

**NASSAU COUNTY LACROSSE OFFICIALS ASSOCIATION, INC.**



**WEBSITE: [www.ncloa.org](http://www.ncloa.org)**

**CONSTITUTION  
AND  
BY-LAWS**

**Revised: March 2017  
Republished: April 2017**



# NASSAU COUNTY LACROSSE OFFICIALS ASSOCIATION, INC.

## Table of Contents

### CONSTITUTION

		<u>Page</u>
Article I	<u>Name</u>	1
Article II	<u>Purpose</u>	1
Article III	<u>Officers and Directors</u>	
	<i>Sections 1, 2 &amp; 3</i>	2
	<i>Section 4: Elections</i>	2
	<i>Section 5: General Powers</i>	3
Article IV	<u>Amendments</u>	3
Article V	<u>Quorums</u>	3

### BY-LAWS

Article I	<u>Duties of the Officers</u>	4
	<i>Duties of the President</i>	4
	<i>Duties of the Vice President</i>	5
	<i>Duties of the Secretary</i>	5
	<i>Duties of the Treasurer</i>	6
	<i>Duties of the Recording Secretary</i>	6
	<i>Duties of the Board of Directors</i>	7
Article II	<u>Committees and Their Duties</u>	7
	<i>Rules Committee</i>	7
	<i>Membership Committee</i>	7
	<i>Applicant's School Committee</i>	8
	<i>Nominating Committee</i>	8
	<i>Publicity Committee</i>	8
	<i>Ethics Committee</i>	8
	<i>Rating Cards Committee</i>	9
Article III	<u>Types of Membership</u>	10
Article IV	<u>Exemptions and Disciplines</u>	11
Article V	<u>Dues</u>	11
Article VI	<u>Meetings</u>	11
Article VII	<u>Discipline</u>	12-13



## **NASSAU COUNTY LACROSSE OFFICIALS ASSOCIATION, INC.**

### **CONSTITUTION**

#### **Article I - Name**

This organization shall be known as the Nassau County Lacrosse Officials Association, Inc.

#### **Article II - Purpose**

The purpose of this association shall be the promotion of the welfare of the game of lacrosse by:

- A. Promoting the establishment, maintenance and implementation of the highest standards of integrity, honesty and efficiency in the administration, policies and scope of lacrosse officiating by the members of the Nassau County Lacrosse Officials Association, Inc.
- B. Promoting uniform interpretation of lacrosse rules and maintaining a standard of qualifications for officials.
- C. Fostering high standards of ethics and integrity, encouraging fair play, sportsmanship, closer cooperation and a better understanding among officials, athletic directors, coaches and players.
- D. Rendering administrative services to the Executive Secretary of the Nassau County Public High Schools, the schools, coaches, athletic administrators and the players by open forums, rules interpretations, clinics and field demonstrations.



### **Article III – Officers and Directors**

**Section 1:** The officers of the Association shall be the President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, Secretary, Treasurer and Recording Secretary. They shall hold office for a two-year term. Elections shall be by closed ballot and a plurality shall elect. Every other year, the 2<sup>nd</sup> Vice President will be elected. Each officer will be moved up to the next highest office except for the Secretary, Treasurer and Recording Secretary. <sup>3</sup>

**Section 2:** Only **active** members shall have the right to hold office and vote.

**Section 3:** The business and operations of the Nassau County Lacrosse Officials Association shall be directed by a body know as its **Board of Directors**. The Directors of the Association shall be eleven (**11**) in number.

- a. The President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, Secretary, Treasurer and Recording Secretary
- b. The outgoing President shall be a member
- c. Four (**4**) other members will be elected by the general membership

### **Section 4: Election of Members of the Board of Directors**

At each annual election meeting of the members, the terms of office of one or more of the Board of Directors will expire. At the same meeting, a member or members shall be elected for the term of two (**2**) years each but any member of the Board of Directors (except for the Secretary, Treasurer and Recording Secretary) whose term as Director is about to expire shall be ineligible for re-election as a Director for a period of one (**1**) year. <sup>4</sup>

- a. Election of members on the Board of Directors shall be upon nomination and vote of the general membership of the body by closed ballot and a plurality shall elect.
- b. Vacancies in membership on the Board of Directors occurring between annual elections shall be filled by appointment by the President with the appointee to serve for the balance of the term involved in the vacancy. It is the purpose of this provision to maintain a full membership on the Board of Directors.



## **Section 5: General Powers**

The duties of the officers and directors and such regulations as may be necessary and proper for the conduct of the business and affairs of the Association shall be provided by the By-Laws.

