

**WOMEN'S DIVISION OF USA LACROSSE
OFFICIALS COUNCIL - MINNESOTA LACROSSE UMPIRES ASSOCIATION BYLAWS**

CHAPTER 1-- INTRODUCTION

Section 1.1-- These are the bylaws of the Minnesota Lacrosse Umpires Association (hereafter the "MLUA") of the Women's Division of **USA Lacrosse**, which serve to govern the operations of this association only.

Section 1.2-- These bylaws are to be interpreted in a manner consistent with the bylaws of **USA Lacrosse**, the Women's Division, and the Officials Council. All definitions of **USA Lacrosse** (hereafter the "**USAL**") are incorporated herein and are in conjunction with the Women's Division Umpires' Manual, which serves as the policy book of the Officials Council.

CHAPTER 2 -- PURPOSE

Section 2.1 -- The purpose of the MLUA shall be to provide rated lacrosse officials for women's and girls' college, high school, club and youth competitions.

Section 2.2- The MLUA will achieve its purpose by:

- Scheduling qualified officials at all levels of play governed by league-specific rules.
- Providing training for those who wish 'to become rated officials.

- Providing opportunities for coaches and rated officials to discuss new rules and interpretations during the season.
- Providing a procedure for handling problems concerning rules interpretations during the season.
- Promoting a safe playing environment for all levels of play.
- Promoting the game of lacrosse, its players and officials.
- Modeling and promoting the spirit of fair play and sportsmanship.
- Maintaining a high professional standard of lacrosse officials in Minnesota.

CHAPTER 3 -- MEMBERSHIP

Section 3.1 -- Membership terms will be defined as follows:

Section 3.1.1 -- Active -- An individual who has met the requirements in Section 3.2. Active members will have a USAL-recognized umpire rating.

Section 3.1.2 -- Probationary -- An individual who has paid dues but has not yet received a rating, or who has not fulfilled all of the annual requirements to maintain an existing rating.

Section 3.1.3 -- Inactive - An individual who does not pay dues and may not officiate but may act in an advisory role as long as the individual remains current in USL umpiring rules and philosophies.

Section 3.1.4 -- Rated -- An individual who has fulfilled the service and requirements of her or his designated rating as set forth in the USAL Umpires Manual. Ratings are conducted in accordance with

USAL guidelines. Apprentice and Local ratings are conducted at the appropriate level play

dates determined by the Executive Board. Collegiate and higher ratings are conducted at the collegiate club or at post-collegiate club play opportunities.

Section 3.2- To be considered an active, rated MLUA member, a member must meet the requirements described below. Active/probationary members are expected to have a defined action plan to complete the requirements described below
Active/probationary member requirements include

Section 3.2.1 -- USAL membership, MLUA, and Minnesota State High School League (hereafter "MSHSL") dues paid (i) on or before September 3 of the upcoming season, or (ii) an individual's application to the MLUA.

The Board will define the MLUA dues annually by July 3 and disseminate to the MLUA members no later than August 3 before the membership due date.

Section 3.2.2 -- Read and be familiar with the annual rules manual and officiating manual. **Section 3.2.3 --** Annually pass the USAL rules exam.

Section 3.2.4 -- Annually attend a rules interpretation meeting.

Section 3.2.5-- Be rated according to guidelines specified by USL.

Section 3.2.6 -- Accept and abide by the professional guidelines and consequences as outlined in the MLUA's Policies and Procedures.

Section 3.3 -- MLUA membership may be terminated by 2/3 vote of the MLUA Executive Board for any of the following reasons:

- Member more than one month in arrears with MLUA membership;
- Member fails to meet the membership requirements of Section 3.2 without confirming a plan to remedy failed requirements;
- Member representing the MLUA in an inappropriate or unethical manner, or such other manner contrary to professional guidelines and the Umpire Code of Ethics outlined in the **USAL** Umpire Manual.

CHAPTER 4 -- DUES, FEES & OFFICIALS' COMPENSATION

Section 4.1 -- Annual membership dues shall be reviewed annually by the Executive Board and approved by simple majority of a quorum of members in attendance at the annual business meeting designated by the Executive Board.

