

**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. Meet all the requirements for membership of the Texas High School Basketball Official Association, (THSBOA).

B. 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.

C. Have a reputation considered approve reproach.

D. Active membership is maintained by abiding by the rules and regulations as established by the Constitution and By-Laws.

E. 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.

F. Maintain professionalism and actions that is compatible with good basketball officiating and official conduct.

G. Satisfactory evidence of physical ability to officiate a basketball game.

H. Be at least 16 years of age

I. Dual Chapter members must designate their primary Chapter.

J. The ability to meet and pass any other requirements prescribed by the Temple Chapter.

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:

- 1) Have paid all THSBOA and Chapter dues and or fee.
- 2) Have a current annual rules and mechanics test score of 70 or higher on file.
- 3) Have attended a minimum of 25% of the training session at scheduled location for the current season.
- 4) Attend at least 50% of the scheduled meetings.

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. A transferring member will be considered on probation and are not eligible for playoff games and also 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.

ARTICLE V. ADMINISTRATION

Section 1. EXECUTIVE BOARD: 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. 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 VI. 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, 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 or she is classified in. Members who advance to a higher division, at the conclusion of the current season, are eligible to run for division representative of only that higher division. In the event that a member is elected as a division representative for one and advances to another higher division, he/she must resign and a new representative is elected to fill the now vacant position. No person may be a division representative for more than 2 consecutive terms, regardless of the number of divisions represented. The new representative will automatically become a member of the Executive Board. The following restriction apply to each Division Representative and will be elected based on the number of years and experience. Division reps will be divided into the following five categories:

- 1). Division One - Sixteen Plus Years
- 2). Division Two - Ten to Fifteen Years
- 3). Division Three - Six to Nine Years
- 4). Division Four - Three to Five Years
- 5). Division Five - One to Two Years

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 IV, section 2.

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 and Divisions 2 and 4 Representative on even years, as per Article, 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 to vote online. The voting period will not be re-open once it is closed.

C. The Nomination/Election Committee, appointed by the Executive Board, 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.

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 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 VII. REMOVAL OF AN EXECUTIVE BOARD MEMBER

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 V, of this constitution.

ARTICLE VIII. AMENDMENTS TO THE CONSTITUTION

The duties of the Executive Board is 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.

Section 2. POWERS: The President has the authority to authorize payments up to \$250.00 without the approval of the Executive Board, for any expenditures 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. 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 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 absence. He/She shall be responsible for all aspects of training in the Chapter.

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: 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 a TBOA contest. Will ensure all officials, who need evaluations, are evaluated in a timely manner. Will provide the President with a roster of all officials for the UIL post-season games assignments, as requested. 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.

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 Chapters. The Assignor of Officials will make all assignments in order, by availability, ratings, location and time the official can leave just to name a few. 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 5. 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.

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. Be in charge of all Chapter funds and shall write such checks for necessary expenses as authorized by the President or the Board.
- B. Shall receive and deposit all monies owed to the Chapter.
- C. Keep such records to show the financial report to the Chapter at the first and the last regular called meetings and 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.

- D. Submit a yearly financial statement for approval by the Board for the ending year, March 31.
- E. Close out all financial requirements, i.e audits, tax and payroll responsibilities.
- F. The treasurer shall provide a monthly financial report to the President which will be made available to the membership via email.

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.

ARTICLE VII. 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 investigation 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 II, sec. 4, 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, section 4.

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.

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.

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 V, sec.3, of the By-Laws, the member(s) involved must be notified of this intent so that he or 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 4, 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 VIII. 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 IX. 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 V, sec. III of the By-Laws, 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 or Vice-President immediately or the Assignment Secretary, if the others can't be contacted.

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 X. DUES, FINES, AND ASSESSMENTS

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

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| 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 XI. 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 XII. 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 XIII. ADOPTION OF THE BY-LAWS

This By-Laws 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 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: This document has 14 pages.)

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

Date: _____

PRESIDENT'S SIGNATURE

Date: _____

VICE-PRESIDENT'S SIGNATURE

Date: _____