

GRAND RAPIDS AREA LACROSSE OFFICIALS ASSOCIATION (GRALOA) BY LAWS

The original document is to be kept with the corporate records of the current GRALOA Secretary.

REVISED 29 September 2016

REVISED 10 October 2014

REVISED 7 July 2014

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CREATED 13 November 2009

ARTICLE 1 - OFFICES

The principal office of the Grand Area Lacrosse Officials Association (GRALOA), (the "Association") shall be in the city of Grand Rapids, MI.

The Association may also have offices at such other places within this state, as the Board of Directors may from time to time determine, or the business of the Association may require.

ARTICLE 2 - PURPOSES

2.1 The purposes for which this Association has been organized are as follows:

2.1.1 Promote the establishment, maintenance and implementation of the highest standards of integrity, honesty, and efficiency in the administration, policy, and scope of lacrosse officiating by the members of the GRALOA, and to render service to high schools and other organizations so as to assist them in the conduct of their lacrosse activities in a wholesome and desirable manner, contributing to the highest level of fair play and sportsmanship; and

2.1.2 To seek high standards of lacrosse officiating through the study of lacrosse rules and interpretation; and

2.1.3 To assist high schools and other groups in conducting intramural lacrosse activities by providing officials qualified in the sport of lacrosse; and

2.1.4 To act as a clearing house of information for the benefit of its members who officiate the sport of lacrosse; and

2.1.5 Foster high standards of ethics and integrity, encouraging fair play and sportsmanship among officials, coaches, players, and spectators.

2.1.6 Use dues to promote the Association and its activities and are to be to remain part of the Association financial accounts.

ARTICLE 3 – MEMBERSHIP IN GOOD STANDING

3.1 - Requirements

3.1.1 Payment of annual dues

3.1.2 Completion of the board the selected NFHS, MHSAA, US Lacrosse and or GRALOA rules test which shall be accomplished by a date set by the Board of Directors.

3.1.3 Demonstrated competence.

3.1.4 GRALOA members must act towards fellow GRALOA members with respect and good conduct. Failure to do so may be grounds for action by the DAC.

3.1.5 New members of the Association shall participate in requisite lacrosse official's training as coordinated by the Association and conducted by the GRALOA Trainer

3.1.6 Complete 3 hours on field training and attend 3 GRALOA Continuing Education Meetings/Training as scheduled during the course of the year.

3.1.7 All GRALOA members must be a member of US Lacrosse or NASO to work Middle School games and Youth tournaments. GRALOA members must provide verification of such membership.

3.1.8 Individuals under probation are not considered members in good standing

3.1.9 All GRALOA members with an interest or desire to officiate regular season high school games are expected to attend/complete on-line the MHSAA Rules Meeting.

3.1.10 Failure to pay dues 30 days after due date will result in assessment of a late fee as determined by the board and all privileges of membership shall be suspended until all dues and late fees are paid.

3.1.11 The Board of Directors upon receipt of written application may waive, suspend and or reduce dues or late fees of any member for the fiscal for good reason.

3.1.12 Honorary members are excluded from payment of dues.

3.2 - Expectations

3.2.1 It will be the responsibility of the individual members to update or correct their own personal information. This information will be provided to the Secretary so that the Association roster may be updated

3.2.2 Behave in accordance with the GRALOA operating rules and the procedures in effect.

3.3 - Membership Meetings

3.3.1 The Secretary shall publish notice to the membership of the annual Association membership meeting that shall take place between June 1 and November 15 of every year.

3.3.2 Meetings of the Association, at which Association business can be conducted, shall be held at the principal office of the Association or at any other place determined by the members of the Board of Directors. Sufficient advance notice of meetings will be given.

3.3.3 At each meeting, all business will be conducted according to Robert's Rules of Order, or by any method chosen by the President, except where such rules are inconsistent with these by-laws.

3.3.4 The presence at any membership meeting or electronic voting as established by the board of not less than 12 members shall constitute a quorum and shall be necessary to conduct the business of the Association.

3.3.5 A membership roll showing the list of members, as of the record date, certified by the Secretary, shall be available at any meeting of members upon the request of any member who has given written notice to the Association that such request will be made at least 14 days prior to such meeting. All persons appearing on such membership roll shall be entitled to vote at the meeting.