Section 4.1.1 -- Membership dues are due and payable by September 30th (unless otherwise designated) for the upcoming season. The membership dues are non-refundable.

The Board may define within the Policies and Procedures a late fee to be assessed when membership dues are received later than the membership due date.

Section 4.2 -- A schedule of fees for officiating games within the jurisdiction of the MLUA shall be recommended by the Executive Board and negotiated with the MSHSL, Northcentral Schoolgirls Lacrosse Association (hereafter "NSLA"), North Central Women's Lacrosse League (NCWLL), Minnesota Schoolgirls Lacrosse (MSLAX), and National Collegiate Athletic Association (NCAA) on behalf of the MLUA membership. The negotiated fee schedule will be made available to all members and reviewed at the annual business meeting.

CHAPTER 5-- EXECUTIVE BOARD

Section 5.1-- The MLUA will be governed by an Executive Board, which shall at a minimum, consist of a local umpiring Chair, a vice-Chair, a treasurer, a secretary, the immediate past-Chair and two members-at-large. Its role and responsibility includes but is not limited to defining MLUA bylaws and policies, proposing and negotiating officials' fees, strategic direction for MLUA, and those other responsibilities defined for each Board member within these bylaws. For any action required by the Executive Board, a voting quorum exists when 2/3 of the Executive Board members are present.

Members of the Executive Board must be a member in good standing with the **USAL** and the MLUA as defined in Section 3.2. Those who are deemed not in good standing during their term may be removed by Executive Board action and are not eligible to serve again until one year after it is determined by the Board the member is in good standing.

Section 5.2 -- The Executive Board shall consist of the members described in Section 5.1. Any appointed members of the Board, as described in Sections 5.8 through 5.12, shall be considered advisory to the Board and will not have voting privileges of the Board. All appointments made shall each serve a two (2) year term and may be reappointed to succeeding terms. All appointments made by the Executive Board must have at least a current Local rating unless approved by the Chair. The appointments made will be disseminated to the membership within 30 days of such appointment.

The Executive Board has the authority to rescind appointments when determined necessary or no longer needed, but such decisions must be acted upon with a quorum as defined in Section 5.1.

Section 5.3 -- The Executive Board members shall each serve a two (2) year term, except the immediate past-Chair, who will serve a one (1) year term. Each shall be elected at the annual business meeting of the MLUA by a simple majority of members present at that meeting, provided a quorum (defined in Chapter 6.4) is present. Each term of office shall commence on July 1 of the year of election. Executive Board members may serve succeeding terms, and may serve beyond his or her term until a replacement has been elected. In the case of a vacancy on the MLUA Executive Board, whether due to death, resignation, or removal, the vacancy shall be filled through appointment by vote of the Executive Board. In order to develop overlapping terms for leadership continuity, the Executive Board has the authority to adjust service terms for Board members, but only for election purposes. The Local Board Chair, Treasurer, and one Member at Large will be voted on in even years. The Local Board Vice Chair, Secretary, and other Member

at Large will be voted on in odd years.

Section 5.3.1-- The Executive Board is responsible for establishing and updating as deemed necessary a set of Policies and Procedures by which the MLUA will operate. The Board may receive input from the membership to modify said document. The Board should approve any changes to said document and disseminate the updated Policies and Procedures to the membership no later than 30 days before the last scheduled rules interpretation meeting of the current season.

Section 5.4 -- The local umpiring Chair shall preside at the meetings of the MLUA, shall act as the liaison to the local USL chapter, shall act as the local rules interpreter, including representing the local association at the annual required national rules interpretation meeting and setting the annual interpretation meeting, and otherwise shall conduct the business of the MLUA. The umpiring Chair shall also ensure maintenance of records of appropriate renewal dates for all umpires within the local umpiring association and shall ensure that all MLUA members are USL **USAL** members. The local umpiring Chair shall also serve as the assignor unless otherwise appointed by the Executive Board. The local umpiring Chair should hold at least a Local-3 rating.

