

**Central Jersey Chapter #3 Girls' Lacrosse Officials a
Non-Profit Inc.**

CONSTITUTION AND BY-LAWS



CENTRAL JERSEY CHAPTER #3 GIRLS LACROSSE OFFICIALS a Non Profit INC. CONSTITUTION

ARTICLE I – NAME:

The organization shall be known as Central Jersey Chapter #3 Girls Lacrosse Officials, a Non-Profit Inc. (herein to be known as the Chapter) The Chapter is affiliated with the New Jersey State Interscholastic Athletic Association (NJSIAA) and abides by the rules of US Lacrosse Women’s Division of Officials Counsel (USL.)

ARTICLE II – PURPOSE:

- To maintain the highest standards of Lacrosse Officiating.
- To promote the welfare of the game, its players, officials and coaches.
- To foster a continuing program of recruiting and training officials.
- To have available an adequate number of trained, competent officials for organized Interscholastic Lacrosse competitions.
- To cooperate with all officials organizations of Lacrosse competitions in furthering the spirit of fair play, safety and sportsmanship.

ARTICLE III – MINIMUM CHAPTER REQUIREMENTS

The Chapter shall meet the following minimum requirements to be eligible for consideration by the Chapter, NJSIAA and USL.

- The Chapter must provide evidence of officiating experience of its membership noting league, conference, or levels of competition and years of service.
- The Chapter must provide a list of its duly elected officers and membership.
- The Chapter must provide a copy of its Constitution and Bylaws for review by the NJSIAA.
- The Chapter must agree to grant the NJSIAA and USL the final authority for testing, training and evaluating procedures adopted by the Chapter.
- The Chapter must provide an outline of its testing, training, and evaluating procedures for certification of prospective and present officials. All officials must pass an annual written rules examination, as approved by the USL and NJSIAA.
- The Chapter must agree to comply with all provisions of the Constitution, Bylaws, and Rules and Regulations of the NJSIAA and USL; decisions of the Executive Board of the NJSIAA and USL; and the tenets of agreements affected by the Officials’ Councils and the NJSIAA and USL.

ARTICLE IV – MINIMUM REQUIREMENTS FOR REGISTRATION OF OFFICIALS

The Executive Committee, at its discretion, may approve the certification or registration of officials and shall establish the minimum requirements for testing, training and evaluation of officials.

1. TESTING

- a. Initially, the new candidate must provide at least two references attesting to his/her character.
- b. All candidates and officials must pass the USL Examination at the level at which the official will officiate.

2. TRAINING

- a. The Chapter will designate a rules interpreter who must attend the NJSIAA Rules Interpretation Meeting and who must conduct a Chapter Rules Interpretations Meeting prior to the opening of the interscholastic sport season.
- b. Attendance at an annual Chapter's Rules Interpretation Meeting shall be mandatory for all officials. (USL National Convention, NJSIAA, Chapter
- c. Officials shall be required to attend a minimum of three (3) meetings annually at which the rules, mechanics and USL/NJSIAA modifications are reviewed. Attendance at USL Convention or clinics sponsored by NJSIAA is strongly recommended.
- d. Youth/Apprentice and in-service training programs must be established to ensure a high caliber of umpiring for the member schools. It is highly recommended that officials who are not of legal age (18), even though they may have obtained varsity game status, be assigned to games with mentor officials who are of legal age (18 or older.) NJSIAA

