

Constitution and By Laws

Permian Basin Basketball Officials Association

Adopted February 5, 2003

ARTICLE I. NAME

The organization shall be known as the Permian Basin Chapter/(UIL). The organization shall conduct business as the Permian Basin Basketball Officials Association (PBBOA) and hereinafter be referred to in this document as PBBOA or the chapter.

ARTICLE II. PURPOSE:

Section 1: The purpose of this organization shall be the promotion of the welfare of the American intercollegiate and interscholastic game of basketball by:

- a. Providing consistent officiating and interpretation of basketball rules throughout the area the PBBOA serves.
- b. Developing and maintaining a membership consisting of experienced and capable basketball officials whose integrity is above reproach and who are actively engaged each year in officiating games.
- c. Fostering a high standard of ethics, encouraging fair play, sportsmanship, closer cooperation and better understanding among officials, athletic representatives, coaches, players, Athletic Directors and the news media.
- d. Providing an extensive and comprehensive educational and training program on the UIL approved rules and mechanics of officiating interscholastic basketball.

ARTICLE III. STRUCTURE

Section 1: The PBBOA shall be composed of "Sub Chapters" residing in different cities or geographic areas directed by the PBBOA Officers and Board of Directors.

Section 2: "Sub Chapter" eligibility for the PBBOA is established by having five (5) or more UIL members, which are in good standing with both UIL and the PBBOA during the officiating season.

Section 3: The purpose of the "Sub Chapters" shall be to conduct business on behalf of the PBBOA and promote the values of the PBBOA at the sub varsity level, provide training to the membership of the PBBOA, and recruit new membership for the PBBOA.

- a) "Sub Chapters" shall be governed by their constitution being not in conflict with the PBBOA constitution and by-laws and shall be allowed to elect their own Board member, President, Vice President, and Secretary.
- b) Each "Sub Chapter" shall be required to conduct a minimum of five (5) local training sessions a year. The training should be

developed and tailored to meet the needs of the local "Sub Chapter" and the PBBOA.

- c) Should a qualified "Sub Chapter" fall below the minimum membership requirements for whatever reasons; the "Sub Chapter" shall lose its voting membership on the Board of Directors of the PBBOA.
- d) Should a "Sub Chapter" fail to meet the minimum meeting and training requirements, the "Sub Chapter" is subject to losing its voting membership on the Board of the PBBOA for one year.

#### ARTICLE IV: MEMBERSHIP

##### Section 1: Eligibility

- a) Every basketball official whose application is approved shall meet all of the requirements of UIL, PBBOA and sponsoring sub-chapter. Any prospective member must complete an application and submit the application to the Evaluation Committee for review.
- b) Membership in this organization shall not be denied to any person on the basis of race, creed, religion, gender, political affiliation, sexual orientation or physical handicap.
- c) Members are independent contractors who receive their interscholastic game assignments directly from the PBBOA.

##### Section 2: A Member is in Good Standing by

- a) Abiding by the Constitution and By Laws of the PBBOA and is in good standing with UIL.
- b) Supporting the National Federation Officials Association "Officials Code of Ethics" and uses the Code as a guideline for ethical standards of conduct.
- d) Attending the required number of chapter meetings and achieves a minimum grade of 70 on the UIL annual test.
- e) Being current with all required dues and financial commitments to UIL, PBBOA and sub chapter.

##### Section 3: Classification of Active Membership

- a) Members shall be classified according to the classifications and qualifications established by UIL.
- b) The PBBOA may establish guidelines for an Associate Member who is not required to be a member of UIL.

