

**TEMPLE BASKETBALL OFFICIALS ASSOCIATION
CONSTITUTION & BY-LAWS**

CONSTITUTION OF THE TEMPLE CHAPTER

ARTICLE I. NAME

This organization shall be known as the **Temple Basketball Officials Association (TBOA) of the Texas High School Basketball Official Association, (THSBOA)**, hereafter referred to as the “TBOA”.

ARTICLE II. PURPOSE

Section 1. To unite in membership of this organization all fully qualified officials, whose integrity is above reproach. Such group of officials will foster a high standard of ethics. Ensure that all officials conduct themselves as professionals on and off the court when dealing with school administrators, athletic directors, coaches, players, fans, and the media.

Section 2. To maintain the highest ideals of sportsmanship in connection with the game of basketball.

Section 3. To encourage every officials to rigidly enforce all rules and mechanics of the game as published by the National Federation of High School, University Interscholastic League and Texas Association of Private and Parochial Schools (NFHS, UIL and TAPPS).

Section 4. To create a high level of fellowship, mentoring and cooperation among members of the organization and the activities served.

Section 5. To assist in every practical and ethical way the advancement of our members to the highest levels of officiating the game of high school and middle school basketball of which they are capable.

ARTICLE III. JURISDICTION

Section 1. The Executive Board and this constitution will have complete governance over all officials of this chapter when dealing with matters relating to chapter assigned games, conduct of officials, dress of officials during aforementioned games, and the evaluation of all officials of this chapter.

ARTICLE IV. MEMBERSHIP

Section 1. ACTIVE MEMBERS: To be a qualified member of the TBOA a member must:

- A. Members must meet all requirements found in the Bylaws and be “in good standing” to vote, serve in any position, or be assigned games to officiate. To be considered a member “in good standing,” a member shall be subject to the requirements below:
 - 1. Be free of financial obligations to the chapter including dues, fees, or fines.
 - 2. Meet the attendance requirements by attending 50% of the chapter scheduled meetings, qualified events, or have provided evidence for an excused absence.
Qualified events include:
 - a. Attending or teaching new member training.
 - b. Must meet all testing requirements of the THSBOA and UIL Section 1204 standards.
- B. Meet all the requirements for membership of the Texas High School Basketball Official Association, (THSBOA).

- C. Pay state and local dues, successfully complete all required written rules and mechanics test to officiate regular season, playoffs and state games, and receive an evaluation by the training staff.
- D. Have a reputation considered approve reproach.
- E. Active membership is maintained by abiding by the rules and regulations as established by the Constitution and By-Laws.
- F. Honorary Membership may be conferred upon an individual by unanimous vote of the Executive Board. This honor is usually reserved for special recognition of long years of exemplary service either to the Chapter, Association or to basketball. Honorary members shall not be required to pay dues, and neither shall they vote or hold office.
- G. Maintain professionalism and actions that is compatible with good basketball officiating and official conduct.
- H. Satisfactory evidence of physical ability to officiate a basketball game.
- I. Be at least 18 years of age.
- J. Dual Chapter members must designate their primary Chapter.
- K. The ability to meet and pass any other requirements prescribed by the Temple Chapter.
- L. Members (who have exercised their due process privilege of appeal by correspondence with the President and copied to Assignment Secretary) deemed not in good standing by the BOD, will be considered suspended members. It will be at the sole discretion of the current BOD to determine if a suspended member will be considered for membership reinstatement. The BOD reserves the right to not allow reinstatement of suspended members if the BOD believes it is acting in the best interest of the chapter. The BOD may choose to require a suspended member to appear before them before reinstatement may be offered. If a suspended member is offered reinstatement by the BOD, they must pay any outstanding dues, fees, or fines to TBOA and submit appropriate paperwork before reinstatement can be granted.
- M. A member determined to not be in good standing (by the BOD or Ethics Committee) will be contacted by their Division Representative (hereafter called Div. Rep.). The member will have the right of appeal to the BOD either in person or by letter or email, no later than the second BOD meeting after notification. Members failing to appeal within the specified time forfeit their right to appeal. After appeal, those members deemed not in good standing will be considered suspended members and would not be allowed to participate in any manner in the affairs of the chapter unless they are reinstated as a member in good standing by the BOD.
- N. A member who is in possession of any item owned by TBOA must surrender it upon becoming a suspended member, resignation from the chapter, leaving their position, or BOD request. An item may include but is not limited to written documents, schedules, electronic records, digital records, email records regarding chapter business, or any tangible equipment (computers, laptop, tablets, cell phones, copier, and passwords for any software used by TBOA.

O. A membership year shall begin on April 1st and end on March 31st of the following year.

Section 2. MEMBERS IN GOOD STANDINGS: Membership in the TBOA Chapter must meet all qualification/requirements to become a member in good standings. In order to be a member in good standing of the TBOA Chapter a member must:

- A. Have paid all THSBOA and Chapter dues and or fee.
- B. Have current annual rules and mechanics test score of 70 or higher on file.
- C. Have attended a minimum of 50% of the training session at scheduled location for the current season.
- D. Attend at least 50% of the scheduled meetings.

Note: Only members in good standing are allowed to hold office. Only approved excused absence from the Executive Board are allowed for missing any required training and meeting attendance.

Section 3. TRANSFER MEMBERS: Any current member of THSBOA who wishes to transfer his or her affiliation after previously affiliated with another chapter shall obtain a transfer letter to be accepted into the TBOA. Individuals transferring from out of state should submit proof of any basketball experience or training they have had in the past. After an evaluation from the training staff, with the approval of the Executive Board, will be put at the level deemed appropriate as determined from their evaluation and experience. (Exception) If a transfer official has received a rating of 200 or above he/she may be considered for a playoff game, but may not be eligible to hold office for one calendar year.

Section 4. INACTIVE MEMBERS: Inactive members are the members who have paid their Chapter dues but are not actively engaged in officiating basketball games. They are not required to attend meetings or training if they don't officiate during the current year. They are not allowed to hold office, but have full voting privileges (provided proof of Chapter Dues payment is validated by the Treasure/Assignment Secretary before vote is casted). If vote is conducted online, the Treasure/Assignment Secretary together will validate the member or disable the user's Arbiter Account so no vote can be entered.