## **Article IV – Amendments**

**Section 1:** This constitution can be amended by any regular or special meeting by three-fourths (**3/4**) vote of the members present provided written notice of the proposed amendment has been sent to each member at least 14 days in advance of the date of the meeting.

**Section 2:** The Board of Directors may at any time request the Secretary to have the members vote by mail providing all the conditions as to proper notification have been met.

## **Article V – Quorums**

A quorum to transact association business at any regular or special meeting shall consist of one-third (**1/3**) of the voting membership.

A quorum of the Board of Directors shall consist of a majority of the Board of Directors.



## **BY-LAWS**

### **Article I – Duties of the Officers**

**Section 1:** The officers of this Association shall assume their duties on June 1<sup>st</sup> following the annual election meeting in May.

### **Section 2: Duties of the President**<sup>2, 6</sup>

- a. The President shall preside at all meetings of the Association and the Board of Directors.
- b. The President shall call special meetings as provided for in Article IV of these By-Laws.
- c. The President shall appoint, and is, an ex-officio member of all committees as may be necessary to properly administer the business of the Association. He may revoke all such appointments.
- d. The President shall fill by appointment any vacancy that any exist among officers or other members of the Board of Directors.
- e. The President shall conduct all business on behalf of the Association not specifically delegated elsewhere.
- f. The President shall make every effort to further the policies of the Association.
- g. The President shall annually review and analyze the Association members' rating cards.
- h. The President shall receive an honorarium with the amount as indicated by a vote of the membership."



### **Section 3: Duties of the Vice President** <sup>2</sup>

- a. In the absence of the President, the 1<sup>st</sup> Vice President shall assume the duties of that office. In the absence of both, the 2<sup>nd</sup> Vice President shall assume the duties of that office.
- b. The 1<sup>st</sup> Vice President shall be responsible for conducting the Applicant's School and for appointing the personnel to run the school. He shall be in charge of setting up the clinic and appointing the Nominating Committee.
- c. The 1<sup>st</sup> Vice President shall annually review and analyze the Association members rating cards.
- d. The 2<sup>nd</sup> Vice President shall be the Membership Chairman on a Committee appointed by the President.
- e. The 2<sup>nd</sup> Vice President shall appoint a pre-season Scrimmage Coordinator.
- f. The 2<sup>nd</sup> Vice President shall annually review and analyze the Association members rating cards.

### **Section 4: Duties of the Secretary** <sup>1,2</sup>

- a. Shall keep accurate records of any official activities of the Association.
- b. Shall keep an accurate attendance record of each member and notify the Board of Directors when a member is delinquent in attendance.
- c. Shall conduct all correspondence of the Association.
- d. Shall distribute such materials as may be available to members including examinations, rulebooks, casebooks and the like.
- e. Shall receive and honorarium with the amount as indicated by a vote of the membership.



### **Section 5: Duties of the Treasurer** <sup>1</sup>

- a. Shall keep an accurate record of all dues and fines of each member and notify the Board of Directors when a member is delinquent in such.
- b. Shall receive all funds of the Association, keep an accurate record of all transactions and deposit such funds in the name of the Nassau County Lacrosse Officials Association, Inc.
- c. Shall dispense all funds of the Association and keep an accurate record of all such transactions.
- d. Shall prepare and distribute the proposed annual budget to the membership at the annual Clinic Meeting.
- e. Shall prepare a detailed financial report for the fiscal year ending February 28<sup>th</sup>. This report shall show balances on hand as of the previous March 1<sup>st</sup>, the amount and the receipts of all monies paid out and the balance on hand as of February 28<sup>th</sup>. A copy of this report is to remain with the Treasurer's records and a copy is to be filed with the minutes.
- f. Shall receive an honorarium with the amount as indicated by a vote of the membership.

### **Section 6: Duties of the Recording Secretary**

- a. Shall keep accurate minutes of all meetings of the Association and Board of Directors.
- b. Shall preserve all correspondence and reports.
- c. Shall have available to all members' copies of the constitution and the By-Laws.
- d. Shall maintain a classified directory of the individual membership as obtained from the Secretary.
- e. Shall receive an honorarium with the amount as indicated by a vote of the membership.





## **Section 7: Duties of the Board of Directors**

- a. Shall manage and direct the affairs of the Association in accordance with the Constitution and By-Laws.
- b. Shall have the power, from time to time, to adopt and implement any actions and regulations, as it deems necessary and proper to carry out the purposes of the Association.
- c. Shall accurately report to the Association all of its decisions.