#### Section 4: Disciplinary Procedures:

- a) Should a member violate any of these standards or policies approved by the chapter, the Evaluation Committee shall review the member's conduct. A course of disciplinary action shall be recommended to the President and ratified by the Board of Directors.
- b) Depending on the severity of the act, the Evaluation Committee may do nothing or recommend a reprimand, fine, game or time suspension, probation or expulsion from the PBBOA. Any member suspended or expelled will not be considered as an active member and therefore not be eligible for regular or playoff game assignments.
- c) Any member fined, suspended, or expelled by the President and ratified by PBBOA Board of Directors shall have the right of appeal by giving written notice to the President within seven (7) calendar days of receipt of the decision. The President will then set up a meeting of the "Evaluations Committee" within seven (7) calendar days of receipt of the appeal. Should a member be fined, the fine will not be collected until the appeals process is complete.
- d) Any member fined, suspended, or expelled by the President and ratified by the PBBOA Board of Directors shall have right to appeal the appellate decision of the "Evaluations Committee" to the general membership of the PBBOA by providing written notice to the President within seven (7) calendar days of receipt of the appellate decision. The President will then arrange for the grievance to be heard at the next general meeting of the PBBOA. By a simple majority vote the general membership can refuse to act on the appeal; however, a simple majority vote to hear the appeal would then require a two thirds (2/3) vote to overturn any previous decision.

#### Section 5: Reinstatement

- a) Reinstatement shall be initiated by the written application of the person seeking reinstatement. Such application shall require the approval of the Board of Directors before the reinstatement is effected.

#### Section 6: Honorary membership and UIL recognition

- a) An Honorary Member of PBBOA is one who has rendered distinguished service to the game of basketball or to this Association, to have been a member in good standing of this Association for a period of at least 10 years or more and is no longer active as an official. The immediate Past President shall make recommendations for such status to the Board of Directors for their approval.
- b) The immediate Past President shall make recommendations for statewide recognition by UIL to the Board of Directors for their approval.
- c) UIL sponsored awards are: Distinguished Service Award, Honorary Life Membership, and Roll of Honor.
- d) Nominations are to be made to the District II Director of UIL at the end of the current season.

ARTICLE V. OFFICERS and BOARD OF DIRECTORS

Section 1: The officers of the PBBOA shall consist of one (1) President, one (1) Vice-President, one (1) Assignment Secretary and one (1) Treasurer. In order to provide staggered elections of officers, beginning with the February 2003 elections, the term of office for the president and treasurer will expire in February 2005; the term of office for the vice president and assignment secretary will expire in February 2006.

Section 2: The Board of Directors shall consist of four (4) Officers, two (2) At-Large Directors, a Director from each eligible Sub-Chapter and the Past President. In order to provide staggered elections, beginning with the February 2003 election, the at-large director, and position #1 term will expire in February 2006; position #2 at-large director's term will expire in February 2005.

ARTICLE VI. ELECTION AND TERMS OF OFFICES FOR OFFICERS and DIRECTORS

Section 1: All Officers of the PBBOA shall hold office for a two (2) year term and must be elected by a majority of eligible members of the PBBOA in good standing with UIL and the PBBOA.

- a) In order to be eligible to hold office, a member must be in good standing with UIL and the PBBOA and must comply with the term limits.
- b) Election procedures are outlined in the By-laws of this document under the duties of the Nomination and Election Committee.

Section 2: Each Officer of the PBBOA shall be allowed to serve two (2) consecutive two (2) year terms. At the culmination of the second (2nd) term, the Officer must then sit out one full term before becoming eligible to hold the same office.

Section 3: New Officers and Directors shall take office effective April 1, following the election.

Section 4: In the event of a vacancy occurring in an officer's position, the vacancy shall be filled as follows: Nominees for the position shall be submitted to the Nominations and Elections Committee from the current Officers, Board Members, and general membership of the PBBOA. The Nomination and Elections Committee shall follow the election procedures out lined in the By-laws.

Section 5: All Directors shall hold office for a two (2) year term and must be elected by a majority of eligible members of the PBBOA in good standing with UIL and the PBBOA.

- a) In order to be eligible to hold office, a member must be in good standing with UIL and the PBBOA and must comply with the term limits stated below.

Section 6: Each Director of the PBBOA shall be allowed to serve two (2) consecutive two (2) year terms. At the culmination of the second (2nd) term, the Officer must then sit out one full term before becoming eligible to hold the same office.

Section 7: In the event of a vacancy occurring in an At-Large Directors position, nominations for the position shall be submitted to the Nomination and Elections Committee from the current Officers, Board Members, and general membership of the PBBOA. The Nomination and Elections Committee shall follow the election procedures out lined in the By-laws.