ARTICLE V. ADMINISTRATION: EXECUTIVE COMMITTEE (EC)

Section 1. – Executive Committee, Board of Directors, and Ex-officio Board of Directors

- A. The Executive Committee of TBOA shall be elected to office as provided in the Bylaws and shall be five in numbers: one President, one Vice President, Treasurer, Recording Secretary and one Training Officer.
- B. The BOD shall be twelve in number: the EC officers, Assignor of Officials, Second Trainer plus five Division Representatives (one each from Divisions 1, 2, 3, 4 and 5).
- C. Ex-officio (non-voting) BOD members will consist of Both Assignment Directors and the THSBOA Board Representative.
- D. Quorum: The attendance of at least seven members of the BOD (including at least three EC members) at any BOD meeting will constitute a quorum to allow for the transaction of chapter business.

ARTICLE VI. ADMINISTRATION: BOARD of DIRECTORS (BOD)

Section 1. EXECUTIVE BOARD/BOARD of DIRECTORS (BOD): The Executive Board of the Chapter shall be a President, Vice- President, Assignor of Officials, Recording Secretary, Treasurer, two Trainers and the five Division Representatives. A Member at Large/Sergeant of Arms will be assigned to the BOD and have no motion making or voting privileges. The officers shall hold office as provided in the Constitution and By-Laws. The TBOA Executive Board may appoint one or more Ex-officio board member(s) to serve in an advisory capacity to the TBOA Board of Directors. The Ex-officio member(s) will have no motion making or voting privileges. In the event of a vacancy caused by the removal or resignation of an appointed ex-officio representative, a new ex-officio representative may be appointed to fulfill the term remaining of the original ex-officio representative. The term of an ex-officio representative shall be two years. An ex-officio representative shall not serve consecutive terms.

Additional officers or employees of the Chapter may be added to the association by an affirmative vote of 2/3 of the membership present at any properly called meeting of the Chapter. The Executive Board, hereafter, referred to as the “Board“. The business and affairs of the Chapter shall be managed under the direction of the Board. The Board shall not exceed 12 members.

ARTICLE VII. ELECTION OF EXECUTIVE BOARD MEMBERS

Section 1. ELECTIONS: The election of the President, Treasurer, one Trainer and Representatives from Divisions 1, 3 and 5 shall occur on the last regular scheduled meeting on years that end in an odd number. The election of the Vice-President, Assignment Secretary, Recording Secretary, one Trainer, Member at Large/Sergeant of Arms and Representative from Divisions 2 and 4 shall occur on the last scheduled meeting on years ending in an even number.

Section 2. TERM OF OFFICE: The term of office for the Executive Board Members will be from April 1 through March 31 of the following year.

Section 3. ELIGIBILITY: The following restrictions apply regarding elections to the Executive Board of the Chapter.

- A. All candidates for elections to the Executive Board must be members in good standings.
- B. A member may only serve as a division representative for the division in which He/she is classified in. No person may be a division representative for more than 2 consecutive terms (Exception: Division Representatives will be allowed to serve their division consecutively if running unopposed.) The new representative will automatically become a member of the Executive Board. Division reps will be divided into the following five categories:

DIVISION	LAST NAME BEGINNING WITH
1) Division One	Alphabet A-E
2) Division Two	Alphabet F-I
3) Division Three	Alphabet J-M
4) Division Four	Alphabet N-S
5) Division Five	Alphabet T-Z

Section 4. NOMINATIONS: The President or Vice President, depending on which position IS NOT up for election, shall appoint a Nomination/Election Committee. The committee shall consist of three Chapter members not running for office, with the senior member being the Chairperson. All nominations will be made from the floor, after proper notification to all members, for two consecutive meetings preceding the meeting for elections. The Executive Board shall consist of officers as stated in Article V, section 1.

Section 5. ELECTION PROCESS: The methodology used in conducting the regular/annual elections will be as follows:

- A. The election of officers shall be held in the following order: President, Treasurer, one Trainer and Divisions 1, 3 and 5 Representative on odd years and then the Vice President, Assignment Secretary, Recording Secretary, one Trainer, Member at Large/Sergeant of Arms and Divisions 2 and 4 Representative on even years, as per Article VII, Section 1.
- B. The election of Executive Board positions will be conducted by Arbiter or an Electronic Systems being used by TBOA. The election period will open at noon the day after the last opportunity for nominations and close at noon the day prior to the scheduled meeting for election results, allowing for seven (7) days voting online. The voting period will not be re-opened once it is closed.

- C. The Nomination/Election Committee, appointed by the President, will solely be responsible for managing nominations and the voting procedures. A Chairperson will be identified to oversee the process/procedures. The Chairperson will record the results on an official form and announce the results of the election. The Chairperson will turn over all documents to the Recording Secretary for recording and filing. The President will validate the elections before recording and filing.
- D. No person who has been nominated for a board position will be involved in any activities associated with the election process to include the Nomination/Election Committee.
- E. Election winners will be determined by a majority vote of the members in good standing that are present at the election.
- F. Absentee voting will use the following guidelines:
 - 1. Prior to the election, a member in good standing must submit a ballot in a sealed envelope to their Div. Rep. with their signature across the seal. The Div. Rep. will submit the envelope to an Election Committee member.
 - 2. Members may vote in absentee via email. Email votes shall be sent from the registered email account specified in chapter software (Arbiter) as the official contact of the member. The vote must be sent to the member's Div. Rep. and copied to the Chairman of the Election Committee. Note: In email absence ballots the member forfeits total confidentiality.
 - 3. In case of a tie or runoff, the absentee votes will not be recounted in the special election but will still count to the total number of members.
- G. The Election Committee shall oversee and conduct all elections. The committee will consist of one member from each division. Any member desiring to run for office may not participate on the Election Committee. If a member accepts a position on the Election Committee, they will not be eligible for office or they may resign their position in order to run for office. The Election Committee shall conduct all Election Committee officer elections using the following procedures:
 - 1. The chairman of the Election Committee shall receive nominations of eligible candidates during the last meeting in January and provide each nominee with a copy of the job description of the office they are seeking.
 - 2. The chairman of the Election Committee shall moderate the election, monitor the candidates' speech length (limited to 5 minutes), and question answering period (limited to 5 minutes).
 - 3. Before the candidate's speeches, Election Committee members (via online or email) will distribute ballots only to members in good standing (whose names are found on the list provided by the BOD). When the candidate's speeches are completed and the election is held the Election Committee members shall collect the ballots, tabulate them, and the Election Committee chairman will announce the results to the membership.
- H. Regularly scheduled elections of EC officers and Div. Reps. shall take place at the first meeting in February. Newly elected EC officers and Div. Reps. (not already on the BOD) will participate in future BOD meetings.
- I. Should the President resign, be removed, or be unable to meet the obligations of the office, the Vice President shall assume the office of President until a special election can be held to fill the remaining term. Nominations will be taken at the next chapter meeting after the vacancy. A special election will be conducted at the next meeting by