3. EVALUATIONS AND CERTIFICATION

- a. The Chapter shall develop a means of evaluating in 'good standing.' An official in 'good standing' is one who passes the written test, passes the field test, attends required meetings and clinics, pays all fees, meets all deadlines and abides by all the regulations of the Chapter, the USL and NJSIAA Code of Ethical Conduct, provides Service to the Chapter and one who maintains professional competence as a Lacrosse Official.
- b. The Chapter Secretary shall furnish the NJSIAA and USL with a list of their officials 'in good standing' by designated date and include payment of fees for NJSIAA.
- c. Registration
 1. Registration by the Chapter will not be issued or renewed for any individual 18 years of age or older:
 - a. Convicted, or adjudicated with a finding of fault, guilt or violation, in regard to an offense against a minor or any sexual offense unless/until such offense has been reversed by proper authority with jurisdiction over the matter; or
 - b. Convicted, or adjudicated with a finding of fault, guilt or violation, in regard to an offense involving any illegal/illicit drug or controlled substance as prescribed by federal or state law or regulation, prior to five (5) years following the completion of any sentence/parole/probation period imposed for the offense.
 2. Currently Registered Officials
 - a. When a currently registered official is indicted or charged with any indictable criminal offense or charged with a violation of any statute pertaining to minors, drugs or a controlled substance, such license will automatically be suspended, pending resolution of the indictment or charge. Conviction or adjudication of fault, guilt or a violation under any such indictment or charge shall result in immediate and automatic forfeiture of the officiating license.

b. Currently registered officials must inform the local Chapter of any such indictment or indictable criminal charge immediately upon receipt of or upon having knowledge of such indictment or charge. Failure to notify the Chapter shall itself be a basis for immediate and automatic forfeiture of the officiating license.

3. Reinstatement/Reapplication for Registration.

An official whose registration has been forfeited, suspended or revoked or an applicant who is denied registration, under the provisions of this policy, may petition the Chapter for reinstatement/reapplication based upon the following:

- a. If suspension, revocation or forfeiture of registration is based upon conviction, adjudication or finding of guilt as a result of an indictable offense: The official/applicant may petition the Chapter for registration one (1) year after the completion of the parole/probation period; other than conviction of illegal/illicit drugs, controlled substance where a five (5) year probation period is used, or immediately upon dismissal or reversal of the charge or conviction (provided the offense was NOT involving a minor or a sexual offense.)
- b. If suspension, revocation, forfeiture or denial of registration is based upon any conviction, adjudication or finding of guilt involving a minor of sexual offense, reinstatement/reapplication will not be permitted, unless such offense has been reversed by proper authority having jurisdiction over the matter.

4. All registered NJSIAA officials are considered independent contractors and not employees of NJSIAA or the Chapter.

ARTICLE V – OFFICERS

Officers shall be elected by the Chapter membership

The elected officers shall be:

PRESIDENT/LOCAL BOARD CHAIR (LBC)
VICE PRESIDENT
SECRETARY
TREASURER

- A. The Officers shall be the governing body and shall serve as the Executive Board. They shall rule on all matters not specifically covered by the Constitution and By-Laws.
- B. Terms of office of President/LBC and Secretary shall be every two (2) years and shall be elected on EVEN years. Vice President and Treasurer shall be elected every two (2) years on ODD years.
- C. The Executive Board is comprised of the President/LBC, Vice President, Secretary and Treasurer of the Chapter.
- D. The Executive Board has the authority to make, alter or delete regulations or by-laws. No alteration, repeal or addition shall be made to the Constitution except at the Annual General Meeting, or General Meeting, called for that purpose and notice of all motions to alter, repeal or add to the Constitution shall be given to officials fourteen (14) days prior to the Annual General

Meeting, or seven (7) days prior to a General Meeting called for such purpose.

ARTICLE VI – OFFICIALSHIP

- A. Active
- B. Inactive
- C. Cadet
- D. Sustaining
- E. Honorary
- F. Probation

ARTICLE VII – STANDING COMMITTEES

The President/LBC with the Executive Board shall convene standing committees such as, grievance, nominating, and whatever necessitates the development, growth and ratings of officials.

ARTICLE VIII – FINANCIAL AND ACCOUNTING

The Executive Board shall decide all matters pertaining to the finances of the Chapter and shall place all income in the Chapter treasury.