3.4 - Fixing Record Date

For the purpose of determining the members entitled to notice, or to vote at any meeting of members, or adjournment thereof, or to dissent from any proposal without a meeting, or for the purpose of determining the members entitled to receive any distribution, or any allotment of any rights, or for the purpose of any other action, the date of June 30th shall be the record date for any such determination of membership.

3.5 - Order of Business

The suggested order of business at all meetings shall be as follows:

- a) Roll call
- b) Reading of minutes of the preceding meeting
- c) Reports of Committees
- d) Reports of Officers
- e) Old and unfinished business
- f) New business
- g) Adjournment

3.6 - Membership Dues

Dues shall be recommended by the Board of Directors and approved by the membership annually. Any dues paid to the Association in advance by a member in good standing shall be returned if the member chooses to resign from the Association prior to March 1st.

ARTICLE 4 - OFFICERS

4.1 - Duties of the Board of Directors

The Board of Directors shall:

- 4.1.1 Manage and direct the affairs of the Association in accordance with the By-Laws.
- 4.1.2 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.
- 4.1.3 Accurately report to the Association all of its decisions and do so in an expeditious manner

4.2 - Election of Officers

- 4.2.1 The membership shall directly elect the officers for terms of two years each, with elections to occur at the annual membership meeting.
- 4.2.2 The membership shall directly elect two at large members, to a two year term
- 4.2.3 The President may not serve more than two consecutive terms of office
- 4.2.4 All elected officers shall automatically become members of the Board of Directors
- 4.2.5 First year members of the Association are ineligible for election to any office. Only members in good standing are eligible for elected office.
- 4.2.6 The Secretary or Nominating Committee will make public a slate of nominees for the

elected officer positions on the Board of Directors. Members may vote by secret ballot at the Annual Membership Meeting or may cast an absentee ballot. Such absentee ballots must be received by the Secretary or Nominating Committee not less than 24 hours prior to the date of the Annual Membership Meeting. Such ballot must be in a verifiable form. Only members in good standing may vote.

4.3 - Duties of the President

4.3.1 The President shall be the chief executive officer and shall preside at all meetings of the members and of the Board of Directors.

4.3.2 The President shall oversee the general management of the Association and shall see that all orders and resolutions of the Board of Directors are carried into effect.

4.3.3 The President shall appoint and be an ex-officio member of all committees. He may revoke all such appointments.

4.3.4 The President shall be authorized to sign bank drafts in the Treasurer's absence, subject to said bank draft being at the approval of the Board of Directors.

4.3.5 The President shall conduct all business on behalf of the Association not specifically delegated elsewhere.

4.3.6 The President shall make every effort to further the policies of the Association.

4.3.7 The president or an appointed board member shall coordinate all local training/evaluations of all member officials. The evaluation shall involve observation, written critique and when necessary a plan of improvement.

4.4 - Duties of the Vice-President

4.4.1 During the absence or disability of the President, the Vice-President shall have all the powers and functions of the President. The Vice-President shall perform such other duties as the Board of Directors shall decide.

4.4.2 The Vice-President shall be Chairman of the Disciplinary Action Committee.

4.5 - Duties of the Treasurer

4.5.1 The Treasurer shall have the care and custody of all the funds and securities of the Association, and shall deposit said funds in the name of the Association in such financial institutions as the Board of Directors may elect.

4.5.2 The Treasurer shall sign and execute all contracts in the name of the Association when countersigned by the President. The Treasurer shall also sign all checks, drafts, notes, and orders for the payment of money, which shall be duly authorized or ratified by the Board of Directors.

4.5.3 The Treasurer shall at all reasonable times exhibit his books and accounts to any Officer or member of the Association.

4.5.4 At the end of each corporate year, the Treasurer shall have an audit of the accounts, made by a committee appointed by the President and shall present such audit in writing at the annual meeting of the members, at which time the Treasurer shall also present an annual report setting forth in full the financial condition of the Association.

4.6 - Duties of the Secretary

4.6.1 The Secretary shall keep the meeting minutes of the Board of Directors and those of the Association.

4.6.2 The Secretary shall have charge of such books and papers as the Board of Directors may direct. The Secretary shall keep the membership roll containing the names, alphabetically arranged, of all persons who are members of the Association, showing their places of residence and appropriate contact information.

4.7 - Duties of At-Large Members of the Board of Directors

4.7.1 At-large members of the Board of Directors are elected positions and have full voting rights, shall participate on committees, and participate in Association business as agreed by the Board of Directors.

