

New Jersey NE Chapter II - Women's and Girls' Lacrosse Officials  
a NJ Nonprofit Corporation  
Bylaws (updated August 2023)

**Article I – Name**

The organization shall be known as New Jersey NE Chapter II – Women's and Girls' Lacrosse Officials, a NJ Nonprofit Corporation (the Chapter, or NEC II) and shall serve the needs of Women's and Girls' Lacrosse Officials in Northern New Jersey.

**Article II – Purpose**

The purpose of this organization shall be:

- a) To provide competent, uniformed and certified officials who are eligible for assignment to organized girls' and women's lacrosse competitions in accordance with the most recent rules published and interpreted by US Lacrosse and other applicable rules organizations
- b) To develop officials' understanding of the rules of girls' and women's lacrosse through the proper interpretation, enforcement, and administration of the rules
- c) To create an environment of professionalism, respect and confidence for member officials, both off and on the field
- d) To provide opportunities for the professional growth and development of all members of the Chapter
- e) To promote the welfare of the game of girls' and women's lacrosse by encouraging a spirit of fair play, safety, and good sportsmanship

**Article III – Membership**

**Section 1 – Organization**

- a) The Membership shall be composed of duly qualified 'Active', 'Inactive', 'Apprentice', 'Cross-Chapter', and 'Emeritus' officials.
- b) No member shall be an employee of the Chapter.
- c) All members are individual contractors, and not employees of the Chapter, and may associate themselves with any number of game assignors.

**Section 2 – Eligibility**

Individuals eligible for training and testing as girls' and women's lacrosse officials suitable for inclusion as Chapter members shall be of good character, at least 14 years of age for Youth competition and 18 years of age for High School (NJSIAA) competition, shall be members of US Lacrosse, and shall be considered for training and testing regardless of Race, Gender, Ethnicity, Disability, Sexual Orientation or Religion.

**Section 3 – Dues**

- a) Annual dues and any late fee charges will be established by the Board based on the budget submitted by the Board Treasurer. A schedule of dues and other fees and fines will be published in Appendix C of these Bylaws.
- b) Dues are payable according to the schedule in Appendix C of these Bylaws and must be paid prior to the start of the season. Payment dates will be established by

New Jersey NE Chapter II - Women's and Girls' Lacrosse Officials  
a NJ Nonprofit Corporation  
Bylaws (updated August 2023)

the Board and will appear in the schedule of dues and other fees and fines in Appendix C of these Bylaws.

#### Section 4 - Expenses

- a) Budgeted expenses of the Chapter and its members shall be paid by the Treasurer in accordance with the guidelines provided in the Bylaws.
- b) Any unbudgeted expenses must be approved by the majority of the Board members.

#### Section 5 – Membership Classifications

The Chapter will classify members as follows:

- a) **Active** – An Active Member must officiate during the season, shall have completed the Chapter Apprentice Class and training program and served a term of at least one season in Apprentice Status (or shall have transferred to the Chapter as a fully qualified member of another Women's Lacrosse Chapter), shall have passed the written and practical requirements to qualify as a Women's Lacrosse Official, shall be a member in good standing of U.S. Lacrosse, Inc. and this Chapter, as defined in Appendix A of these Bylaws, and shall comply with the Chapter's Code of Ethical Conduct (Appendix B of these Bylaws). Active members must maintain a current rating in accordance with all requirements established by US Lacrosse and the Chapter.
- b) **Inactive** – Inactive status will only be granted to a Member who has been an Active Member for at least one year and is prevented by circumstances from remaining on Active status. Inactive status may be granted for a period of one year, and assignors will be notified of this change of status. Any extension is subject to approval by the Board. Members may contact the Chapter Secretary to inquire about their status. Inactive Members shall pay Chapter dues in accordance with the schedule in Appendix C of these Bylaws for the year they are inactive. If the Chapter has made payment(s) to organizations on behalf of an Inactive Member, such amount(s) must be repaid to the Chapter by the Inactive Member. A Member who is granted Inactive status must adhere to the conditions set forth in the Inactive Member Policy which is Appendix E of these Bylaws.
- c) **Apprentice** - Apprentice status is granted to Members in training who have made proper application to the Chapter and either have met or are anticipated to meet the requirements for membership. To become an Active Member, an Apprentice must:
  - i. Attend and successfully complete the NJ Northeast Chapter II Apprentice Program.
  - ii. Take the written test of US Lacrosse Official Rules and achieve the minimum required passing score.
  - iii. Apprentice Members are required to attend an Annual Rules Interpretation Meeting. Attendance at the NJSIAA Annual Rules Interpretation Meeting or another local board's Rules Interpretation Meeting are approved alternatives to attendance at the Chapter rules interpretation meeting. Apprentice Members are also required to attend other meetings as may be necessary to meet the minimum annual