The Chapter shall disburse funds for Chapter activities in accordance with the terms of this constitution, the Chapter by-laws, any Chapter rules and regulations, and the rules and regulations and policies for NJSIAA and USL. All disbursements shall be by check. The Chapter Treasurer or such other officer shall sign all checks as the Executive Board may determine.

No officer or member of the Chapter shall receive, directly or indirectly, a salary, compensation or emolument from the Chapter for services rendered as officer or member.

The Chapter Treasurer shall collect and deposit all Chapter monies in a local bank account.

Upon dissolution of the Chapter and after all outstanding debts and claims have been satisfied, the members shall direct the remaining property of the Chapter to another federal/state incorporated entity which maintains the same objectives as set forth in Article II of this constitution, which are or may be entitled to exemption under Section 501 (c) (3) of the Internal Revenue Code or any future corresponding provision.

CENTRAL JERSEY CHAPTER #3 GIRLS LACROSSE OFFICIALS Non-Profit INC.

BY-LAWS

These Bylaws may be amended or repealed by the Executive Board for mundane events however, at least a two-thirds (66%) of the total membership is needed to amend or repeal procedural or impactful events on the membership; if two-thirds (66%) of the total officials are not present, an electronic or absentee vote will be used. At least a two-thirds (66%) affirmative vote of the officials will be necessary to carry the vote.

Notice of any proposed amendment or repeal of any Bylaw shall be contained in a notice of the meeting at which they will be voted on, and such notice shall be published to the officials of the Executive Board at least seven (7) days before the meeting commences.

ARTICLE I – NAME

The Central Jersey Chapter #3 Girls Lacrosse Officials a non-profit Inc. shall be known as the CJ#3 LACROSSE (herein the Chapter)

ARTICLE II – OFFICIALSHIP

- I. ACTIVE –
 - A. Active official – Youth (Junior/Adults), Apprentice, Local, District, and National shall have passed the written test, been field rated and must provide service to the Chapter using USL WDOC guidelines such as; assisting in the training, recruiting, mentoring and the rating of officials.
 - B. Active officials will officiate a minimum of three games in a season.
 - C. Active officials must attend three (3) of the Chapter meetings per season in addition to a mandatory Interpretation Meeting and an on-field Demo.
 - D. Active officials must attend an annual rule Interpretation Meeting. If attending another Chapter's or NJSIAA Interpretation Meeting the official must present a signed document to the Chapter Secretary to verify attendance.

2. INACTIVE –
 - A. In order to be 'Inactive' one must be a prior 'Active' official of the Chapter.
 - B. An Inactive official must pay on time the NJSIAA fees and Chapter fees.
 - C. An Inactive official may not accept any interscholastic officiating assignments.
 - D. An Inactive official must maintain membership in USL.
 - E. An Inactive status may be held for one year.
 - F. To regain Active status one must resume the testing and training procedure.
 - G. The Executive Board must review any exception.

3. CADET –
 - A. Cadet (Youth, Junior/Adult) is an official in training who has made proper applications to the Chapter. The Cadet status will be held for one year.
 - B. Cadet must comply with Chapter testing and training procedures.
 - C. Cadet must pay on time the Chapter fees.
 - D. All Cadets must be evaluated with an on-field performance every year, until achieving a higher rating prior to the opening date of the upcoming season.
 - E. A Junior Youth Umpire is under 18 years of age or in High School and is qualified to umpire Youth Level games for games in which the participants are 2 age groups younger than the umpire. A Junior Youth Umpire will pay Chapter fees.

4. SUSTAINING MEMBERSHIP– Sustaining members shall be those members who do not actively umpire lacrosse games but who pay dues and support the Chapter by doing one or more of the following:
 - A. Must be a current member of USL
 - B. May serve as an Officer of the Chapter.
 - C. May participate in the day-to-day business affairs of the Chapter.
 - D. May participate in the supervision of Active Members.