Section 5.5 -- The vice-Chair shall perform the duties and exercise the powers of the Chair during the absence or disability of the Chair. The vice-Chair shall coordinate training efforts and assist the Chair in communicating rules interpretation locally. The vice-Chair will also act as the ratings Chair, unless otherwise appointed by the Executive Board. The vice-Chair should hold at least a Local rating unless no such person is available and willing to serve.

Section 5.6 -- The treasurer shall collect all dues and assignor fees for the MLUA, shall pay all debts and expenses of the MLUA, and shall show a proper accounting of all monies collected.

The Board will annually direct an internal audit of the financial books of the MLUA to ensure proper accounting for the funds of the MLUA. An audit committee will be formed at the annual meeting and will complete an audit of the MLUA financial books within 30 days of the close of the books June 30. The Board will report the findings to the membership within 30 days after each annual audit.

Section 5.7 -- The secretary shall record the minutes of all meetings of the Executive Board and shall perform such other duties as may be delegated to the secretary. The secretary shall ensure that notices of each annual business meeting of the MLUA are properly sent to all members within 15 days of the annual business meeting. The secretary shall also ensure that any other communications, from USL to the MLUA or otherwise concerning the MLUA are sent to the appropriate members. The secretary shall record and document all results of the **USAL** exam, ensuring the results of the exam are conveyed to the local umpiring Chair. The secretary will keep records of all ratings and ratings due dates, as well as document all paid dues and fees. The secretary shall also serve as the recruiting Chair unless otherwise appointed by the Executive Board.

Section 5.8-- The Executive Board may appoint a Ratings Chair whose responsibilities will include coordinating Local rating sessions, reporting to the local Chair test scores and

service given by the membership, and ensuring that training opportunities are available for umpires to improve their skills and ratings.

Section 5.9 -- The Executive Board may appoint one or more assignors whose responsibilities include assigning the umpires based upon their ratings for all games within the MLUA jurisdiction.

Section 5.10 -- The Executive Board may appoint a representative to the MSHSL or any other association, whose responsibilities will include representing the MLUA at such association meetings and reporting back to the Executive Board.

Section 5.11 -- The Executive Board may appoint a recruiting Chair, whose responsibilities will include coordinating recruitment of new officials in an effort to reach recruitment goals as set by the Executive Board each year.

Section 5.12 -- The Executive Board may appoint a fundraising Chair, whose responsibilities will include coordinating fundraising efforts in an attempt to reach annual revenue requirements as set by the Executive Board each year.

Section 5.12.1-- The Executive Board may appoint a Youth Officials Coordinator.

Section 5.13 -- Before the annual meeting at which Executive Board members will be elected, the Executive Board should appoint a nominating committee, comprised of its Chair and two additional members in good standing appointed by the Executive Board. Its responsibilities will include developing at least one nomination for each open position on the Executive Board. Nominations for the Executive Board may also be accepted at the annual meeting from the floor.

Section 5.14 -- If any Executive Board member cannot attend a particular event or fulfill a particular duty on a limited basis—for example, if the local umpiring Chair cannot attend the national rules interpretation meeting—the Board member may appoint a proxy to perform the duty in that person's stead, providing (i) the proxy is a member in good standing of the **USAL** and of the MLUA, (ii) the Executive Board member has notified the membership of the member's intent to appoint the proxy, and (iii) the proxy power expires at the conclusion of the particular event or time period.

Section 5.15 -- Any Executive Board member may be removed from office, for any reason, by a simple majority vote of the members of the MLUA present at a meeting called for that particular purpose, provided that a quorum exists (as defined in Chapter 6.4). Notice of the meeting and its purpose must be sent by mail or other reasonable means to all members of the MLUA, including the Executive Board member, at least fifteen (15) days prior to the meeting. The Executive Board member sought to be removed must be given an opportunity to speak at the meeting.

Section 5.16 -- The Executive Board shall act as a grievance committee to -

- 1) address local complaints by officials concerning assignments, coach, spectator or player conduct, and other official's conduct;
- 2) address complaints concerning an official's conduct by coaches, players, spectators, athletic directors, or other officials; and

3) address ethical complaints involving officials.