New Jersey NE Chapter II - Women's and Girls' Lacrosse Officials  
a NJ Nonprofit Corporation  
Bylaws (updated August 2023)

number of classroom/field training hours that are required by US Lacrosse, the NJSIAA, and the JGLA (for those who officiate Youth competitions).

- iv. Serve a term of at least one season in Apprentice status.
- d) **Cross Chapter** - A Cross Chapter Member officiates during the season and is a Member in good standing in another US Lacrosse recognized Chapter (their Home Chapter). They must provide evidence of their standing with their Home Chapter, they must have a current US Lacrosse rating through their Home Chapter, and be a current member, in good standing, of USL, and shall comply with the Chapter's Code of Ethical Conduct (Appendix B of these Bylaws). If their Home Chapter is not in New Jersey, and they intend to officiate HS games, they must be registered with NJSIAA, and have passed required background checks. It is their responsibility to register with NJSIAA. They must meet the requirements of a member in good standing for NECII and provide evidence that they attended a current Rules Interpretation meeting, passed the appropriate US Lacrosse rules tests, and are meeting the US Lacrosse education recommendations. They may attend all NECII meeting and training programs. However, their ratings must be done through their Home Chapter.
- e) **Emeritus** - Any formally active official who no longer officiates games but still wishes to provide service to the Chapter. Emeritus members must be a member of US Lacrosse and pay dues to the Chapter. They must attend an annual rules interpretation meeting and maintain current knowledge of rules and interpretations. They may serve as raters, trainers, and committee chairs or members. They may not serve as Board members.

#### Section 6 – Annual Examination

- a) Every Active, Inactive, and Emeritus Member shall take the applicable written examination of the US Lacrosse Official Rules for Girls' and Women's Lacrosse and pass, with the minimum score specified by US Lacrosse, prior to the start of each season. Any Member who fails to take the examination shall not be considered to be in Good Standing with the Chapter.
- b) Every Active and Apprentice Member must have an on field evaluation / rating and earn a satisfactory rating designation in accordance with requirements defined by US Lacrosse or the NCAA / CWLOA to be a member in Good Standing. Ratings must be renewed in accordance with the requirements defined by US Lacrosse and / or the NCAA / CWLOA.

#### Section 7 – Lapsed Membership

A member whose membership has lapsed for a period of one year or whose Inactive status has extended beyond a one-year period shall be subject to the judgment of the Board for reinstatement, and may be required to complete the Chapter Apprentice program and other practical retraining.

### **Section 8 – Transfer of Qualified Official**

A person seeking Active Status with the Chapter and producing proof of current US Lacrosse membership as an Official with another lacrosse officials' chapter or board, and who is in good standing (an Active Member) with their chapter or board, will be exempt from the requirement of completing the Chapter Apprentice program. The transferring official's performance will be evaluated, at the discretion of the Board, at a scrimmage or game following their transfer.

### **Section 9 – Meetings**

All Active Members, Emeritus, and Apprentice Members are required to attend an Annual Rules Interpretation Meeting.

