



**Buffalo Women's Lacrosse Officials  
(BWLO)  
BYLAWS**  
Updated February 2019



## **CHAPTER 1: INTRODUCTION**

**Section 1.1** These are the bylaws of the Buffalo Women's Lacrosse Officials - Local Officiating Organization (LOO), hereafter referred to as "Organization"; of the Women's Division Officials Council of US Lacrosse, Inc.

**Section 1.2** These Bylaws are to be interpreted consistent with the Bylaws of US Lacrosse, Inc., the Women's Division and the Women's Division Officials Council of US Lacrosse. All definitions of U.S. Lacrosse, Inc. are incorporated herein, and in conjunction with the Women's Division Umpires' Manual that serves as the policy book of the Officials' Council.

**Section 1.3** The Organization will also follow the Bylaws set forth by New York State Public High School Athletic Association (hereafter referred to as NYSPHSAA) Officials' Coordinating Federation (OCF).

**Section 1.4** The Organization will operate as described in the current version of the BWLO Policies & Guidelines document.

**Section 1.5** The Organization will operate on a yearly basis with the year beginning on July 1st and ending on June 30th.

## **CHAPTER 2: MEMBERSHIP**

**Section 2.1** Membership to this organization is open to any person 18 years of age or older whom has successfully completed a certified rookie clinic or has met the transfer requirements from another LOO. Members pay annual dues directly to US Lacrosse as well as annual dues to this Organization. NYSPHSAA annual dues for those members wishing to service the high school level of play will be submitted via the BWLO, to the New York State Certified Officials of Girls Lacrosse Organization (hereafter referred to as "NYSCOGL").

**Section 2.2** All active members of this organization must achieve a valid rating in women's as defined by US lacrosse and found in the Umpires' Manual.

## **CHAPTER 3: EXECUTIVE COMMITTEE**

**Section 3.1** The Organization will be governed by a Seven (7) member Executive Committee; consisting of the LOO Chair, hereafter referred to as President; Vice President, Secretary, Treasurer, and Three (3) Member-at-Large positions.

**Section 3.2** The Executive Committee shall perform duties prescribed in these Bylaws and in the BWLO Policies & Guidelines document and shall have the authority to ensure that the policies and procedures of the following organizations are upheld as warranted: US Lacrosse Women's Division, NYSCOGL and NYSPHSAA.

**Section 3.3** The Organization will be represented to the US Lacrosse Women's Division Officials Council by the President / LOO Chair.

**Section 3.4** The President shall act as (or appoint another person to act as) the Organization's liaison as requested by other organizations.

**Section 3.5** If the President cannot attend an organization meeting, an event or fulfill a particular duty on a limited basis; the President may appoint a proxy to perform the duty in their stead, providing the proxy a.) is a member in good standing of US Lacrosse and the BWLO b.) term expires at the conclusion of the particular event .

**Section 3.6** The position of President shall serve a two (2) year term commencing July 1st of EVEN years. In the event of a mid-term vacancy in the President position, the Vice President will act as interim President for the remainder of the term, the Executive Committee shall then appoint an interim replacement for the Vice President. Subsequently, an election to fill the remainder of the Vice President term would occur at the next general membership meeting.

**Section 3.7** The position of Vice President shall serve a two (2) year term commencing July 1st of EVEN years.

**Section 3.8** The positions of Secretary and Treasurer positions shall each serve a two (2) year term commencing July 1st of ODD years.

**Section 3.9** The Three (3) Member-At-Large positions shall each serve a two (2) year term. Two of the Member-At-Large positions will commence on July 1st of EVEN years; the 3rd Member-At-Large position will commence on July 1st of ODD years.

**Section 3.10** All Executive Board positions will be voted on via ballot vote at the Post Season meeting. Members excused from attending the post-season meeting may cast a vote, via email or other approved electronic balloting to the Secretary, anytime prior to the start of the post-season meeting. Verbal votes will not be allowed. The outcome of this election will be decided by a majority of votes, provided that 51% (quorum) of the members in good standing have voted or have the opportunity to vote. The vote must be completed by the conclusion of the current years post season meeting.

**Section 3.11** Executive Committee members may serve multiple terms, and shall serve until a replacement has been elected. BWLO members can only serve in (1) Executive Committee position at any one time. A BWLO member may be nominated for more than one position on the Executive Committee.

**Section 3.12** In the case of a mid-term vacancy of the Executive Committee; the Executive Committee shall appoint an interim replacement; an election to fill the remainder of the term for the vacated position would occur at the next meeting.

**Section 3.13** The President with assistance from the Vice President shall call and conduct meetings of the Executive Committee, preside at meetings of the Organization; represent the Organization at the required U. S. Lacrosse National Convention and National Rules Interpretation Clinic and be responsible for disseminating pertinent information to the members of the Organization, maintain records of and renewal dates for all officials within the Organization, ensure that all members are US Lacrosse members with rosters and appropriate forms submitted to US Lacrosse, and other appropriate entities; maintain and keep current the Bylaws and Policies of the Local Officials Organization; otherwise preside over the business of the Organization.