- E. May participate in the education and training of members and prospective members.
 - F. May participate in the recruiting of individuals to become members of the Chapter.
5. HONORARY MEMBERSHIP –
 One who has advanced the Chapter through leadership and service that affirms an uncommon and sustained dedication to the Chapter or their interest in the game of Lacrosse.
 The Honored Member is without the usual requirements, duties, and privileges. However, if they chose may render service. Honorary nominations must be submitted in written form to the Executive Board during the current Lacrosse season.
6. PROBATIONARY –
- A. A probationary official is one who has failed to meet the Chapter requirements.
 - B. The probationary period shall last for one (1) year.
 - C. A probationary official may not officiate Varsity interscholastic games during Probation.
 - D. All State Chapter Secretaries and Assignors shall be notified of the official's probationary status.
7. TRAINING REQUIREMENTS & MAINTAINING CERTIFICATION
- A. Attend classroom education by USL certified Trainer
 - B. Attend on-field training by USL certified Trainer
 - C. Attend rating sessions by USL certified Officials
 - D. Be a member in 'good standing' of USL by paying USL dues
 - E. Be a member in 'good standing' of a Local Board
 - a. Pay dues
 - b. Attend annual rules interpretation meeting and an on-field Demo.
 - c. Attend all required meetings
 - d. Pass the annual USL written exam for appropriate level of officiating
 - F. Pass the NFHS Concussion test
 - G. Attend rating and re rating events as required by USL

Officials who have allowed their rating to expire for more than 12 months and have not maintained the requirements listed above are required to attend the classroom and field training and participate in a rating session.

Individuals who complete the classroom umpire training course but fail to obtain a rating after completion of the course have 12 months in which to continue the on field training and rating session. If after that time, the individual has not obtained a rating, the individual will be required to pay for and attend the classroom and field training and participate in a rating session.

ARTICLE III – VOTING

1. All Active and Cadet Officials in ‘good standing’ shall have voting privileges. No official of the Chapter may vote on any matter in which she/he has financial interest, in which any official of her/his immediate family has a financial interest, or in any other matter in which she/he has a conflict of interest.
2. Notice of motions to alter, repeal or add to the constitution shall be given to officials fourteen (14) days prior to the annual general meeting or seven (7) days prior to a general meeting called for such purpose
3. In order to change the Constitution or By-laws of the Chapter a two thirds (66%) of Active and Cadet Officials in ‘good standing’ must vote affirmatively.
4. When in attendance at a meeting, voting will be done in person, if not in attendance via e-mail to the Chapter Secretary by the established date.

ARTICLE IV – CODE OF OFFICIATING

To maintain professionalism it is important to follow ethical guidelines. Behavior before, during, and after games is a reflection on you and your officiating team and the Chapter.

1. To be in ‘GOOD STANDING’

- A. The official must pass the annual written test per USL/NJSIAA standards. Failure to pass the written test will mandate a test retake.
- B. The official must comply with NJSIAA and USL requirements.
- C. The official must pay required fees on time.
- D. The official must pass the practical field test.
- E. The official must attend a Rules Interpretation Meeting and an on Field Demo Training.
- F. The official must attend three (3) Chapter meetings.
- G. The official must perform annual Chapter service.
- H. The official must wear the approved umpiring uniform.
- I. The official must send availability to the Assignor.
- J. The official must honor assigned commitments.

2. PROFESSIONALISM

- A. Being on time (suggested minimally 30 minutes prior to game time) and follow pre-game procedures.
- B. Being prepared with proper uniform and equipment.
- C. Being knowledgeable of the rules and how to enforce them.
- D. Being prepared and ready to call a safe and fair game.
- E. Show professionalism when interacting with Coaches, Officiating Partner, Spectators and School Personnel.
- F. Avoid fraternizing with coaches, managers, players, and team members.
- G. Smoking, Tobacco products and all Drugs (illicit) and Alcohol are prohibited while officiating.

3. CONFLICT OF INTEREST:

- A. This list is not a totally inclusive and officials are reminded that perception of a conflict of interest is often considered reality.