- Attendance at the US Lacrosse Annual Convention's Rules Interpretation session, NJSIAA Annual Rules Interpretation Meeting or another local board's Rules Interpretation Meeting are approved alternatives to attendance at the Chapter rules interpretation meeting.
- Active High School and Youth Officials must attend ONE rules interpretation meeting plus 2 regular season meetings.

#### Penalties for Failing to Attend Meetings:

- a. The 1st year officials fail to meet this requirement there will be a \$50 fee for non-compliance.
- b. The 2nd year officials fail to meet this requirement, will be a \$50 fee and no scrimmages will be assigned.
- c. The 3rd year officials fail to meet this requirement, there will be a \$50 fee, no scrimmages will be assigned, and a 2-week suspension—meaning games will not be assigned in the first 2 weeks of the regular season.
- d. The 4<sup>th</sup> year officials fail to meet this requirement, the official will have to retake course or decide if he or she would like to continue to officiate.

### **Section 10 – Disciplinary Action**

An Adjudication Committee of the Board shall consider the appropriate disciplinary action for any of the following:

- a) Nonpayment of dues.
- b) Conduct unbecoming an official during a game or relating to umpiring performance (including physical appearance, Behavior, uniform, or tardiness issues).
- c) Failure to fulfill an assignment.
- d) Any other alleged misconduct related to a game or toward a school, player, coach, or other game personnel.
- e) Any breach of the Chapter's Code of Ethical Conduct.

For any such consideration, the President will appoint two members of the Board and convene a three-member Adjudication Committee within 7 days of the date of the Grievance. The President shall serve as head of the Committee and shall administer the disciplinary action upon unanimous agreement of the committee. No member who has reported misconduct or a breach of the Code of Ethical Conduct by another member, or

New Jersey NE Chapter II - Women's and Girls' Lacrosse Officials  
a NJ Nonprofit Corporation  
Bylaws (updated August 2023)

who was assigned to the game during which the alleged misconduct occurred, or who is under consideration for disciplinary action may serve on an Adjudication Committee.

### Section 11 – Background Checks

All adult members (18 years and older) must pass a background.

- a) High School officials must submit to the background check done by NJSIAA. If a member is flagged by this background check the official will be suspended from the Chapter. They must follow the procedure defined in the current 'NJSIAA Handbook for Officials' for reporting the results to the Chapter. If they wish to be reinstated, they must follow the reinstatement process defined in the current 'NJSIAA Handbook for Officials'.
- b) Adult officials who only officiate youth games must submit to a background check through U.S. Lacrosse. If flagged by this background check the member will be suspended from the Chapter. If they wish to be reinstated in the Chapter they must follow the U.S. Lacrosse reinstatement procedure or if no such procedure exists, they must follow the NJSIAA procedure.
- c) If at some time in the future U.S. Lacrosse requires all officials to submit to a background check as part of their U.S. Lacrosse membership, all officials must comply even if they are also subject to a background check by NJSIAA and/or other organizations. If a member has to submit to both the US Lacrosse and the NJSIAA background check and is flagged by either or both checks they will be suspended from the Chapter. To be reinstated they follow the more restrictive reinstatement processes of the two organizations.

### **Article IV – Parliamentary Authority**

Roberts Rules of Order (Revised) shall govern the procedures and conduct of Chapter meetings in all cases in which they are applicable and consistent with the Chapter Certificate of Incorporation and Bylaws.

### **Article V – Officers**

#### Section 1 – Titles

The officers of the Chapter shall be:

- a) President
- b) Vice President
- c) Secretary
- d) Treasurer
- e) Rules Interpreter
- f) Supervisor of Adult Officials
- g) Supervisor of Youth Officials

#### Section 2 – Board of Trustees

The Officers of the Chapter shall constitute the Board of Trustees (the Board), and shall rule by majority vote on all matters not specifically addressed in the Chapter constitution and by-laws.