Section 8: Nominations for the "Sub Chapter" Directors shall be conducted at the last full "Sub Chapter" meeting in January in odd numbered years.

Section 9: Officers and Directors can be removed from office by a two-thirds (2/3) vote of the PBBOA Board of Directors and a two-thirds (2/3) majority vote of the eligible general membership.

#### ARTICLE VII: GENERAL

Section 1: The qualifications for membership, the duties of the Officers and Directors, and such policies and procedures as may be necessary and proper for the conduct of business and affairs of the Chapter, shall be provided for in the By-Laws, such By-Laws serving as an addendum to the constitution.

#### Article VIII: Rules of Order

Section 1: Robert's Rules of Order shall govern all meetings of the Association whenever applicable, except wherein such Rules conflict with the Constitution or By-Laws of this Association.

#### ARTICLE IX: AMENDMENTS TO THE CONSTITUTION AND BY-LAWS

Section 1: The Constitution and the By-Laws may be amended at any time by an affirmative vote of three-fourths of the votes cast, provided that a copy of the amendments proposed shall have been supplied to each member at least ten (10) days prior to the meeting at which the vote on the amendment is to be taken. Proposed amendments mailed to the members in accordance with the ten (10) day provision shall constitute having supplied the proposed amendment(s).

Section 2: The chapter will mail to the membership the ballot for the purpose of voting on each proposed amendment similar to the process for the election of officers and directors.

## BY-LAWS

### ARTICLE I: THE DUTIES OF THE PRESIDENT

- a) The President shall preside over all general meetings and Board of Directors meetings of the PBBOA.
- b) The President shall conduct negotiations on behalf of the PBBOA, except those specifically given to the Assignment Secretary.
- c) The President shall make every attempt to attend the annual state UIL meeting on behalf of the PBBOA. If unable to attend, the president shall designate a representative.
- d) The President shall make every possible effort to promote and foster the purpose of the PBBOA.
- e) The President shall work in conjunction, as necessary with the Assignment Secretary to resolve all conflicts with both internal and external customers of the PBBOA.
- f) The President has the power to appoint committees to address issues or solve problems.
- g) The President shall also perform any duties, which are referenced in other sections of the By-Laws of the PBBOA.

### ARTICLE II: THE DUTIES OF THE VICE-PRESIDENT

- a) The Vice-President shall perform the duties of the President in his or her absence or inability to act.
- b) The Vice-President shall serve as the Training Director for the PBBOA. The Vice-President shall be responsible for meeting with all "Sub Chapter" Presidents and outlining a training program for a given season.
- c) The Vice-President shall make every attempt to attend the annual state UIL meeting and the UIL district clinics. If unable to attend, the vice president shall designate a representative. The Vice-President shall incorporate the information from these meetings into the annual training program.
- d) The Vice-President shall administer the annual UIL rules and mechanics exam.
- e) The Vice-President shall meet with each "Sub Chapter" on an annual basis to evaluate training needs.
- f) The Vice-President shall chair the Evaluation Committee.

### ARTICLE III: THE DUTIES OF THE TREASURER

- a) The Treasurer shall serve the Chapter as its financial officer and shall present a financial statement to the general membership every other month, starting with the first general meeting of the PBBOA and ending with the last. The report shall include all income and disbursement items. The Treasurer shall keep records of bills paid during his or her term of office.
- b) The Treasurer shall present a proposed budget to the President for his approval and ratification by the Board of Directors prior to the last general PBBOA meeting each year. The Treasurer shall also recommend the annual PBBOA dues necessary to fund the upcoming yearly budget.