1. Employment in the District. Should the official cease employment from that institution the official may work there after four (4) years time
 2. A close relative employed in the system. This includes a family member who works/worked or attends/attended the institution playing (whether playing in the game) - It can be appropriate for an official to work a game if four (4) years have passed since the family member was associated with the institution.
 3. A child attending a junior or secondary school in the district
 4. Having been a former student/coach in the past
 5. A graduate of the high school within the past 10 years
 6. Officials should not work a game involving a team coached by an official's former coach - Again, it might be appropriate after a number of years have passed since the official was coached. (Officials should consider six (6) years or longer.)
 7. Officials should work graduate institutions after seven (7) years of time has passed.
 8. Officials who additionally are coaches, should not work a game for the school where s/he coaches or in the same league/conference
- B. Do not officiate a Varsity game where you have been a former coach/employee in the past 10 years.
- C. Do not officiate a Varsity game if you are a graduate of the school in the past 10 years.

4. PROPER UNIFORM AND EQUIPMENT

- A. Black and White 1" striped shirt, tucked in.
- B. Official NJSIAA emblem placed on the left shoulder of shirt.
- C. Black shorts, skirt, culottes, capris or pants.
- D. Black athletic shoes
- E. Black cold weather gear coordinated with officiating partner.
- F. Whistle – Fox 40
- G. Warning Cards – green, yellow, red
- H. Yellow Flag
- I. Tape Measure
- J. Coin for flipping
- K. Current Rule Book
- L. Pen/pencil

5. CONTRACTS

- A. All registered NJSIAA officials are considered independent contractors and not employees of NJSIAA or the Chapter.
- B. At present, the Assignor for the Chapter contracts the games for each official.
- C. Each official has the option of accepting or not accepting a particular assigned game.
- D. Officials shall be responsible for contacting the school if the official is aware that the school will not be able to contact them in case of game cancellation.

- E. Should an official neglect to officiate an accepted game, the Executive Board shall fine them the game fee(s).
- F. When only one official arrives for the game to which two (2) officials are usually assigned, the game must be played. The same applies when an official is unable to complete the assignment.

6. FEES

- A. Fees shall be paid to the Chapter Treasurer at the first annual meeting.
- B. Fees – Junior Youth below the age of 18 and Adult Youth, those umpiring youth level games will pay Chapter fees. Apprentices who are qualified to umpire Youth Level, Middle School, and High School games and Local, District and National Officials will incur NJSIAA and Chapter fees. An inactive official will pay the NJSIAA and Chapter fees.
- C. Assignor fees will be paid to the Assignor by June 1st of that season.

7. FINES

- A. The Executive Board with possible fine and disciplinary action will review officials failing to meet the Chapter membership requirements.
- B. Officials who fail to attend the three (3) required meetings may be fined (one varsity fee) for each unattended meeting and shall be placed on Probation.
- C. An official who has failed to attend the mandatory Rules Interpretation Meeting shall be removed from all assigned Varsity games (Locals/Districts/Apprentices) and/or Sub Varsity or Youth games (Apprentice/Junior).
- D. The second game returned to the Assignor, after being accepted by the official will be fined.
- E. The Chapter Assignor, other Chapter Secretaries, all tournament assignors, and the NJSIAA shall be notified.
- F. Late fees to the Chapter, NJSIAA or Assignor will be assessed \$10 weekly until fee is paid in full.

8. RIGHTS AND PRIVILEGES

- A. All rights and privileges of individual membership may be denied and withdrawn for good cause. A two-third (66%) vote of the officials' present, electronic or absentee vote is required. The official will be notified.

ARTICLE V: DUTIES OF OFFICERS

All officers are required to attend all scheduled meetings, unless approved by the President/LBC.

1. PRESIDENT/LBC

- A. The President/LBC shall preside at all meetings of the Chapter and the Executive Board.