the Election Committee using the election procedures as outlined above. Absentee ballots can be accepted in the special election. Should the vacancy occur during the off season (defined as the time between the last scheduled chapter meeting of the past season to the first scheduled chapter meeting of the new season) the Vice President will fill the position until an election can be held. In this case, a special chapter meeting will be called within 30 days of the vacancy. A special election will be conducted during that meeting to elect a new President by the Election Committee using the election procedures as outlined above. Nominations will be taken for eligible candidates and the candidates will give their speeches. The winner will become President and assume the office immediately.

- J. Should an EC officer (other than the President) resign, be removed, or be unable to meet the obligations of the office, the President shall appoint a qualified member (approved by the EC) to the position until a special election can be held to fill the remaining term. Nominations will be taken at the next chapter meeting after the vacancy. A special election will be conducted at the next meeting to elect the new EC officer by the Election Committee using the election procedures as outlined above. Absentee ballots can be accepted in this special election. Should the vacancy occur during the off season, the President will appoint a qualified member (approved by the EC) to fill the position until a special election can be held at the second meeting of the new season. Nominations for the office will be taken at the first meeting of the new season.
- K. Should an elected Div. Rep. resign, be removed, or be unable to meet the obligations of the office, the alternate shall become the new Div. Rep. and serve out the unexpired term of office and shall appoint a new alternate (approved by the Executive Committee) from within the division. Should an alternate Div. Rep. resign, be removed, or be unable to meet the obligations of the office, the Div. Rep. shall appoint a new alternate (approved by the Executive Committee) from within the division to serve out the unexpired term.

Section 6. FILLING A VACANCY: To fill a vacancy in any Executive Board position, the President will announce at any regular scheduled meeting or by electronic device, that an election will be held one week from that meeting to replace said vacancy. The Nomination/Election Committee will conduct the process as stated in section 5.

EXCEPTIONS: Should a vacancy occur between April 1 and March 31 of the following year, the Executive Board may appoint someone to serve out the remainder of that position or until an election can be properly held.

Section 7. VOTING ELIGIBILITY: All active and in-active members (providing dues are paid and up to date) are eligible to vote.

Section 8. NO MULTIPLE POSITIONS: No person will hold/serve in more than one position on the Executive Board at the same time.

ARTICLE VIII. REMOVAL OF AN EXECUTIVE BOARD MEMBER

Section 1. Any member of the Executive Board may be removed for good cause, using the following procedure:

- A. After the finding and recommendation of an Investigating Committee, appointed by the Executive Board, is submitted. The results will be voted on, within seven (7) days, by the members present at a regular scheduled meeting, after proper notification, whether an Executive Board member should be removed.
- B. At the meeting at which the removal request is considered, the Executive Board member in question shall be afforded an opportunity to address the specific reasons set forth in the request for removal.
- C. An affirmative vote of 2/3 of the members present is required for removal of the Executive Board member from his/her elected position.
- D. Any vacancy caused by the removal of an Executive Board member shall be filled pursuant to Section 6, of Article VII, of this constitution.

ARTICLE IX. REMOVAL OF A BOARD of DIRECTORs & DIVISION REPRESENTATIVES MEMBER

Section 1. Removal from Office Procedures Regarding BOD and Div. Reps Are listed below:

1. If the BOD believes an EC officer needs to be removed from office the following procedures shall be observed:
 2. Upon notification in writing the accused EC officer shall have the due process privilege to appeal to the BOD no later than the next scheduled BOD meeting after the date of notification.
 3. If the EC officer fails to appeal within this designated time frame the due process privilege to appeal is forfeited.
 4. If the appeal is upheld no action will be taken, but if it is denied or forfeited the officer in question will be suspended from the BOD pending a vote of the chapter membership. At the next scheduled or called special meeting the BOD will have ten minutes to present their findings and the EC officer in question will be given a ten minute rebuttal. A majority affirmative secret ballot vote of members present will remove the EC officer in question from office.
 5. If the EC officer is removed or resigns from office, nominations to fill the office will take place at the next scheduled meeting and a special election will take Place at the following meeting to fill the unexpired term. Should this vacancy occur during the off season the President will appoint a qualified member to fill the position (with approval of the BOD) until a special election can be held at the beginning of the new season.
- B. If the BOD believes a Div. Rep. needs to be removed from office for neglect the Following procedure shall be observed:
1. If a Division Representative fails to attend a scheduled BOD meeting, the Recording Secretary of the Corporation shall contact the alternate to determine if they were contacted by the Div. Rep. to attend the meeting in their Place. If not, the alternate will be informed that their division was not represented. The Recording Secretary of the Corporation shall contact the Vice President to inform him/her of the neglect and the Vice President will contact the Div. Rep.

- To issue a verbal warning.
2. If the Div. Rep. fails to attend a second meeting without notifying the alternate, the Div. Rep. will automatically be removed from the position. The Recording Secretary of the Corporation will notify the Vice President of the vacancy and the Vice President will contact the former Div. Rep. to inform them of their removal from office and will then contact the alternate to inform them they are the new Div. Rep. for the remainder of the unexpired term.
 3. The new Div. Rep. will appoint a new alternate from within that division.

ARTICLE X. AMENDMENTS TO THE CONSTITUTION

Section 1. The duties of the Executive Board are to ensure that the Chapter conforms to its Constitution and all applicable UIL, TAPPS and THSBOA regulations. The Constitution may be amended at any regular scheduled or properly called meeting, by an affirmative vote of 2/3 of members present, provided that a copy of the proposed amendments changes have been distributed to each member, one week, prior to the regular or properly called meeting is held in which the vote on the amendments will be taken.