## **Article II – Committees and Their Duties**

### **Section 1: Rules Committee**

The duties of the Rules Committee shall be to promote uniform interpretation of lacrosse rules and to maintain a uniform standard of proper officiating techniques.

The Rules Committee shall be responsible to render services in the form of rules interpretation to the membership, to schools, to coaches, to athletic administrators and to the players by the use of open forums, clinics and field demonstrations.

### **Section 2: Membership Committee**

The duties of the Membership Committee shall be to investigate all applicants for membership and to report their findings to the Board of Directors with their recommendations as to the acceptance or rejection for Active Membership, Inactive Membership and Honorary/Probationary Membership.

The Membership Committee shall be responsible for keeping an accurate record of membership, including attendance at all meetings. The committee shall be responsible to see that all members maintain the minimum requirements for their respective membership statuses.



### **Section 3: Applicant's School Committee**

The duty of the Applicant's School Committee shall be to conduct the training school for the new applicants. The committee is responsible for preparing and conducting the Applicant's Examination.

The committee should be responsible for observing and reporting on each applicant in at least two assigned games. The School Chairman shall receive an honorarium with the amount as indicated by a vote of the membership.

### **Section 4: Nominating Committee**

The Nominating Committee shall consist of three **(3)** or more members appointed by and including the 1<sup>st</sup> Vice President. It shall select at least one and not more than two active members to be candidates for each office and directorship, subject to the restrictions of Article III, Sections 1-4, of the Constitution.

The slate of this committee, along with the nominations from the floor, shall be presented at a regular meeting of the association prior to the last regularly scheduled meeting in May.

### **Section 5: Publicity Committee**

The duty of the Publicity Committee shall be to keep the public and other interested parties informed of any business concerning the good and welfare of the Nassau County Lacrosse Officials Association, Inc. all official releases to the press must have the sanction of the President.

### **Section 6: Ethics Committee**

The duty of the Ethics Committee shall be to investigate the conduct of members of this Association and the conduct of participants and the conditions of any game officiated by its members.

The membership of this committee shall consist of the previous two **(2)** past Presidents and an appointee named by the current President.



## **Section 7: Rating Cards Committee**<sup>2</sup>

The duty of the Rating Cards Committee shall be to annually review and analyze each member's rating cards to legitimize the officials' rating system.

The membership of this committee shall be limited to the NCLOA President, 1<sup>st</sup> Vice President and 2<sup>nd</sup> Vice President and they shall have the right to coordinate varsity assignments based on the officials' ratings and rankings within the Association.

The Rating Cards Committee will fill any vacant varsity level positions using lower level officials. The criteria used for determining advancement shall include but not exclusively:

- a) The number of positions available based on need.
- b) An official's ranking in the Association.
- c) Number of years of experience as a lacrosse official

No more than ten **(10)** percent of the lowest ranked varsity officials based on the previous two **(2)** consecutive years of **rankings\*** will be demoted to the lower level in any one year.

Any demoted official may appeal their demotion to the NCLOA President and Executive Board prior to the start of the season.

**Note:** \* An official's annual **ranking** is determined by their average numerical ratings scores for the previous two **(2)** consecutive seasons. Separate rankings are established for varsity and lower level officials.

An official's annual **rating** is determined to be the average numerical score from the rating cards submitted by the coaches from the previous season.

The NCLOA will notify in writing, a minimum of the five **(5)** lowest rated varsity officials from the previous year prior to the start of the upcoming season.



### **Article III – Types of Membership**

**Section 1:** The membership of this organization shall consist of Active and Inactive Members according to the requirements set up hereinafter for the respective classification of membership.

**Section 2:** The minimum requirements for a membership in this Association in each respective category are as follows:

- a. **Active:** To become and remain an Active Member, an individual must:
  1. Successfully complete the Candidate's School
  2. Pay membership dues
  3. Attend at least five **(5)** meetings (the Dinner Meeting notwithstanding)
  4. Pass the annual examination
  5. Return the Sportsmanship Ballot
  6. Attend the mandatory State Clinic
  7. Maintain professional and ethical standards while representing this Association.
  
- b. **Inactive:** Inactive members are those members who desire to continue their affiliation by contributing their annual membership dues (one-half **(1/2)** of one varsity game fee) as established by the association for this type of membership.