- c) The Treasurer shall submit to customer schools at the beginning of each season a schedule of tournament fees that shall be assessed by the PBBOA for officiating services.
- d) The Treasurer shall receive funds from all tournament games officiated by PBBOA members and disperse said funds to individual officials after deducting the customary PBBOA tournament fee of \$2.00 per game up to \$10.00 maximum per official.
- e) The Treasurer shall be the primary record keeper and liaison between the PBBOA and UIL headquarters for the maintenance of membership rosters, dues payments, and ordering rulebooks and casebooks. It is the responsibility of the treasurer to certify each official's membership with UIL.
- f) The Treasurer shall keep the minutes of all general meetings of the PBBOA and Board of Directors. The Treasurer shall make all minutes open to the general membership for review. He shall send out all notices, preserve all records, and have charge of the necessary printing and publications ordered by the Chapter. He shall expense all items as is necessary to the function of the Chapter's business and he is the primary authority for such disbursements.
- g) The Treasurer shall receive and conduct the processing of all applications for membership and shall present them to the Evaluation Committee. He shall notify each candidate of his or her acceptance or rejection, and, if accepted, he shall furnish him or her with all the necessary publications of the Chapter, including the Constitution and By-Laws of the PBBOA.
- h) Treasurer shall be bonded for \$5,000.00; the premium paid out of the chapter funds.
- i) Compensation for the Treasurer shall be recommended by the Board of Directors and approved by the President on an annual basis. The compensation shall consist of a fixed salary plus approved expenses as outlined in the proposed budget. The President must approve any expenditure that is not included in the annual budget.

#### ARTICLE IV: THE DUTIES OF THE ASSIGNMENT SECRETARY

- a) The Assignment Secretary shall be responsible for the assignment of member officials to officiate games received from the schools requesting the services of the PBBOA.
- b) The Assignment Secretary shall maintain and update a computer program that assists in the assignment of officials to the games.
- c) The Assignment Secretary, upon receiving schedules from Classifications 1A, 2A, 3A, 4A, and 5A shall enter the schedules into the computer for automatic assignments. Assignments may be subject to change and/or review by the Officers of the Chapter. Any changes made in the assignments shall be made with complete objectivity and without personal prejudice.
- d) The Assignment Secretary shall receive all playoff assignment from customer schools and make assignments as requested by said coaches. In the event that a coach does not request a specific official, the Assignment Secretary and President shall make the selection from the eligible PBBOA membership. All official requests from customer schools should be faxed to the Assignment Secretary on School letterhead if possible and kept for public record.

- e) Compensation for the Assignment Secretary shall be recommended by the Board of Directors and approved by the President on an annual basis. The compensation shall consist of a fixed salary plus approved expenses as outlined in the proposed budget. The President must approve any expenditure that is not included in the annual budget.

ARTICLE V: THE DUTIES OF THE SUB-SECRETARIES

- a) Each Sub-Secretary shall serve on the Evaluation Committee and aid in the evaluation and rating of the officials in his or her Sub-Chapter.
- b) The Sub-Secretary shall accept and investigate all complaints concerning game assignments with individual officials in a given "Sub Chapter". It shall be his or her duty to make known to the Assignment Secretary and the complaining official, the results of such investigation. If the Sub-Secretary finds that, through error or personal prejudice, an injustice was done to the complaining official, the Sub-Secretary shall work with the Assignment Secretary to correct the situation. If an impasse is the result of such action, the Sub-Secretary shall present the complaint to the Evaluation Committee at which time the Evaluation Committee shall review the complaint and make a recommendation or submit the complaint to the Board of Directors of the PBBOA. Any decision reached by the Evaluation Committee must be reviewed and approved by the President. If the complaining official does not receive satisfaction from the Evaluation Committee, then he can present his case before the Board of Directors of the PBBOA for final resolution.
- c) The Sub-Secretary shall handle all games assignments at the sub-varsity level for all schools served by their Sub-Chapter in their area. He may handle them through an appointive person, provided the person is satisfactory with the Assignment Secretary.

ARTICLE VI: THE DUTIES OF THE BOARD OF DIRECTORS

- a) The Board of Directors shall act in an advisory capacity to the President and must attend at least 75% of all PBBOA meetings.
- b) The Board of Directors shall have full power to adopt all regulations to govern its own deliberations.
- c) The Board of Directors shall have full power to act and pass on all matters of business pertaining to the PBBOA with the approval of the President.
- d) The Board of Directors shall ratify the recommendations of the Evaluation Committee with respect to the acceptance or rejection of any person wishing to join the Permian Basin Basketball Officials' Association. The ratification must be approved by two-thirds 2/3 of the PBBOA members.
- e) The Board of Directors shall evaluate and set tournament fees for all tournaments serviced by the PBBOA.
- f) The Board of Directors shall perform any duties that are referenced in other sections of the By-Laws of the PBBOA.
- g) The Board of Directors may establish disciplinary procedures and penalties that may include but not limited to fine, probation, suspension, and expulsion.