BY-LAWS OF THE TEMPLE CHAPTER

ARTICLE I. PRESIDENT

Section 1. DUTIES: The President shall preside over all meetings of the Chapter. The President shall serve as program Chairperson. He along with the board may appoint a committee to assist with the planning and presentation of the program. The President shall be responsible for all contract negotiations with other entities on behalf of the Chapter. The President along with the board will appoint all committee and will supervise the activities of each, as necessary. The chairperson will be the senior official select to the committee.

A. The duties of the President also include:

1. Present an agenda and preside over all chapter and BOD meetings.
2. Call special BOD meetings as necessary and conduct emergency telephonic, online, or email votes as needed.
3. Call special chapter meetings as needed which shall be held at the place and time selected by the President.
4. Serve as the official spokesperson for TBOA.
5. Possess signature authority on all binding documents approved by the BOD and all financial accounts.
6. Be available to the Assignment Director to assist in making game day assignments.
7. Supervise the BOD in creating the regional and state tournament list.
8. Ensure all chapter financial obligations are met and in order.
9. Assign special projects committees tasked for a specific purpose and time frame which are not directed by the P&P.
10. Confirm that the Bylaws committee is properly staffed on or before April 1st and that all other committees are properly staffed on or before September 1st.
11. Serve as an ex-officio member of all committees.
12. Govern on behalf of the chapter in accordance with:
 - a. The Bylaws of TBOA.
 - b. The Policies Procedures adopted by the BOD.
 - c. The advice and assistance of the BOD.
13. Serve as the official TBOA contact person for the UIL personnel requesting officials for special assignments when the Assignment Director is not available.

Section 2. POWERS: The President has the authority to authorize payments up to \$250.00 without the

approval of the Executive Board, for any expenditure as needed to conduct Chapter's daily business. He/She shall make all contracts for services for the Chapter. He/She shall decide if an official should be suspended/not assigned games when there is a complaint against that official, until time is available to appoint an investigating committee. He/She shall settle any and all disputes, or cause them to be settled with any outside agencies in the name of the Chapter.

Section 3. ABSENCES: The President may not officiate any games on meeting nights unless approved by a majority of the Executive Board members.

Section 4. RESPONSIBILITIES: The President will insure all basketball assignments to include tournaments are done in a fair manner by the assignment secretary (recommendations from the Vice President and Training Staff). He/she will review all correspondence from the outside agencies and will cause them to be acted upon in a timely manner. He/She will sign off on all correspondence before it is sent to the agencies requesting information from the Chapter. He/She will review and present to the Board a roster of qualified officials (compiled by Vice President and Training Staff) for the coming season, prior to giving the roster to the assignment secretary.

ARTICLE II. VICE-PRESIDENT

Section 1. DUTIES: He/she will perform duties for the President in his/her absence. He/she shall be responsible for all aspects of training in the Chapter:

A. The duties of the Vice President:

1. Perform the duties of the President in his or her absence, inability to act, or serve until a new President is elected.
2. Schedule chapter meetings and obtain BOD approval by September 1st.
3. Serve as chairman of the Ethics Committee and appoint committee members on or before September 1st.
4. Be responsible for the administration of decisions made by the Ethics Committee concerning chapter members and report information that requires the involvement of the Treasurer or the Assignment Directors.
5. Obtain attendance records of the meeting prior to elections from the Div. Reps to determine if any member's "good standing" status has changed and report the results to the Assignment Director.
6. Notify in writing all members determined by the Ethics Committee to not be in good standing on or before September 1st.

Section 2. POWERS: He/she may appoint senior Chapter members to assist the Trainers in evaluating officials, as needed. He/She will supervise the trainers and will oversee all aspects of training within the Chapter.

Section 3. ABSENCES: The Vice-President may not officiate any games on meeting nights, unless by approval of the President or when acting in the capacity of the President, by a majority vote of the Board members.

Section 4. RESPONSIBILITIES: The Vice President shall be responsible for the day-to-day operation of the Association and will aid the President in execution of all orders and resolutions of the Board. Will provide the President with a roster of all qualified officials for the assignment secretary to make assignments from, as recommended by the Training Staff. Will ensure that all officials are qualified according to THSBOA standards prior to officiating TBOA contests. Will ensure all officials, who need evaluations, are evaluated in a timely manner. The VP will provide the President with a roster of all officials for the UIL post-season games assignments, prior to start of post season play. The names on these rosters will be order of merit by their ability to perform at high level games for approval by the Board prior to being given to the assignment secretary for mailing to the requestor.

ARTICLE III. ASSIGNOR OF OFFICIALS

Section 1. DUTIES: The Assignor of Officials shall have the following duties:

- A. He/she shall receive all requests for officials from the schools we support or other agencies. Will make assignments from the roster he/she receives from the President for all games assignments.
- B. The Assignor of Officials shall send a letter to all coaches of schools we support, prior to the start of the season and request for schedules. During the season, he/she will inform the President of any problems schools/coaches have with any officials.
- C. The duties of the Assignment Director also Include:
 1. Serve as the Chairman of the Assignment Committee.
 2. Maintain all originals of each officiating agreement from every school the chapter services, contact potential schools for the next season between April 1st and October 1st and send new officiating agreements as directed by the BOD.
 3. Assign all scheduled High School contests and tournament games during the regular season and post season.
 4. For post season assignments, the Assignment Director shall contact the President to review game assignments.
 5. Create a report on all post season assignments to the BOD on or before March 31st. Such list shall be presented to the membership on or before the first scheduled chapter meeting of the new season.
 6. Provide an itemized list of scrimmages to the chapter Treasurer on or before December 1st for timely and accurate invoicing to the schools.
 7. Maintain a list of all members in good standing and their corresponding ranking. The Vice President must be contacted concerning any status changes of any member occurring during the season and to provide a copy of the list at the last BOD meeting in January to help determine a list of qualified electable candidates.
 8. Be the official TBOA, Inc. contact person for UIL personnel requesting officials for special assignments.
 9. Return all chapter property, written correspondence, original officiating agreements, and any other chapter materials to the President upon demand or when the Assignment Director leaves the position.
 10. Work with Treasurer to ensure payment from schools.