New Jersey NE Chapter II - Women's and Girls' Lacrosse Officials  
a NJ Nonprofit Corporation  
Bylaws (updated August 2023)

Section 3 – Standing Committees

The Board shall establish standing committees as determined to be necessary to meet certain ongoing needs of the Chapter. Such committees may include, but not be limited to the following:

- a) Education (Rating and Training)
- b) Ratings
- c) Mentorship
- d) Chapter Service
- e) Ethics

Section 4 – Elections

The term of all officers shall be for two years. Elections for the offices of President and Secretary shall be held in odd years. Elections for the office of Vice President and Treasurer shall be held in even years. The elected officers (President, Vice President, Secretary, and Treasurer) shall appoint, by majority vote, the Rules Interpreter, Supervisor of Adult Officials, and Supervisor of Youth Officials. In the event of a tie, the President's vote shall determine any appointment.

The same elected position may not be held by the same individual for more than 3 consecutive 2 year terms. After a 1 term break an individual may run again for their prior office. If an individual is appointed to fill a vacant elected position, that time shall not count toward the 3 consecutive term limit. Service prior to the adoption of these Bylaws does not count toward the 3 consecutive term limit.

If no member(s) run for an elected position that is open because the 3-term limit has been reached, the current office holder may run for that position.

If an elected officer is unable, for any reason, to complete their term, a replacement shall be appointed by a majority vote of the remaining elected officers. The replacement shall serve for the remainder of that term. Until a replacement is appointed, the remaining members of the Board will perform the duties of the missing member.

Section 5 – Emergency Sessions

The Officers shall constitute an emergency committee to act on any matters requiring immediate attention in circumstances in which a general membership meeting cannot be convened.

Section 6 – Amendments

Amendments to the Certificate of Incorporation and/or Bylaws shall require a two-thirds majority vote of the membership present at a general meeting of the membership occurring at least 14 days after such matters or matters are distributed in writing to the membership.

Modification, additions, and deletions to the Appendices to these Bylaws may be made by majority vote of the Board.

New Jersey NE Chapter II - Women's and Girls' Lacrosse Officials  
a NJ Nonprofit Corporation  
Bylaws (updated August 2023)

Any Active Member may submit a proposed amendment to any Officer, who shall present such proposed amendment to the Board for consideration and, upon a majority vote of the Board, distribution to the membership for acceptance or rejection via a vote in accordance with this Section 5

**Article VI – Parliamentary Authority**

All meetings shall be conducted per parliamentary procedures as set forth in Robert's Rules of Order, current edition.

**Article VII – Order of Business**

The order of business shall be governed by the following:

- a) Approval of the minutes of the previous meeting.
- b) Rules interpretation and officiating techniques (exception: designated topics or dinner meeting).
- c) Communications
- d) Reports of committees.
- e) Unfinished business.
- f) New business.
- g) Adjournment.

**Article VIII – Duties of Officers and Committee Chairpersons**

All officers and committee chairpersons are required to attend meetings indicated as mandatory by the President, unless their absence is approved in advance.

Section 1 – The President shall:

- a) Preside over meetings.
- b) Act as Chairperson of the Board.
- c) Appoint chairpersons for all standing committees authorized by the Board.
- d) Appoint an ad hoc committee as necessary to address matters that require more focus than may be feasible for the Board and are not within the authorized scope of any standing committee.
- e) Coordinate the efforts of the Board and serve as an ex-officio member of all Chapter committees.
- f) Keep informed of all Chapter activities and communications from US Lacrosse and NJSIAA.

Section 2 – The Vice President shall:

- a) Assist the President.
- b) Serve as or assist the coordinator of the Apprentice program.
- c) Serve as chairperson of the nominating committee for the election of Officers.
- d) Supervise voting for all matters that require a vote by the membership.
- e) Address coaches' misconduct in accordance with established procedures.

Section 3 – The Secretary shall:

- a) Notify Chapter members of meeting dates.
- b) Disseminate pertinent information to the Chapter membership.