- B. Shall be an ex-officio official of all committees except the Nominating Committee and will cast the deciding vote in the case of a tie.
- C. Shall appoint with approval of the Executive Board the Standing Committee.
- D. Will meet with the Executive Board prior to the season to establish annual meeting responsibilities i.e. Meeting dates and location.
- E. Prepare an agenda prior to each meeting.
- F. The President/LBC or designee shall represent the Chapter before all governing bodies, NJSIAA, NFHS, USL and the schools in which the Chapter serves.
- G. The President/LBC will complete the NJSIAA Affiliation documents, and procure the Liability Insurance Policy.
- H. The President/LBC shall oversee the compliance with all the governing bodies, USL and NJSIAA. The Chapter will reimburse the Local Chair or designee, upon receipt of business expenses, for reasonable fees and expenses (housing, meals, transportation, etc) to the National Convention, not to exceed \$400.00*. *Depending on the location of the National Convention monies amounts may be amended.
- I. The President/LBC will be responsible for the evaluating/rating of Chapter officials.
- J. The President/LBC will supervise all officials.

2. VICE PRESIDENT

- A. The Vice President/LBC shall assume all the duties of the President/LBC in the absence of the President/LBC.
- B. The Vice President/LBC shall be responsible for Cadet Training for the Chapter.
- C. The Vice President and/or designee's responsibilities are to recruit, provide classroom instruction and teach the application of the rules on the field.
- D. In addition to the training aspects, it is the responsibility of the Cadet Trainer to oversee training on the field, which may include the rating of the cadet's ability and fitness as an official.
- E. The Cadet Trainer(s) will charge each cadet. The monies will cover training fees and all materials for postage, instructional materials, and clerical needs.

3. SECRETARY

- A. The Secretary shall publish the Agenda minutes for all meetings of the Chapter, which includes Executive Board and special meetings.
- B. The Secretary shall keep a file on all official information, ratings, correspondence, attendance, years of service, committee reports and other pertinent written matters.
- C. The Secretary shall provide all pertinent information required by NJSIAA and USL.
- D. The Secretary shall distribute all necessary materials.
- E. All received concerns forwarded to the Secretary will be communicated to the elected officers for review, and to those affected.
- F. The Secretary shall maintain Chapter history.

4. TREASURER

- A. The Treasurer shall collect all fees/fees and deposit funds in the Chapter's bank account.
- B. The Treasurer will create a budget for the Chapter.
- C. The Treasurer shall disburse funds as authorized by the Executive Board, i.e. NJSIAA fees.
- D. The Treasurer shall keep a file of all financial transactions.
- E. The Treasurer shall provide an up-to-date accounting of all money transactions and provide a balance of Chapter funds at each meeting and when called for by the Executive Board and/or official ship.
- F. A Standing Committee will perform an annual audit on Chapter finance.

5. INTERPRETER

- A. The Executive Board shall appoint the Interpreter for a one-year term.
- B. The Interpreter shall provide interpretation for coaches and officials.
- C. The Interpreter or designee shall attend the Official NJSIAA Interpretation meetings.
- D. The Interpreter shall provide rule and situational clarifications throughout the season.
- E. The Interpreter is encouraged to attend all Chapter meetings and be accessible to assist officials with rule concerns.
- F. The Interpreter shall attend the National Convention and be reimbursed for travel expenses not to exceed \$300*. *Depending on the location of the National Convention monies amounts may be amended.

6. ASSIGNOR

The Assignor shall be elected from a pool of candidates who submit their applications to the Executive Board. The Executive Board will review the applications, and then present the applications to the membership and submit name to CVC/MCTA. The Chapter officials will elect the Assignor for a one-year term.