Section 2. ABSENCES: The Assignor of Officials may not officiate (games) on meeting nights.

Section 3. RESPONSIBILITIES: The Assignor of Officials shall assign all officials, in the Chapter. The Assignor of Officials will make all assignments in order, by availability, ratings, location and time the official can leave. Tournaments shall also be made with the same requirements. He/she will submit the Chapter's top crew, by order of merit, to the UIL when received from the President, after approval by the Executive Board.

Section 4. SALARY: The Assignor of Officials will be paid a flat salary. This fee will be the only monies paid to the Assignor for any and all contracts for assignments made in the name of the chapter. The salary may change at the end of each elected term at the even number years. A recommended increase in salary must be reviewed by the Executive Board and then presented to the entire members for approval for any increase. A 2/3 vote of members present during the last meeting is needed to approve a salary increase.

ARTICLE IV. RECORDING SECRETARY:

Section 1. DUTIES: The Recording Secretary shall have the following duties:

- A. Shall take attendance and keep minutes of each regular called meetings, including Executive Board meetings, and other specific meetings called by the President.
- B. Will maintain all records of proceeding at meetings, training records, and office correspondences in an organized manner and will give access to those records to chapter members or other authorized agencies as requested.
- C. Will be Board appointed and will have no salary.
- D. The duties of the Recording Secretary of the Corporation also include:
 - 1. Preserve all records of the chapter in digital format and present them to the President upon leaving the office.
 - 2. Record the minutes of all BOD meetings as comprehensively as possible. Create and email copies of the minutes to the BOD and create a non-confidential copy of the minutes to make available to the chapter membership.
 - 3. Ensure the BODs and the chapter meetings are conducted using the guidelines outlined in The Modern Rules of Order.
 - 4. Serve as the Official Procedural Officer of TBOA.
 - 5. Propose additions or deletions to the Policies and Procedures Handbook for BOD approval whenever needed.
 - 6. Serve as chairman of the Committee on Bylaws and Policies and appoint committee members on or before April 1st.

Section 2. ABSENCE: The Recording Secretary may not officiate (games) on meeting nights.

ARTICLE V. TREASURER

Section 1. DUTIES: The Treasurer shall have the following duties:

- A. Perform the duties of the President in the absence of the President and Vice President.
- B. Work with the Assignment Directors to maintain a list of all members in good standing.
- C. Deposit all monies collected from all sources into the approved financial institution(s) and accounts from which BOD authorized disbursements shall be made.
- D. Issue checks to meet the chapter's financial obligations. **Note:** The President shall be the only member other than the Treasurer authorized to issue and sign checks.
- E. Be in charge of all Chapter funds and shall write such checks for necessary expenses as authorized by the President or the Board.
- F. Be responsible for the financial affairs of the association, including but not limited to establishing an annual budget which shall be approved by the BOD prior to September 1st of each year. Establish and maintain the TBOA Association's checking accounts (Pay Pal).
- G. Collect all dues and fines unless fees are paid online. Shall receive and deposit all monies owed to the Chapter. If an electronic transfer is conducted, the Treasure will validate the transfer immediately to ensure deposit was successfully complete.
- H. Maintain accurate and up-to-date financial records and provide a financial report at

Board/General membership meetings (first and last regular called meetings). Report must be available to all members at all times. The Treasurer will give the President a monthly bank statement. These records shall be made available to any member upon request.

- I. Submit a yearly financial statement for approval by the BOD for the year ending, March 31.
- J. Close out all financial requirements, i.e. audits, taxes and payroll responsibilities.
- K. The treasurer shall provide a monthly financial report to the President which will be made available to the membership via email.
- L. Inform the President of officials who are delinquent in paying fines.
- M. Sign all checks drawn on the Association bank account. Maintain the records of the TBOA Association in conjunction with and in coordination with the Assignment Secretary.
- N. Be responsible for all other financial matters as directed by the President.
- O. Report the financial status of the chapter at each BOD meeting and to the membership at every chapter meeting.
- P. Submit a report to the Executive Committee regarding the finance committee review of the Treasurer's accounting records no later than June 1st.
- Q. Submit a budget outlining the chapter's projected business transactions for BOD approval on or before September 1st.
- R. Serve as chairman of the Finance Committee and appoint committee members on or before September 1st.
- S. Work with Assignment Director to ensure payment from schools are received, deposited and or paid to the appropriate official.

Section 2. ABSENCES: The Treasurer may not officiate games on meeting nights.

Section 3. SALARY: The Treasurer will be paid a flat salary. The election of the Treasurer constitutes his/her acceptance of such fee. The salary may change at the end of each elected term at the even number years. A recommended increase in salary must be reviewed by the Executive Board and then presented to the entire members for approval for any increase. A 2/3 vote of members present during the last meeting is needed to approve a salary increase.

ARTICLE VI. TRAINER

Section 1. DUTIES: The Trainer shall have the following duties:

- A. Assist the Vice President for all training activities of the Chapter.
- B. Work hand in hand with the Vice President and Assignment Secretary in ratings of all officials at specific levels.
- C. Develop a training program for new and current members and present to the Executive Board.
- D. Responsible for selecting and managing experience officials to serves as assistant trainers

and evaluators during pre-season training sessions.

- E. Shall also choose training sites to run the training programs.
- F. Conduct training sessions for the chapter at regularly scheduled meetings including but not limited to informative discussions on mechanics and/or rules interpretations.
- G. Serves as the Official Rules Interpreter of the chapter.
- H. Arrange on an annual basis at least three separate training sessions for new members.
- I. Oversee the instruction, development, and training of all officials as prescribed in the P&P.
- J. Select and train interested observers in evaluating members to help improve their officiating skills and rankings.
- K. Serve as chairman of the Training Committee and appoint committee members on or before September 1st.
- L. Be in charge of recruitment and retention.
- M. Implement and/or oversee a mentor program to ensure new officials become successful.