New Jersey NE Chapter II - Women's and Girls' Lacrosse Officials  
a NJ Nonprofit Corporation  
Bylaws (updated August 2023)

- c) Maintain an accurate list of Chapter members and their addresses, telephone numbers, e-mail addresses, US Lacrosse ID number, current rating and rating expiration dates. This list and all updates will be shared with the Board.
- d) Keep accurate records of attendance at all Chapter and other meetings.
- e) Keep accurate records of annual examination completion and certification updates.
- f) Record and distribute minutes of Chapter meetings and meetings of the Board.
- g) Maintain a library of Chapter documentation, including the Certificate of Incorporation and bylaws, and all proposed and accepted or rejected amendments.

Section 4 – The Treasurer shall:

- a) Prepare an annual revenue and expense budget for review and approval by the Board. The budgets shall be submitted to the Board by September 1<sup>st</sup> of each year, and shall be used to establish the annual dues to be paid by members. Approval shall be determined by a majority vote of the Board.
- b) Collect dues from all Chapter members and deposit them in a timely manner in a Chapter bank account.
- c) Keep accurate records of all receipts and disbursements, and of all members' dues paid.
- d) Disburse funds for payment of budgeted and authorized Chapter obligations upon receipt of an acceptable invoice, including reimbursement to Members for eligible expenses that have been paid by Members.
- e) Issue a written report to the Board, via email, by the 15<sup>th</sup> day of each month, of all revenue received and expenses paid during the preceding month.
- f) Ensure compliance with all applicable requirements for tax reporting and submission.
- g) Present requests for potential funding of unbudgeted expenses to the Board for review and decision via majority vote.
- h) At each Chapter meeting, provide a brief oral report of the Chapter's financial position relative to its budget for the current year.
- i) Present the Chapter membership annually, by September 1<sup>st</sup>, with a written report of receipts, disbursements by expense category, and cash on hand.

Section 5 – The Rules Interpreter shall:

- a) Attend the pre-season rules interpretation meeting conducted by the NJSIAA.
- b) Interact with the applicable USA Lacrosse Rules Interpreter and/or Rules Editor to obtain current rules interpretations and adjudicate rules controversies.
- c) **MUST ATTEND at least ONE DAY of the USA Lacrosse Convention in January.**
- d) Plan, create (using USA Lacrosse materials), and present materials at the annual rules interpretation meetings for the Chapter regarding the approved interpretation of USA Lacrosse rules.
- e) Be tasked with planning and communicating two High School coaches' meetings to present the rule changes each season.
- f) Be in communication with whoever is teaching the new officials' class.
- g) Be present and be involved with the Education committee.



New Jersey NE Chapter II - Women's and Girls' Lacrosse Officials  
a NJ Nonprofit Corporation  
Bylaws (updated August 2023)

Section 6 – The Supervisor of Adult Officials shall:

- a) Assist the President in assessing the abilities of Adult officials in qualifying for their Level rating status.
- b) Serve as the primary point of contact for assessment and resolution of complaints submitted by coaches or other team/school personnel regarding Adult officials' actions before, during, or after High School level competitions.
- c) Serve as the primary point of contact for assignors of High School competitions.
- d) Serve as an ex-officio member of any committee that addresses training and development of Adult Officials.

Section 7 – The Supervisor of Youth Officials shall:

- a) Assist the President in assessing the abilities of Youth officials in qualifying for their rating status.
- b) Serve as the primary point of contact for assessment and resolution of complaints submitted by coaches or other team/league personnel regarding Youth official's actions before, during, or after Youth level competitions.
- c) Serve as the primary point of contact for assignors of Youth competitions.
- d) Serve as an ex-officio member of any committee that addresses training and development of Youth Officials.