ARTICLE VII: REGISTRATION AND DUES

- a) The Membership Year shall begin annually on April 1st and end on March 31st of the following year.
- b) Each member shall be required to pay the annual dues as recommended by the Treasurer, approved by the President and ratified by the Board of Directors.

ARTICLE IX: OFFICIATING SCHEDULES

- a) When requested, all Officials are required to submit prospective dates to the Assignment Secretary.
- b) The Assignment Secretary shall make all final game assignments.
- c) Assignments shall be made in accordance to standard practices adopted by the chapter.
- d) The President shall designate a member to be a tournament director responsible for the recruiting and assignment of officials to that tournament for the compensation of one game fee paid by the school.
- e) The customer schools involved in the contest generally select post-season assignments. In the event that specific officials are not requested, the assignment for a given playoff game shall be made in accordance with Article IV, Section C of the PBBOA by Laws. All playoff assignments shall be public record.
- f) The Board, in accordance to UIL requirements, shall establish guidelines and procedures for determining the Top 25 officials list for girls and boys UIL post-season assignments.
- g) In order to receive a schedule or playoff assignments, a member must be in good standing.
- h) The Board shall establish penalties for officials who fail to follow procedures in regards to contacting partners, late arrival to games, or failing to officiate assigned games.
- i) Individual members are prohibited from soliciting games, schedules, or tournament assignments on his or her behalf.
- j) Officials who are personally contacted by a coach or school representative must direct the request to the Assignment Secretary.

ARTICLE X: UNIFORMS

- a) Members shall be required to wear the regulation uniform as directed by UIL when officiating any game sanctioned by the University Interscholastic League. This includes the UIL warm-up jacket and UIL patches.
- b) The appropriate "Sub Chapter" President must submit any deviation from the Uniform policy at the sub varsity level to the Board of Directors for approval.

ARTICLE XI: OFFICIATING FEES AND TRAVEL ALLOWANCES

- a) As an Independent Contractor, individual officials shall be paid for their services and expenses in accordance with standards currently prescribed by the PBBOA Board of Directors, and the University Interscholastic League.
- b) PBBOA members shall use approved invoice forms or invoices provided by the schools for compensation of regularly scheduled games.

ARTICLE XII: OFFICIATING PROCEDURES

- a) All members shall conform to the mechanics and procedures prescribed by Vice President of the PBBOA, and ratified by the Board of Directors.
- b) PBBOA shall utilize those procedures approved by the Basketball Division of UIL.

ARTICLE XIII: MEETINGS

- a) The officers and Board of Directors shall establish a yearly calendar of chapter meetings that include two mandatory meetings.
- b) The two mandatory meetings will involve the UIL sponsored presentation of rule changes and the administration of the UIL rules and mechanics test.
- c) General Chapter meetings and sub-chapter meetings to discuss and interpret basketball rules shall meet on alternate weeks.
- d) The first general chapter meeting shall be held no later than seven (7) days following the annual UIL meeting or four (4) weeks prior to the authorized date of UIL approved scrimmages and shall subsequently meet every other week with the exception of Thanksgiving and Christmas - New Years week.
- e) Members must attend all mandatory meetings and at least two-thirds (2/3) of non-mandatory meetings. The Evaluation Committee may grant an excused absence of a member when the member makes a written request in advance. Excused absences may be issued due to but not necessarily limited to family illness or death, career duties and responsibilities, or officiating conflicts. Varsity and sub varsity games assigned by the PBBOA are automatically excused absences and do not require written requests for approval. After three (3) unexcused absences or failing to comply with the two-thirds rule from the non-mandatory meetings, the member's name shall be submitted to the Evaluation Committee for investigation and the official's name shall be removed from the list of eligible playoff officials. In conjunction, the Evaluations Committee can recommend that a member be fined up to \$10.00 for each mandatory and non-mandatory meeting that was missed beyond the prescribe limits.
- f) Tests and requirements established by the Vice President shall be held each year prior to the first game of the season.