ARTICLE VII. DIVISION REPRESENTATIVES

Section 1. DUTIES: The Division Representatives shall have the following duties:

- A. Attend and participate in all meetings and all decisions to be rendered by the BOD.
- B. Keep accurate and up to date attendance records of all division members.
- C. Express the desires of the division members in all BOD meetings.
- D. Report any announcements, information, or BOD decisions that affect their division members.
- E. Notify the alternate division representative as soon as possible in the event any division representative cannot attend a BOD meeting so the alternate can attend.
- F. Division Representatives shall:
 - 1. Use the email group for communicating to their specific division,
 - 2. Contact their Division members within ten days of election or appointment,
 - 3. Provide monthly updates to Division members,
 - 4. Provide feedback on training from their Division members
 - 5. Bring matters to the Board relating to their Division members and,
 - 6. Attend a minimum of three preseason scrimmages to work games, observe, critique, and help officials improve their overall ability to effectively work TBOA assignments.

ARTICLE VIII. THSBOA / STATE REPRESENTATIVE

Section 1. DUTIES: The THSBOA/State Representatives shall have the following duties:

- A. The duties of the THSBOA/State Representative:
 - 1. Must be a member in good standing of TBOA.
 - 2. Serve as an ex officio (non-voting) member of the BOD.
 - 3. Serve as the Official Liaison between TBOA and the state organization.
 - 4. Communicate thoroughly any information and updates that are of concern to the members

- of the chapter from the state organization.
5. Represent the best interest of TBOA while being the state organization spokesperson for the chapter.
 6. Represent the approved TBOA Board policy positions at all THSBOA meetings.
 7. Provide written minutes of all THSBOA Board meetings to the TBOA Board.
 8. Provide written and verbal impact statements of THSBOA Board decisions to the TBOA Board and the general membership.
 9. Serve as TBOA Compliance Officer for all THSBOA Board policies.

ARTICLE IX. ETHICS/DUE PROCESS COMMITTEE

Section 1. Every TBOA member is required to comply with the TBOA Code of Ethics detailed here:

- A. Charges of ethics violations against members must be presented in writing to the Vice President. The Ethics Committee will conduct its business as outlined in the Constitution to determine if a member has committed a violation and if so, what penalties to levy, which may include but are not limited to verbal reprimand, fines, and probation. All Ethics Committee penalties can be appealed to the Executive Committee.
- B. If the Vice President determines the charges against the accused member are of such a serious nature that they could result in an extended suspension or possible expulsion, the matter will automatically bypass the Ethics Committee and be brought to the Executive Committee for review, disposition, and actual penalty to be levied. If the Executive Committee determines a member should receive any penalty, the member will be contacted by the Vice President to be informed of the decision and given the opportunity to appear before the Executive Committee to exercise their due process privilege of appeal. A final decision will be made by the Executive Committee following the member's appearance. If the member fails to appear, the decision of the Executive Committee will be final.

ARTICLE X. EXECUTIVE BOARD

Section 1. POWERS/DUTIES: The Board shall have the power and the duty to:

- A. Enforce the Constitution and By-Laws of the Chapter.
- B. Enforce the THSBOA and UIL rules and regulations as they pertain to the Chapter.
- C. Ascertain the needs and take such action as is necessary or desired for the most efficient and professional conduct of the Chapter and its members.
- D. Report to the membership on all Board meetings.
- E. Enforcement of dues payment by the members.
- F. Propose any need for special assessment.
- G. Enforce meeting attendance regulations.
- H. Enforce regulations regarding uniforms and appearance, possession of all equipment use to officiate the game of basketball.
- I. Ensure investigations are conducted concerning any allegations from members or coaches.

Submit to the membership any results from appointed investigation committees, for vote.

- J. Set the time, place, and length of the regular and training meetings.
- K. Designate a Senior Trainer, who will also serve as the Chapter's Rules Interpreter.
- L. Designate a UIL and THSBOA Liaison.
- M. Will ensure that the Recording Secretary records are inspected yearly and the Treasurer's records are audited internal yearly as well and from an outside source every two years.
- N. Will approve all correspondence from the Chapter, to include, the list of officials submitted to UIL each year to officiate playoff games, per Article III, section. 3, of the By-Laws.
- O. Will insure the Assignment Secretary follow the written guidelines on how he/she will make assignments for the regular season, tournaments and playoff games, per Article III, sections 1 and 3.
- P. Enforce false game assignments: If a member is given a game assignment, accepts game assignment and reports to the game site only to find out that there is no contest at the site, the member shall be paid one game fee at the higher level assigned for that assignment. If the false game assignment is the fault of the school serviced by TBOA then payment will be sought from said school. If the false assignment is the fault of TBOA then one game fee will be paid by TBOA.
- Q. The duties of the Executive Committee also include:
 - 1. Make rulings on all matters or issues not covered by the Bylaws on behalf of the membership.
 - 2. Hear due process appeals to determine probation, suspension, or expulsion of members whose actions are deemed detrimental to the best interests of the chapter and rule on any appeal of an Ethics Committee decisions.
 - 3. Meet in executive session to discuss sensitive and confidential matters regarding members or issues not covered in the Bylaws and make decisions or recommendations to the BOD for their knowledge or approval.
 - 4. In the event an Assignment Director resigns before the end of the term the EC must notify the members of the vacancy, accept applications for at least five days after notice to members, conduct interviews, and (by majority vote) enter into an independent contractor relationship with a replacement Assignment Director to fulfill the remaining term.
 - 5. Receive, discuss, and make necessary changes or corrections regarding the Finance Committee report concerning their review of the accounting records of the Treasurer no later than September 1st.
- R. The duties of the Board of Directors include:
 - 1. Meet prior to all scheduled chapter meetings and as scheduled during the off season.
 - 2. Appoint Election Committee members and select a chairman by the first scheduled chapter meeting in January.
 - 3. Approve all special committees and personnel appointments made by the President.
 - 4. Decide which schools to service and determine any needed changes concerning the officiating agreements.
 - 5. Maintain an up to date list of all members "in good standing."
 - 6. Produce an attendance report by the last BOD meeting in January for distribution to

the Div. Reps.