Section 8 – Committee Chairpersons

- a) Determine the composition and organization of their committees and the resources required to accomplish the committee's purpose
- b) Provide requests for committee budgets, with supporting documentation, to the Treasurer for inclusion in the proposed annual budget for the Chapter
- c) Provide periodic reports to the Board regarding the activities and needs of their committees

**Article IX – Uniform**

- a) Officials shall be clean and neatly dressed for all assignments.
- b) Officials shall wear the uniform that is specified by the organization under whose rules the game is to be played, e.g., USA Lacrosse, NJSIAA, NCAA, JGLA.

**Article X – Payments to/by Officials**

- a) Game payments and terms shall be set by each applicable payer (league, conference, tournament director), and shall be updated from time to time in accordance with the policies and procedures of each payer. The Chapter does not negotiate game payments on behalf of Members.
- b) Assigning fees and terms, if any, shall be set by the applicable assignor and shall be updated from time to time in accordance with the policies and procedures of each assignor. The Chapter does not negotiate assigning fees on behalf of Members.

New Jersey NE Chapter II - Women's and Girls' Lacrosse Officials  
a NJ Nonprofit Corporation  
Bylaws (updated August 2023)

**Article XI – Voting**

- a) All Active and Apprentice members shall have voting privileges on all matters presented to the membership for a vote.
- b) No member of the Chapter may vote on any matter in which he/she has a financial interest, in which any member of his/her family has a financial interest, or on any other matter in which he/she has a conflict of interest.
- c) Notice of motions to alter, repeal or add to the Constitution and/or Bylaws shall be given to officials no less than fourteen days prior to the general meeting during which a vote on such matters will be taken.
- d) Notice of any other item upon which a vote of the membership is required shall be given to officials no less than 10 days prior to the general meeting during which a vote on such matters will be taken.
- e) A quorum shall exist at a meeting if more than 50% of Active members are present.
- f) Members who are not able to attend a meeting shall be allowed to submit their vote via email to the Vice President. Votes submitted via email must be received by 12 PM on the date of the meeting.
  1. Votes received by 12 PM on the date of the meeting shall be valid and shall count toward the establishment of a quorum.
  2. Votes received via email after 12 PM on the date of the meeting shall be invalid but shall count toward the establishment of a quorum. However, members whose email votes are received after 12 PM may still attend the meeting and cast their vote in person, in which case their vote via email shall not count toward the establishment of a quorum.
  3. Members who are not in attendance and have been provided with the opportunity to submit their vote via email and have not submitted a vote via email shall nonetheless be counted as present for the purpose of establishing a quorum.

**Article XII**

No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the Statement of Purpose hereof. The property of this corporation is irrevocably dedicated to the purposes of this corporation and no part of the net income or assets of this corporation shall ever inure to the benefit of any director, officer, or member thereof, or to the benefit of any private individual.

**Article XIII**

No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of these articles, this corporation shall not, except to

New Jersey NE Chapter II - Women's and Girls' Lacrosse Officials  
a NJ Nonprofit Corporation  
Bylaws (updated August 2023)

an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the purposes of this corporation.

**Article XIV**

Upon the dissolution of the corporation, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

**Article XV**

The Chapter shall, by majority vote of the Board, associate itself with one or more game assignors who have agreements with individual high schools and/or high school conferences, middle schools and/or middle school conferences, and/or youth associations that play girls lacrosse in the area served by this Chapter. The Chapter will provide these assignors with a roster of its members, who are in good Standing, and their ratings, for assignment to games.

Assignors for county and state tournaments will be provided with a roster of qualified officials for those tournaments. It is expected that the assignors will fairly distribute tournament games to those officials.

It is the sole responsibility of individual officials to maintain their assignment availability with each assignor.

Assignors are free to impose assignment, game turn back, failure to fulfill assignment fees, and other fees and fines related to game assignment. It is the sole responsibility of individual officials to pay all such fees and fines.

Assignors are independent contractors. They are not employees of the Chapter. They may be a member of the Chapter as an official. An assignor may not be a member of the Chapter Board.

Members of the Chapter may individually associate themselves with any number of assignors.