4.8 - The Position and Requirements of the Assigner(s)

4.8.1 The GRALOA Assigners recognized for regular season high school and middle school games (the "Regular Season Assigners") shall be recommended by the Board of Directors of GRALOA and ratified by the membership at the commencement of the annual membership meeting and prior to the election of any new officers, for a term of one (1) year. The recommendations are to be made from applications received from active members of GRALOA. The GRALOA Assigners are non-voting members of the Board of Directors. Any independent assigner of off-season lacrosse games or any other middle school or scholastic games, must be approved by the Board. All independent assigners shall be subject to the requirements and stipulations outlined in items b through k contained herein. Any assigning of officials that are members of the GRALOA for any games in or out of season, should be used as preferred officials, outside officials in special circumstances must be approved by the President and/or the board.

4.8.2 The Regular Season Assigners may not hold an elected GRALOA Board of Director office.

4.8.3 The Assigners shall use scheduling software recommended by the Assigners and approved by the Board of Directors of GRALOA, such approval not to be unreasonably withheld. All assigning of games must be transparent to the board and officials. Each individual member of GRALOA should have access to the master schedule and see what games were assigned and to whom.

4.8.4 Neither the Regular Season Assigners nor independent assigners shall set the rates or fees for which GRALOA members will receive pay to officiate games. All officiating fees are to

be negotiated by the GRALOA President, or an appointed member(s) of the board.

4.8.5 Any Assigner shall be an active member in good standing of GRALOA, any exception to this must be approved by the president of GRALOA with a written request from the assignor and a written approval from the president of GRALOA for an exception to the assignor as a member in good standing with the association. There may be multiple assigners as determined by the Board of Directors and all assigners by acceptance of the position agree to work in concert to provide assigning services for the entities that GRALOA serves.

4.8.6 The Assigners must endeavor to make assignments that further the education, training, exposure, and familiarity with the game of lacrosse and officiating of the sport of lacrosse. In addition, the assignor must prioritize officials based on members in good standing, GRALOA members in all assigning functions, MHSAA games, middle school or clubs, as well as in and out of season tournaments.

4.8.7 The Assigners must endeavor to make the best possible assignments in regard to the level of the contest and the level of the officials in order to provide the most appropriate coverage. Assigning should be based on tier of school and level of official within the GRALOA association. Tier 1 officials should be prioritized for tier 1 games. A list of schools with tier ranking will be provided as well as official rankings based on assignor and board recommendation. In addition the assignor must prioritize officials based on members in good standing, GRALOA members in all assigning functions, MHSAA games, middle school or clubs, as well as in and out of season tournaments.

4.8.8 The Assigners must endeavor to have as many games fully covered as possible with the appropriate and requisite number of member in good standing officials and other GRALOA members. Any use of outside officials must be approved by the president or the board.

4.8.9 The Assigners shall provide a listing of those schools, programs, associations and conferences for which services have been contracted or agreed upon

4.8.10 If requested, the Assigners shall provide reports (in a mutually agreed format) to the President of GRALOA, including the following information:

- 1) games by official
- 2) level of games by official
- 3) games by official by location
- 4) official availability by date
- 5) dates blocked by official
- 6) assignments declined by official
- 7) accepted assignments turned back by official
- 8) no shows or late arrivals by official
- 9) potential conflict of interest by official
- 10) rosters of lacrosse officials registered with the Assigners

4.8.11 Any official that has not paid dues, or has not qualified with the minimum training for GRALOA membership, or is not registered MHSAA official, must have written approval for the assignor to use in any games. The use of nonqualified GRALOA members is not sanctioned by GRALOA.

4.8.12 The assignor is not responsible for on field training, rules interpretation, or GRALOA official discipline. Any correspondence from schools, coaches or athletic directors should be directed to the board for further action and response. There are three participants that are nominated or elected as: 1. Association trainer, 2. Rules interpreter, and 3. Disciplinary Action Committee, chaired by the VP.

4.8.13 It is the assignor's responsibility to assign during the season the designated (R) as the referee. This is a calculated decision to be made by the assignor based on experience, and overall leadership of the position based on the level of games and corresponding officials.

4.9 - Rules Interpreter

4.9.1 The Rules Interpreter is appointed by the Board of Directors and shall keep the Association apprised of all rule changes, interpretations, and points of emphasis as established by the Men's Lacrosse Committee of the NCAA, NFHS, US Lacrosse Youth Council, MHSAA and MYLA.