7. Annually review and approve the rankings of all TBOA, Inc. officials by September 1st prior to the upcoming season. Review and approve the regional and state tournament list prior to submission to the UIL.
8. Recommend to the chapter the removal of any EC officers or BOD members from office whose actions or conduct is deemed to be detrimental to the best interests of the chapter.
9. Hold in strict confidence all proceedings in BOD meetings dealing with any chapter member and discussing those proceedings only with BOD members or the member in question.

Section 2. MEETINGS: A majority of the Executive Board members present will constitute a quorum. Each member of the Board will have one vote. The presiding officer at any Board meeting will only vote to break a tie. Upon a majority vote of the Board members present, it shall take any action or make any recommendation necessary or desirable for the good of the Chapter. Except as otherwise stated, a majority vote of the members present at a regular meeting or a properly called meeting will sustain any recommendation by the Board. All board meetings shall be public meetings (with the exception of Executive Session). All meeting agendas must be made available within 48 hours of the called meeting.

Section 3. ADJUDICATIVE POWER: The Executive Board shall have the power and the duty to determine the punishment for any member found guilty of the following:

- A. Non-attendance of the required number of meetings.
- B. Violation of regulations regarding solicitation of games from coaches or other agencies.
- C. Failure of any member to give cooperation to the committee in the investigation of any matter.
- D. Failure to pay fees/dues and assessment by the required deadline.
- E. Missing an assigned game or scrimmage.
- F. Violation of any provision of the Constitution/By-Laws, or any duly authorized directive from the Board.
- G. The Board may set any punishment it feels is appropriate for violation of the Chapter's Constitution/By-Laws, THSBOA and UIL Constitution/By-Laws and regulations that pertain to the Chapter. The punishment will include, but not limited to: assessment of fines; suspension for any period, not to exceed one year; cancellation of any or all remaining games on their schedule.

Section 4. NOTICE to AFFECTED MEMBERS: When the Board is to consider any of the matters set forth in Article VII of the Constitution; the member(s) involved must be notified of this intent so that He/she may be present to defend his or her position before the Board, if so desired. Said member(s) shall not be present in the meeting room when the Board votes on the matter. The decision of the Board shall be announced to the membership at the next properly called or regular scheduled meeting.

Section 5. APPEALS: Any member may appeal their punishment under Section 5, of this article. They may appeal their punishment to the membership, which will need 2/3 of votes from the members present to override or modify any punishment set by the Board.

ARTICLE XI. MEMBER at LARGE/SERGEANT of ARMS

Section 1. POWERS/DUTIES: The Member at Large/Sergeant of Arms sole purpose is to maintain order and dismiss any member not in compliance (upheld by President/Vice President). The Member at Large is the representative of the BOD and the membership. He/She shall bring items to the BOD any member of a given Division doesn't feel comfortable sharing with his/her Division Representative.

ARTICLE XII. GENERAL MEMBERSHIP

Section 1. Membership shall be opened to any person in good physical condition of proper interest, upon received payment of dues in accordance with the provisions stated here in the Constitution and By Laws and thereby agreeing to the conditions of these Bylaws, as amended, being binding and conclusive.

Section 2. Regular members shall be those persons who have paid their dues, and any additional fees assessed for the current year to the TBOA Chapter and the THSBOA, and are not on suspension by either organization. Members' divisional rankings correspond to those rankings with the TBOA.

Section 3. Associate membership status is available to any individual at 50 percent of the annual local dues as set by the Executive Board of the TBOA. Associate Membership shall be a "social" membership status in that it is a non-voting membership. Individuals electing to join TBOA as an Associate Member will not be assigned ball games by any TBOA Assignment Secretary.

Section 4. Upon the signed recommendation of one member, seconded by another member, and upon three-fourths vote of the TBOA Chapter members in attendance at any meeting where a quorum is present, honorary life membership may be conferred upon any person who shall have rendered notable service to the Chapter.

Section 5. The dues for membership for the fiscal year of April 1 through March 31 shall be due and payable upon written notification of the Treasurer. The amount of such dues shall be set by the Executive Board and shall be spent for the Assignment Secretary's fee, selected expenses, postage, end of year event and other Chapter business. For his or her dues, each member shall receive admission to the end of year event. For their time and service rendered on behalf the Chapter, members of the Executive Board of the TBOA Chapter shall be exempt from payment of dues. Regular members who have not paid their dues by April 1 shall be assessed a late fee as set by the Executive Board. Those officials who do not pay dues by the deadline as set shall be deleted from the TBOA on-line directory and the game schedule pulled and reassigned. The Executive Board will give special consideration for reassignment of games. An end of season event will be added as a line item in the annual TBOA budget.

Section 7. All members shall conform to the following Code of Ethics;

- A. An official must be above reproach in all parties concerned in all game situations.
- B. An official must be on time for game assignments as defined by the Board of Directors
- C. An official's uniform must be kept neat, clean, and meet the requirements of the TBOA.
- D. An official shall not criticize or attempt to explain other officials' decisions to any party concerned with any game.
- E. An official shall not solicit games.
- F. An official should stay in proper mental and physical condition to fulfill game assignments with his/her best effort.
- G. An official must always adhere to the Code of Ethics of the THSBOA and the National Federation High School Basketball.

ARTICLE XIII. COMMITTEE'S

Section 1. Duties:

- A. The **Audit Committee** shall consist of the Vice-President, as chair, two Boards Members, and two General members, and whose duty it shall be to audit the monthly and annual Treasurer's reports, and report to the Board and the membership.
- B. The **Election Committee** shall consist of the President, Vice-President, two other Board members, And two Non-Board members and Division Representatives whose duty it shall be to:
 - 1. Conduct election in odd-numbered years for President, Vice-President, and five Position One Division Representatives.
 - 2. Conduct election in even-numbered years for five Position Two Division Representatives.
 - 3. Appoint the number of Tellers from the election committee as required.
 - 4. Eliminate as Teller or Election Committee member any candidate for office.
 - 5. Declare winners of election by majority vote.
 - 6. In instance(s) of a tied vote, conduct a runoff election between the top two candidates.
 - 7. Accept nominations from the floor on Election Day.
 - 8. Determine eligibility of ballot and write-in candidates.
 - 9. Set deadline for nominees to be placed on the ballot.
 - 10. Publish election results within three days on the TBOA website and send to all members by electronic communication.
- C. The **Ethics Committee** shall consist of the ten Division Representatives and whose duties it shall be:
 - 1. Elect their Chair.
 - 2. Confidentially investigate disciplinary problems.
 - 3. Introduce all necessary resolutions.
 - 4. In the event of a trial, manage the case for the TBOA, conduct the trial, report its recommended disciplinary measures to the Board and, if deemed necessary, to the TBOA membership.
- D. The **Finance Committee** shall consist of the Treasurer, and two Board members appointed by the Board, and whose duty shall be to:
 - 1. Prepare an annual budget within thirty days of start of fiscal year. (Date???),
 - 2. From time to time, submit budget amendments for approval by the Board,
 - 3. Review income and expenses, and
 - 4. Recommend financial policies.
- E. The **Training Committee** shall consist of the President, Vice-President, two other Board members, and two other Non-Board members and whose duty it shall be to:
 - 1. Oversee, develop, and implement the training plan,
 - 2. Choose the training site coordinators,
 - 3. Choose the training staff,
 - 4. Recommend a Training Coordinator, and
 - 5. Recommend stipends for the training coordinators and staff.
- F. The **Technology Committee** shall consist of the ITM and Technology Staff, and whose duty it shall be to:
 - 1. be responsible for TBOA administration and operations technology, and
 - 2. Implement and continually update the TBOA technology requirements.

Section 2. Special Committees. Special committees, shall be appointed by the TBOA members, The President or the Board as deemed necessary to carry on the work of the TBOA.

ARTICLE XIV. PROGRAMS

The Executive Board is primarily responsible for the programs. The President will oversee all programs. It is recommended that the programs include the following subjects: Ethics; The Constitution/By-Laws; Basketball Rule Changes; Mechanic Exam; Report on the State Meeting; Protocol With Coaches/Administrators; Mentoring New Officials; Selection Process for Play-off Games; and any other subjects he deem necessary and appropriate for the membership.

ARTICLE XV. RULES/REGULATIONS FOR INDIVIDUAL MEMBERS

Section 1. DEADLINE FOR PAYING DUES/ ASSESSMENTS: Payment of dues and assessments must be paid as follow:

- A. State dues must be paid as determined by THSBOA, usually before 1 July or as stated during that season.
- B. TBOA Chapter dues are payable on or before 1 July, for the subsequent season. There will be a \$25 penalty for late payment postmark on or after 1 July.
- C. Special Assessments may be proposed and collected by the Board at any date of their choosing, provided such assessment has been approved by 2/3 of the members present at a properly called meeting.

Section 2. ATTENDANCE AT MEETINGS: All members are encouraged to attend the regular called meetings and scheduled pre-season training each year. Members not attending minimum scheduled meetings/training are subject to the provisions of Article IV, Section 2 of the Constitution, without clearance from the President/Vice-President.

Section 3. COMPLIANCE WITH UIL'S CODE OF ETHICS: The official's Code of Ethics must be complied with by all members of the Chapter, particularly in relation to the acceptance of league or conference games at their former school or soliciting games for themselves or for others.

Section 4. REPORTING OUTSIDE CONTACTS TO OFFICIATE: Any member of the Chapter who is contacted to officiate by any coach, school official, UIL, or any other person or agency must notify the President, Vice-President or the Assignment Secretary immediately, if the officials Division Representative cannot be contacted. Once the Division Representative is notified, he/she must immediately inform the President/Vice President and Assignment Secretary.

Section 5. UNIFORMS: Each member must wear the uniform prescribe by THSBOA and the Chapter. It must be neat, worn properly, shoes clean and/or highly shined, grooming must be above reproach and all officials must be in the same uniform and mirror each other. The official THSBOA jacket will be worn for all varsity games, sub-varsity is optional.

Section 6. MEMBERS OBLIGATIONS TO ABIDE BY REGULATIONS/POLICIES: The acceptance of membership in the Chapter obligates each member to abide by as set forth in the Chapter's Constitution/By-Laws and THSBOA and UIL Constitution/By-Laws and Policies.

ARTICLE XVI. DUES, FINES, AND ASSESSMENTS

The annual dues, fines, and assessment for regular and associate members shall be as follows:

- A. Chapter's dues for all members \$70.00 or as determined by the Executive Board
- B. Chapter's fines for missing an assignment \$25.00
- C. Chapter's fines for missing required meetings \$25.00
- D. Chapter's fine for turning back assigned game \$5.00

ARTICLE XVII. MEETINGS

Section 1. QUORUM: As specified in Robert's Rules of Order, a quorum shall be a majority (51%) of the members of the Chapter in good standing of the regular members present, without which official business cannot be conducted.

Section 2. NOTICE: A properly called meeting is defined as one in which all members have been notified by email and or any other media, of the time/place and subject of such meeting at least one week before said meeting will take place.

Section 3. PARTICIPANTS: Active members of the Chapter and their guests, coaches, and school administrators will be admitted to attend regular meetings, if they so desire.

ARTICLE XVIII. OFFICIATING FEES

The fees received from the schools we support are set by the University Interscholastic League Office of the Extension Division, The University of Texas, Constitution and Contest: Athletic Section 1204.

ARTICLE XIX. ADOPTION OF THE BY-LAWS

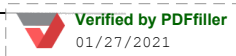
This By-Law is NOT an OFFICIAL DOCUMENT until it is adopted by the membership by 2/3 votes at a properly called meeting, signed and dated by the President, Vice-President and the Recording Secretary. All amendments to the Constitution/By-Laws will follow the same procedure used to adopt this Constitution/By-Laws. When this document is amended, attach a cover sheet to the document to the front, with the date and the appropriate signatures and what was amended, until such time the changes can be incorporated into the basic document.

NOTE: The words "he", "him", "his" is intended to include both the masculine and feminine genders and any exceptions to this are noted.

(NOTE: This document has 21 pages.)

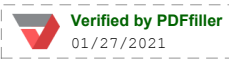
This Constitution and By-Laws was adopted / amended on:

Date: 1/20/2021



Billy Crow

Date: 1-20-21



President Signature: Mr. Billy Crow

Derick Barnes

Date: 1-20-2021

VP Signature: Mr. Derick Barnes

Date: _____

Recording Secretary Signature: Mr. David Ross