- A. The Assignor shall assign Central Jersey Chapter #3 Girls' Lacrosse games that are sanctioned by the NJSIAA and Level A and B middle school games through the use of the Arbiter.
- B. The Assignor will gather schedules from the schools serviced by the Chapter.
- C. The Assignor will provide an equal opportunity for obtaining games for all officials within the Chapter who have met the rating requirements and are in good standing within the Chapter.
- D. The Assignor will coordinate with the Cadet Trainer(s) the scheduling of new officials to games when they have met the Chapter/USL requirements.
- E. Central Jersey Chapter #3 Girls' officials will first accept games assigned by the Central Jersey Chapter #3 Assignor. Officials may supplement their personal schedule with non-chapter games **after** the Chapter games have been assigned.
- F. The Assignor shall assign all officials of the Chapter to games within the Chapter's jurisdiction whenever possible.
- G. The Order of Assignments shall progress as follows, beginning with:
 - 1. The Chapter's Local/District/National Officials submitting schedule on time.

2. The Chapter's Apprentice/Youth Officials upon completion of the rating process.
 3. Out of Chapter Officials.
- H. Any letters of concern received by the assignor will immediately be forwarded to the Secretary/President/LBC.
- I. The Assignor fee per each official is 5% of gross income paid directly to the Assignor by June 15th.

ARTICLE VI –TRANSFER OFFICIALS

1. All Out-Of-State officials MUST be certified by NJSIAA. An Out-Of-State Chapter Secretary will certify, in writing, the status of each official requesting to be NJSIAA certified and enclose two (2) copies of their current association membership card. This assures the NJSIAA Chapter that the Official has met all Chapter and State requirements. Chapter fees shall also apply to Out-Of-State certified Officials. An Out-Of-State Official who is a bona-fide official of a Chapter approved by the NJSIAA will be required to attend the Rules Interpretation Meeting and three (3) Chapter Meetings.
2. A registered NJSIAA Official may transfer to the Chapter from another NJSIAA Chapter provided that the Chapter Secretary receives a letter requesting this transfer and provided that the transferring Official will meet all the requirements of the Chapter and is in 'good standing.'
3. If the official is transferring into the Chapter, the Chapter Secretary or the Chapter President/LBC will contact the chapter the official is transferring from to validate the transfer information.
4. Officials seeking dual membership must fulfill all of the requirements of the Chapter and is in 'good standing,' and pay Chapter fees.
5. The Chapter agrees to aid the NJSIAA in the establishment of new Chapters whenever such action is in the best interest of servicing the officials.

ARTICLE VII – GRIEVANCE PROCEDURE

1. Any person may report any official who violates or is suspected of violating the Official's Code of Ethics to the President/LBC and/or Secretary.
2. If an Official has a grievance regarding a Coach's conduct, that grievance must be submitted to the President/LBC and the Secretary of the Chapter.
3. All grievances must be submitted in writing. No oral grievances will be considered until submitted in writing. If a person who is not a member makes a complaint, the complainant will be provided with a 'Concern Form' so the complaint may be submitted in writing.
4. Incidents should be reported within 7 calendar days of the incident.
5. The concern should include date, time, place, persons involved, witnesses and an account of what happened and what was said or done.
6. The President/LBC will inform the official of the nature of the grievance within 24 hours.
7. The matter will be dealt with confidentially and in a sensitive matter. The official will be treated fairly and without bias.
8. The President/LBC will organize the Grievance/Standing committee to review the grievance within three (3) calendar days.
9. The Grievance/Standing Committee will consist of three officials.
10. The Grievance/Standing Committee will meet within seven calendar (7) days to determine whether there is a factual basis for a finding of violation by the official and, if so, the appropriate penalty. The report will be in writing to the President/LBC.
11. The President/LBC will present the report to the Executive Board
12. The President/LBC will respond in writing to the individual within seven (7) calendar days of the incident being grieved.
13. The official will be given the opportunity to respond/appeal to the Executive Board. If the official accepts the committee's findings, the situation will be closed.
14. If the official does not accept the committee's findings and appeals, it shall be in written form and submitted to the President/LBC within seven (7) calendar days of the committee's decision.
15. The Executive Board will make the final decision as to whether there was a violation, and, if so, the appropriate penalty.