4.9.2 The Rules Interpreter shall provide the official interpretation on all lacrosse rules.

4.9.3 The Rules Interpreter is a non-voting member of the Board of Directors.

4.10 - Trainer(s)

4.10.1 Trainers are appointed by the Board of Directors and shall coordinate with members of the Association, including but not limited to a Rules Interpreter and any registered clinicians in order to conduct training for novice officials and ongoing classes and clinics for veteran officials.

4.11 - Removal and Resignation

4.11.1 Any elected or appointed officer may be removed by the Board of Directors with or without cause. In the event of death, resignation, or removal of an officer, the Board of Directors at its discretion may elect or appoint a successor to fill the unexpired term.

ARTICLE 5 - MANAGEMENT of the ASSOCIATION

5.1 - Conflicts

5.11 If there is any conflict between the provisions of the certificate of incorporation and these By-Laws, the provisions of the certificate of incorporation shall govern. The Association shall be managed by the elected and appointed members of the Board of Directors.

ARTICLE 6 - AMENDMENTS

6.1 – Amendment Process

6.1.1 These By-Laws can be amended by any regular or special meeting or by electronic transmittal by three-fourths (3/4) vote of the member's present or electronic response, provided written notice of the proposed amendment has been sent to each member at least 7 days in advance of the date of the meeting.

6.1.2 By-laws may also be adopted, amended or repealed by the Board of Directors but any by-law adopted, amended, or repealed by the Board of Directors may be amended by the members entitled to vote thereon as herein before provided.

ARTICLE 7 - COMMITTEES

7.1 – Committee Composition

7.1.1 Each committee shall be comprised of between one and seven members, as appointed by the President, who is an ex-officio member of each committee.

7.2 - Special Committees

7.2.1 The President shall appoint special committees as necessary. A special committee shall terminate at the next annual meeting unless extended by the general membership.

7.3 - Nominating Committee

7.3.1 The duties of the Nominating Committee, in conjunction with the Secretary, shall compile a slate of nominations, which shall be presented within a reasonable amount of time prior to and at the annual membership meeting for the purpose of the election of the Board of Directors of the Association.

7.4 - Disciplinary Action Committee, (DAC)

7.4.1 The purpose of the DAC is to ensure that the membership maintains the standards set forth by the Association.

7.3.2 Rarely, it may be necessary to investigate the behavior of a member of the Association, only in so far as it relates to a specific incident before, during or after a game, scrimmage, meeting or event regulated or in conjunction with the activities of the Association and its members.

7.3.3 Questionable behavior by an official must be brought to the attention of the Board of Directors, in written format, within a reasonable period of time of the incident. Anyone may file a report, but they must identify themselves, provide witnesses or other supporting evidence. A GRALOA member must file a report regarding another member within 72 hours of the incident. The Chairman of the DAC (voted by the Board for each hearing), in consultation with the Board of Directors, has the responsibility of determining whether the alleged infraction is (1) a possible violation of current Association standards and requires further review or (2) is verifiable beyond a reasonable doubt. If the complaint does not meet the criteria, it will be dismissed and a brief report shall be filed by the Chairman of the DAC.

7.3.4 Upon receipt of a report found to have met the above criteria, the Chairman of the DAC will direct members of the DAC to gather all necessary data. A meeting will be scheduled and when convened the data shall be reviewed, testimony as appropriate shall be heard and a vote shall be taken. A simple majority vote shall determine the decision by the DAC.

7.3.5 Disciplinary action of an Association member shall be the sole domain of the DAC. All voting members of the Board of Directors except the President shall comprise the DAC. Witnesses and other individuals who may be of assistance may be invited by the Chairman of the DAC, but will have neither voting privileges nor be present during voting and deliberation. The proceedings shall be private or public at the discretion of the suspect official. The voting will be confidential and the results will be reported to the Assigner(s) of the Association and/or the membership at the discretion of the DAC.

7.3.6 An official found to be guilty of an infraction is allowed to have an appeal. Said appeal must be made to the President within 72 hours of the original judgment of the DAC, and will be heard by the President and the non-voting members of the GRALOA Board of Directors (the "Board of Appeals") The Board of Appeals can direct the DAC to reverse, review, reduce or suspend the penalties and/or original judgment.

7.3.7 Penalties or actions of the DAC may include but not be limited to:

- 1) Notification to membership, MHSAA, and lacrosse assigners of infraction and judgment
- 2) Probation.
- 3) Recommendation to assigners that the official receives a reduction in schedule
- 4) Removal from roster