Either the complainant or the official complained about may request that an ethics complaint be referred from the Executive Board to the National Umpire Committee's Ethics Committee. Any grievances about Collegiate-ratings or regional issues should be referred to the COA or region board.

CHAPTER 6 -- MEETINGS

Section 6.1-- The MLUA shall conduct all meetings according to Robert's Rules of Order. There are four (4) meetings per calendar season -- an annual business meeting/registration meeting, a minimum of two rules interpretations meetings, and a post-season meeting.

Section 6.2 -- The local umpiring Chair shall call to order the annual business meeting of the MLUA no later than April 15. At a minimum, during the annual meeting the following agenda items will be discussed: the scheduled rules interpretation meetings, MLUA's financial position, scheduled training and education dates, and all other business to come before the MLUA.

Section 6.3-- The local umpiring Chair shall call to order the annual post-season meeting of the MLUA no later than June 30. The agenda will include election of officers and members-at-large in appropriate years and when necessary, a post-season discussion/evaluation, and all other business to come before the MLUA membership.

Section 6.4 -- If voting is required at the annual business meeting or any additional meetings deemed necessary to conduct business of the MLUA, a quorum will be met if 25 percent of the active membership is present. A majority (51%) of the quorum is required to approve a transaction.

Section 6.5 -- Each member in good standing with the MLUA shall have one vote. A proxy may be appointed by identifying the member and the member's proxy in writing or by e-mail and filing each with the secretary of the MLUA at least 24 hours before the beginning of the meeting for which the proxy is issued. The proxy must include the name of the member to whom the proxy is granted, and the extent of the proxy granted. Neither incumbents nor stated candidates may receive/be granted proxy votes by any MLUA member.

Section 6.6 -- The local umpiring Chair may call any additional meeting the Chair deems necessary to conduct the business of the MLUA. The Chair will give the general membership a minimum of 48 hours' notice. Informing members of said meetings will be through all forms of communication reasonably available.

CHAPTER 7-- CONFLICT OF INTEREST AND ETHICAL PRACTICES

Section 7.1 -- No member of the MLUA may vote on any matter in which the member has a financial interest, in which any member's immediate family has a financial interest, or on any other matter in which the member has a conflict of interest. If a member of the MLUA becomes aware of any matter that could be considered a conflict of interest, the member

shall immediately disclose that conflict to the local umpiring board.

Section 7.2 --All members of the MLUA must follow the USL umpiring Code of Ethical Conduct. All umpires must follow the **USAL** Women's Division Umpires' Manual for guidance concerning ratings, conduct, and other matters. All members must apply the Rules of Women's Lacrosse consistent with official interpretations of those rules.

Should the Board become aware of alleged conflict of interest or alleged violation of ethical practices, it shall act as a grievance committee (Sect. 5.16) to address such violations. Any discussion and actions shall be documented within the Board's minutes.

Section 7.3 --All members of the MLUA are required to attend an annual rules interpretation meeting, pass the written examination, provide service, and otherwise conduct themselves in accordance with the rules of the Women's Division Officials Sub-Committee and any other consistent rules adopted by this MLUA.

CHAPTER 8-- AMENDMENTS TO BYLAWS

Section 8.1-- These bylaws may be amended or repealed by a majority (51 %) vote of the members of the MLUA present at a meeting at which a quorum (as defined in Section 6.4) is present.

Section 8.2 -- Prior notice of any proposed amendment or repeal of any bylaw shall be contained in a notice of the meeting at which it will be voted on, which should be distributed to the members at least seven (7) days before the meeting commences.

Section 8.3-- These bylaws, and any amendments to them, must be submitted to the Women's Division Officials' Council for approval and acceptance.

CHAPTER 9-- TRANSACTION BY OTHER MEANS

Section 9.1 -- Whenever any vote by the MLUA or its Executive Board is required, that action may be conducted by US mail, electronic mail, telephone, or other means. Any action by mail shall be

deposited in U.S. mail postage prepaid at least fifteen (15) days before the ballot is to be returned. Any action by telephone or other electronic means must be conducted in a manner in which all participants may communicate with each other simultaneously or in a reasonably short period of time.