

Constitution and By Laws of the
Permian Basin Basketball Officials Association (PBBOA)

Adopted February 2012

Amended February 2019

Amended February 2020

ARTICLE I. NAME

The organization shall be known and conduct business as the Permian Basin Basketball Officials Association (PBBOA). The organization shall hereinafter be referred to as the 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 amongst 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" that are located 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 registered members, who are in good standing with the UIL, the PBBOA, and their respective Sub Chapter 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 which shall not conflict with the PBBOA constitution and by-laws; each "Sub

Chapter" 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 each season. The training should be developed and tailored to comply with 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, such "Sub Chapter" shall forfeit its voting membership on the PBBOA Board of Directors.
- d) Should a "Sub Chapter" fail to meet the minimum meeting and training requirements, the "Sub Chapter" will be subject to forfeiting its voting membership on the Board of the PBBOA for one (1) calendar year.

ARTICLE IV: MEMBERSHIP

Section 1: Eligibility

- a) Every basketball official whose application is approved shall satisfy all of the eligibility requirements set forth by and be in good standing with the UIL, the PBBOA, and the official's 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) All members of the PBBOA are independent contractors who receive their interscholastic game assignments directly from the PBBOA and/or the UIL.

Section 2: A Member is in Good Standing by:

- a) Abiding by the Constitution and By Laws of the PBBOA and the member's sponsoring Sub Chapter, and being in good standing with the UIL, the PBBOA, and the member's sponsoring Sub Chapter.
- b) Supporting and complying with the National Federation Officials Association "Officials Code of Ethics" and utilizing the Code as a guideline for ethical standards of conduct.
- d) Attending the required number of chapter meetings and achieving a minimum grade of 70 on all UIL mandated tests.
- e) Being current with all required dues and financial commitments to the UIL, the PBBOA, and the member's sponsoring Sub Chapter.

Section 3: Classification of Active Membership

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

Section 4: Disciplinary Procedures

- a) If a member violates any of the standards or policies approved by the chapter, the Evaluation Committee shall review the member's conduct. A course of disciplinary action shall thereafter be recommended to the chapter President; any action recommended by the Evaluation Committee and/or the chapter President must be ratified by the Board of Directors.
- b) Depending on the severity of the official's conduct, the Evaluation Committee may take no action, or recommend a reprimand, fine, game or time suspension, probation or expulsion from the PBBOA. Any member suspended or expelled will not be an active member of the chapter and will not be eligible to receive regular or playoff game assignments from the chapter and/or the UIL.
- c) Any member that is fined, suspended, or expelled by the chapter President, and such action is thereafter ratified by PBBOA Board of Directors, shall have the right to appeal the disciplinary decision by giving written notice to the chapter President no later than seven (7) calendar days of the official's receipt of said decision. The President will thereafter schedule a meeting of the "Evaluations Committee" no later than seven (7) calendar days of the President's receipt of the official's written notice of appeal. If a member is fined, the fine will not be collected until the appeals process has been completed.
- d) Any member that is fined, suspended, or expelled by the chapter President, and such action is thereafter 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 chapter President no later than seven (7) calendar days of the official's receipt of the appellate decision. The President will thereafter schedule a grievance proceeding before the general membership; this proceeding will be heard and considered by the general PBBOA membership at the next general meeting of the PBBOA. The general membership can refuse to act on the official's appeal upon the vote of the majority of the members in attendance; however, if a majority of the members in attendance vote to consider the official's appeal, a vote of two thirds (2/3) of the members in attendance shall be required to reverse the decision being appealed by the official.

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 becomes effective.

Section 6: Honorary Membership

- a) An Honorary Member of the PBBOA is one who has rendered distinguished service to the game of basketball or this Association, to have been a member in good standing of this Association for a period of at least ten (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 the UIL to the Board of Directors for their approval.
- c) Nominations are to be made to the District II UIL Director 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 2012 elections, the term of office for the Vice-President and Assignment Secretary will expire in February 2014; the term of office for the President and Treasurer will expire in February 2013.

Section 2: The Board of Directors shall consist of the four (4) chapter Officers, two (2) At-Large Directors, a Director/representative from each eligible Sub-Chapter, and the immediate Past President. In order to provide staggered elections, beginning with the February 2012 elections, the term of the At-Large Director #1 term will expire in February 2014, and the term of the At-Large Director #2 will expire in February 2013. Only the Officers and Board members identified in Article V, Section 2 of the chapter's constitution shall have the right to vote on matters that are presented to the Board of Directors for consideration.

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 that are in good standing with the UIL, the PBBOA, and the member's sponsoring Sub Chapter.

- a) To be eligible to hold office, a member must be in good standing with the UIL, the PBBOA, and the member's sponsoring Sub Chapter, and be in compliance with the term limits provisions set forth below.
- b) Election procedures are set forth in the chapter's By Laws under the duties of the Nomination and Election Committee.

Section 2: Each Officer of the PBBOA shall be allowed to serve in the same capacity as an Officer of the chapter for two (2) consecutive two (2) year terms. After the second (2nd) term has been served, the Officer will not be eligible to run for re-election and hold the same office until after a two (2) year term for that office has been served and completed by another eligible PBBOA member. In the event that no member in good standing seeks election of an open Officer position, the board may appoint the Officer that has concluded serving their second (2nd) consecutive term to the open Officer position. In this circumstance, serving and completing the appointed two (2) year term for the open Officer position would not disqualify this chapter member from seeking re-election for the same office in a subsequent election cycle. Therefore, upon the completion

of the appointed two (2) year term the Officer would be eligible to run for re-election.

