability and knowledge of the rules. This committee must work closely with the other committees.

Section 2. The Evaluation Committee is responsible for setting up the evaluation process and selecting individuals who will assist in any assessment of the membership.

Section 3. Initially the pre-season ranking of each official will be made by the Evaluation Committee. The committee shall devise methodology for doing so and may utilize US Lacrosse rankings of officials.

Section 4. An official's rating is used as a guide to the assignor in assigning games to individual officials.

GRIEVANCE COMMITTEE

Section 1. The Grievance Committee is responsible for hearing complaints and appeals made or brought by one or more member officials, schools receiving the services of CFWLOA, coaches, or any party with vested interest. Any committee member who is party to a particular complaint or appeal must excuse himself or herself from any deliberations on the matter. All complaints to the Grievance Committee must be in writing, stating the complaint and the facts of the incident. The individual(s) whom the complaint is directed towards must have the opportunity to respond in writing to the complaint. The Grievance Committee shall review the facts, reviewing all circumstances and background of individuals involved, and make a recommendation to the Board of Directors.

Section 2. Another function of the Grievance Committee is to relate ideas, suggestions, complaints or any other relevant information to the Board of Directors which could improve the overall performance of the association and/or its members.

ASSIGNMENT COMMITTEE

Section 1. The Assignment Committee is responsible for reviewing and overseeing the regular season game assignments established by the ASSIGNOR prior to the ASSIGNOR issuing games assignment list to the members.

RECOMMENDATION COMMITTEE FOR POST SEASON GAMES

Section 1. The Recommendation Committee is responsible for reviewing all members meeting the guidelines established by FHSAA and CFWLOA, and for making a list of members that they feel should be recommended to FHSAA to officiate post season games. The guidelines and criteria for selecting members must be established by the committee based on FHSAA requirements and any requirements made by the Board of Directors.

Section 2. The Recommendation Committee is responsible for preparing a draft of members that they feel should be recommended to FHSAA to officiate post season games. The committee, the ASSIGNOR and the Board of Directors will meet and discuss the recommendations from the committee and establish a final list to be submitted to FHSAA by the President.

ARTICLE VI – MEETINGS AND PROCEDURES

Section 1. The purpose of the general membership meeting is to conduct association business and keep members informed on all pertinent information from FHSAA and information important to officiating women's lacrosse.

Section 2. The Board of Directors will conduct the general meetings in a format that best serves the general membership.

ARTICLE VII – AMENDMENTS

Section 1. These BYLAWS may be altered, amended, or repealed and new BYLAWS adopted. Any proposed amendments, additions, or deletions to the BYLAWS may be presented by any member, however, they must be presented in writing to the Board of Directors with an explanation as to why the presenter feels the change is required. The proposed change (with the presenter's explanation) will be communicated to the membership and a date a minimum of two weeks from the communication will be set for discussing and voting on the proposed change. The Board of Directors shall review the change and attach their recommendation with comments to the proposed change. All changes must comply with FHSAA rules and regulations.

Section 2. Any changes must be presented and seconded as a motion at the special called meeting. A minimum of two-thirds (2/3) majority affirmation (yes) vote by members present at said meeting will be required to alter, add to, amend, or repeal (delete) any of these BYLAWS.

ARTICLE VIII – HISTORY OF AMENDMENTS

DATE VOTED ON

AND ACCEPTED

DESCRIPTION OF CHANGE AND SECTION CHANGED