A member may be placed on the inactive list if the member has applied for such classification in writing, with the reasons given approved by the Board of Directors. Inactive members will not be registered as "Approved" to the Office of the Executive Secretary. Inactive member(s) are not required to attend meetings and may **not** work games. The Board of Directors may reinstate inactive members to Active Membership.



## **Article IV – Exemptions and Disciplines**

**Section 1:** The Board of Directors may under unusual circumstances waive any of the above provisions.

**Section 2:** Any active member failing to meet any of the above requirements, including the failure to obtain all 30 OCC rating points, may be subjected to disciplinary action by the Board of Directors. The Board of Directors will review those members who have less than the required points for possible probation or expulsion from the Association.

## **Article V – Dues**

The Treasurer shall collect annual dues from each member of the Association.

**Section 1:** The amount of dues shall be a varsity game fee.

**Section 2:** Annual dues are payable in advance. Dues must be paid by the day of or before the last regular meeting. 5

**Section 3:** The membership may vote an assessment to cover any expense not provided by the annual dues.

## **Article VI – Meetings**

All members are required to attend five (5) of the regularly scheduled Rules Interpretation Meetings of the Association. This will include a **mandatory Clinic**.

**Section 1:** The Board of Directors shall establish the date, the time and the place of the regular meetings.

**Section 2:** Special meetings may be called at the discretion of the Board of Directors.



## **Article VII – Discipline**

**Section 1:** A member will be assessed point(s) reduction from his OCC rating for failure to return the State Examination. A member will be assessed point(s) reduction from his OCC rating for returning the Examination after the deadline. The Board of Directors shall set such point(s) deduction.

**Section 2:** A member may be cited for failure to pay his annual dues. The Board of Directors will assess point(s) deduction from his OCC rating for failure to pay annual dues within two (2) weeks of the due date.

**Section 3:** A member of this Association may be cited for unwarranted and excessive absences from regularly scheduled meetings by the Membership Committee and will be assessed point(s) deduction from their OCC rating for not attending (without prior written excuse) 5 of 7 meetings.

**Section 4:** A member of this association may be cited for conduct unbecoming to an official or for conduct, which may bring discredit or disgrace upon this Association. The Board of Directors may assess occurring points deductions, probation or expulsion from the Association, will review this conduct.

**Section 5:** A member may be cited for failure to take the Annual Examination. They may also be cited for not attaining a satisfactory rating on the Annual Examination. A deduction of one (1) point for each incorrect answer under a passing grade of 86 will be deducted from their OCC rating.

**Section 6:** Failure to attend the Mandatory State Clinic will result in point(s) deduction from a member's OCC rating and may prevent assignment to State Playoff Contests

**Section 7:** Failure to return the Sportsmanship Ballot on or before the due date will result in point(s) deduction from the OCC rating.

**Section 8:** A cited Association Member may be summoned before the Board of Directors to defend any violation accusations presented against them. As a result of the Board of Directors determination of the member's violations, the Board may take probationary or expellable action after a majority vote of the Board has occurred.



**Section 9:** Any recommended probationary period shall be at the Board of Directors discretion.

---

<sup>1</sup> *At the regular **May 19, 1999** NCLOA meeting, the membership voted unanimously to make the above changes in the Nassau County Lacrosse Officials Association Constitution and By-Laws regarding the separation of the Association's Secretary and Treasurer's responsibilities.*

<sup>2</sup> *At the regular **April 2, 2008** NCLOA meeting, the membership voted unanimously to make the above changes in the Nassau County Lacrosse Officials Association Constitution and By-Laws regarding the membership, duties and criteria of the Ratings Cards Committee.*

<sup>3</sup> *At the regular **April 20, 2009** NCLOA meeting, the membership voted unanimously to make the above changes in the Nassau County Lacrosse Officials Association Constitution and By-Laws regarding the advancement of the officers on the Board of Directors.*

<sup>4</sup> *At the regular **April 20, 2009** NCLOA meeting, the membership voted unanimously to make the above changes in the Nassau County Lacrosse Officials Association Constitution and By-Laws regarding the election of the members of the Board of Directors.*

<sup>5</sup> *At the regular **March 18, 2013** NCLOA meeting, the membership voted unanimously to make the above changes in the Nassau County Lacrosse Officials Association Constitution and By-Laws regarding the payment of annual membership dues to the association.*

<sup>6</sup> *At the regular **March 29, 2017** NCLOA meeting, the membership voted unanimously to make the above changes in the Nassau County Lacrosse Officials Association Constitution and By-Laws regarding the honorarium to the President with the amount indicated by a vote of the membership.*