**Section 3.14** The Executive Committee reserves the right to remove and replace an elected member who fails to discharge their duties and obligations in a professional manner in accordance with the best interests of the entire BWLO. Removal can be made by unanimous vote of the remaining Executive Board members.

**Section 3.15** Specific duties of Executive Board positions are further described in the BWLO Policies & Guidelines document.

## **CHAPTER 4: MEETINGS**

**Section 4.1** The President shall call at least three (3) meetings of the Local Organization membership per year:

1. **Pre-Season Business Meeting:** for the purpose of conducting the required rules interpretation, review of annual budget, collection of annual membership dues, and review of, or vote on the Organization Policies & Guidelines document as well as all other business. An additional Pre-Season Meeting may be required.
2. **Mid-Season Meeting:** for purpose of rules updates and nomination considerations for expiring offices, as well as all other business
3. **Post-Season meeting:** for purpose of voting for positions on the Executive Committee, as well as all other business.

**Section 4.2** Business can be transacted at any meeting by a majority vote of the Active organization members present. A quorum of 51% or more of Active members with the opportunity to vote is required to conduct business.

**Section 4.3** If the president is not available to preside at an organization meeting, the Vice president, Secretary or Treasurer, in that order; will preside over the meeting.

**Section 4.4** The President shall call as many meetings of the Executive Committee as deemed necessary to conduct the business of this Organization.

## **CHAPTER 5: OTHER AFFILIATIONS**

**Section 5.1** All members who are servicing NYSPHSAA games will be members in good standing with NYSCOGL. The Organization will ensure its' scholastic umpires follow the NYSPHSAA Officials Five Point Program as outlined in the "NYSPHSAA Handbook".

**Section 5.2** Each year the Executive Committee will provide NYSCOGL with a list of all officials who will be officiating NYSPHSAA games. The President will work with the Treasurer to pay dues to NYSCOGL (as per NYSCOGL Policies) each year for each official in the Organization who will be umpiring NYSPHSAA play. The President will also be responsible to represent the Organization at NYSCOGL meetings.

## **CHAPTER 6: CONFLICT OF INTEREST AND ETHICAL PRACTICES**

**Section 6.1** Organization members may not vote on any matter in which they have a conflict of interest or in which any member of their immediate family has a conflict of interest. If a member of the Organization becomes aware of any matter that could be considered a conflict of interest, they shall immediately disclose that conflict to the appropriate chairperson.

**Section 6.2** All members of the Organization must follow the US Lacrosse Umpiring Code of Ethical Conduct. All umpires must follow the US Lacrosse Women's Division Umpires' Manual for guidance concerning ratings, payment of dues, conduct, and other matters. All members must apply the US Lacrosse Rules of Women's Lacrosse consistent with official interpretations of those rules.

**Section 6.3** All members of the Organization are required to: attend an annual rules interpretation meeting, annually pass the written examination at their rating level, schedule a field test as per rating requirements, and conduct themselves in accordance with the rules of the US Lacrosse Women's Division Officials' Council and any other rules and policies adopted by this Organization.

## **CHAPTER 7: APPROVAL / AMENDMENTS of BYLAWS**

**Section 7.1** These Bylaws may be amended or repealed by two-thirds (2/3) affirmative vote of the members of the Organization. The bylaws may only be amended at the annual Pre-Season meeting.

**Section 7.2** Any member in good standing may propose changes to the bylaws by submitting the proposed changes in writing, with rationale to the President at least (20) days before the scheduled Pre-Season meeting. The proposed change will need to be seconded by another member and then may proceed to vote at the Pre-Season meeting.

**Section 7.3** Prior notice of any proposed amendment or repeal of any bylaw should be contained in a notice of such action for which it will be voted on. This notice should be issued to the members of the Organization in writing or via EMail at least ten (10) days before the scheduled vote deadline, or meeting date scheduled for the vote.

**Section 7.4** These Bylaws and any amendments to them must be submitted to the Women's Division Officials Council of US Lacrosse.

**Section 7.5** These Bylaws shall take effect immediately during the meeting in which they are approved.

## **CHAPTER 8: TRANSACTIONS BY OTHER MEANS**

**Section 8.1** Whenever any action by the Executive Committee or Organization is required, that action may be conducted by telephone, or other electronic means, in a manner in which all participants may communicate with each other simultaneously.

**Section 8.2** Any action by USPS mail shall be deposited in U.S. mail postage prepaid at least ten (10) days before the ballot is to be returned. Electronic balloting is acceptable provided reply e-mails all originate from a member who has indicated consent to the use of e-mail as their official ballot.

## **CHAPTER 9: DISCRIMINATION**

**Section 9.1** The Organization will conform and comply with all federal, state and local laws concerning discrimination. The Organization will not discriminate against any official in hiring practices including, but not limited to: age, ancestry, citizenship, ethnicity, family care status, gender identity or expression, marital status, medical condition, disability, race, religion, sex, and sexual orientation.