ARTICLE XIV: STANDING COMMITTEES

Section 1: The Evaluation Committee shall be composed of the Vice-President as chairperson and the Sub-Secretaries.

- a. The duties of the Committee shall be:
  1. To evaluate new members and make a recommendation to the President and Board with respect to membership acceptance.
  2. To rank each official and submit a list of officials and respective rankings to the President for approval and ratified by the Board to be utilized by the Assignment Secretary for game assignments.
  3. To make recommendations on an individual basis as required improving the overall quality of the services provided to customer schools.
  4. To evaluate member complaints with respect to game assignments and make the appropriate recommendation.
  5. To evaluate violations by members of the PBBOA Constitution, By Laws, Officials Code of Conduct and UIL rules and regulations and make the appropriate recommendation with respect to punishment to the PBBOA Board of Directors.
  6. To evaluate the appeals of any official that has been fined, suspended, or expelled by the PBBOA Board of directors. The Evaluations Committee shall have the power to approve, override, or modify any disciplinary decision previously made by the PBBOA Board of Directors.

Section 2: A Nomination and Elections Committee consisting of the Presidents of the "Sub Chapters" shall conduct all duties with respect to elections as referenced in the Constitution and By Laws of the PBBOA.

- a. The duties of the Nomination and Elections Committee are:
  1. To solicit and receive nominations for the purpose of recommending a slate of candidates to the PBBOA general membership at the last full PBBOA meeting in January of odd-numbered years.
  2. To develop a mail out ballot that assures the anonymity of the voter and his or her vote.
  3. To provide a ballot of all eligible candidates and shall submit that ballot via U.S. mail to all eligible voting members on or before February first. All ballots must be returned to the Committee within two weeks.
  4. To be responsible for counting the ballots and announce the new officers and directors of the PBBOA to the membership at the last PBBOA meeting in February.

Section 3: An Audit Committee consisting of three members, with appropriate "financial or auditing" experience appointed by the President on a yearly basis and shall perform the duties of financial oversight for the PBBOA.

a. The duties of the Audit Committee include the following:

1. Perform a yearly audit of the financial records of the PBBOA.
2. Submit a report to the general membership on the results of the audit.
3. Recommend to the President of the PBBOA the employment of an independent third party auditing firm if necessary. The cost of the audit will be paid by the PBBOA.

#### ARTICLE XV: TEMPORARY COMMITTEES

Section 1: From time to time, it may become necessary for the President to appoint a temporary committee for a specific purpose that does not conflict with the Standing Committees. Any temporary committee formed must have a specific duty or purpose assigned and must complete its function by the end of the current season.

#### ARTICLE XVI: Officials' Code of Ethics

a) A Good Official Shall:

- i. Not officiate any game after consuming any alcoholic beverage eight hours prior to a contest.
- ii. Not converse with crowds at any time before, during, or after the game, intermissions included.
- iii. Not request to officiate a game or games from any coach, league or official thereof. Officials should not obligate themselves to any person affiliated with any game they might be assigned to officiate.
- iv. Be in good physical condition.
- v. Be prompt for appointments
- vi. Not be over officious.
- vii. Not accept league assignments for any school he/she has attended, coached at or had any relationship with the affiliates, or coach thereof, unless league rules make this permissible.
- viii. Not become intimate with coaches or affiliates of teams for whom he/she may be assigned league games.
- ix. Not criticize or attempt to explain another official's judgment on decisions to either coach, players or news media, nor publicly or covertly express disagreement with official's when a spectator.
- x. Never argue with players. If a player asks a question, listen to it, then give a definite and decisive answer, but do not quibble about any

- xi. Give each team his/her best efforts, as you are the employed representative situation.
- xii. Assist players in the interpretation of rules when such request is made at a proper time.
- xiii. Enthusiastically adhere to the ideals of sportsmanship, qualities of loyalty, courage, unselfishness, self-discipline and authority.
- xiv. Display actions both on and off the court that are a credit to the profession of basketball officiating.