Section 3: 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 the general PBBOA membership. The Nominations and Elections Committee shall follow the election procedures set forth in these By Laws.

Section 4: Directors shall hold office for a two (2) year term and must be elected by a majority of eligible members of the PBBOA that are in good standing with the UIL, the PBBOA, and the member's sponsoring Sub Chapter.

- a) To be eligible to hold office, a member must be in good standing with the UIL, the PBBOA, and the member's sponsoring Sub Chapter, and be in compliance with the term limits provisions set forth below.

Section 5: Each Director of the PBBOA shall be allowed to serve in the same capacity as a Director of the chapter for two (2) consecutive two (2) year terms. After the second (2nd) term has been served, the Director will not be eligible to serve and hold the same office until after a two (2) year term for that office has been served and completed by another eligible PBBOA member.

Section 6: In the event of a vacancy in an At-Large Director position, nominations for the position shall be submitted to the Nominations and Elections Committee from the current Officers, Board Members, and the general PBBOA membership. The Nominations and Elections Committee shall follow the election procedures set forth in these By Laws.

Section 7: To be elected, a chapter member who is nominated for and eligible to become an Officer or Director of the PBBOA must receive a majority of the votes cast (if only 2 members are nominated) or a plurality of the votes cast (if more than 2 members are nominated). If only one (1) member is nominated, such member may be elected by motion and acclamation of the chapter. Elected Officers and Directors shall assume office effective April 1 of the year they are elected.

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

Section 9: Officers and Directors may be removed from office upon the two-thirds (2/3) vote of the PBBOA Board of Directors and the two-thirds (2/3) vote of the eligible voting members of the general PBBOA membership.

Section 10: Any provision set forth in Article VI may be waived upon the majority vote of the eligible voting members of the general membership.

Article VII: THSBOA REPRESENTATIVE

Section 1: The THSBOA Representative is not a member of the PBBOA Board of Directors but acts in the capacity of contact point and liaison for the PBBOA with the THSBOA, UIL and TAPPS.

Section 2: This person should be very knowledgeable about all facets of the PBBOA and keep PBBOA members aware of all major issues

Section 3: Responsibilities as enumerated by THSBOA:

- a) Serve on the THSBOA State Board of Directors, attending such meetings to represent PBBOA concerns.
 - 1) If the THSBOA Representative is unable to attend a duly called state board meeting, he/she may designate a member of the PBBOA to attend and vote in proxy for action items.**
- b) Inquiries to be addressed to PBBOA Executive Board members, or other chapter THSBOA BOD members, will be promptly referred to the local THSBOA representative.*
- c) THSBOA, UIL and TAPPS will submit all communications directed to the PBBOA and its chapter members through the chapter THSBOA representative.*
- d) Playoff assignments may be communicated directly to the chapter assignment secretary with carbon copy (cc) to the local THSBOA representative.*

Section 4: Election of THSBOA Representative

- a) Beginning with the February 2019 elections, the term of office for the THSBOA Representative will expire on April 1, 2021.*
- b) Nominees for the position shall be submitted to the Nominations and Elections Committee from the current PBBOA Officers, Board Members, or the general PBBOA membership, pursuant to the election procedures set forth in the PBBOA By Laws.*
- c) The THSBOA Representative shall be limited to serving in this capacity for the PBBOA for two (2) consecutive two (2) year terms. After the second (2nd) term has been served, this person will not be eligible to serve and hold the same position until after a two (2) year term for this position has been served and completed by another eligible PBBOA member.*
- d) In the event of a vacancy occurring in this position, the vacancy shall be filled as follows: (i) Nominees for the position shall be submitted to the PBBOA Nominations and Elections Committee from the current PBBOA Officers, Board Members, or the general PBBOA membership; and (ii) The Nominations and Elections Committee shall follow the election procedures set forth in these By Laws.*

ARTICLE VIII: 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 conducting the business and affairs of the PBBOA,

shall be set forth in the chapter's By Laws, which serve as an addendum to the chapter constitution.

ARTICLE IX: RULES OF ORDER

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

ARTICLE X: AMENDMENTS TO THE CONSTITUTION AND BY-LAWS

Section 1: The Constitution and the By Laws may be amended by an affirmative vote of three-fourths (3/4) of the eligible voting members of the general membership, if a copy of the proposed amendments have been supplied to each member no later than ten (10) days prior to the meeting upon which the vote on the amendment(s) is/are to be taken. Proposed amendments sent by U.S. mail or electronically via email transmission to the members in accordance with the ten (10) day provision shall constitute the requisite notice of the proposed amendment(s) to the members.

Section 2: The chapter may send by U.S. mail or electronically via email transmission a ballot to the membership for the purpose of voting on each proposed amendment, similar to the process for the election of PBBOA Officers and Directors.

BY LAWS

ARTICLE I: THE DUTIES OF THE PRESIDENT

- a) The President shall preside over all general PBBOA meetings and Board of Directors meetings.
- b) The President shall conduct all negotiations on behalf of the PBBOA, except those that are specifically assigned to the Assignment Secretary.
- c) The President shall make every attempt to attend the annual state UIL meeting on behalf of the PBBOA. If he/she is unable to attend, the President shall designate a representative.
- d) The President shall make every effort to promote and foster the purpose of the PBBOA.
- e) The President shall work in conjunction, as is necessary with the Assignment Secretary and/or other chapter Officers or Directors, to resolve all conflicts with both internal and external customers of the PBBOA.
- f) The President shall have the authority to appoint committees to address or resolve issues.
- g) The President shall chair the Evaluation Committee.
- h) The President shall also perform the duties that are set forth in other sections of these By Laws.

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 if he or she is unable 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 monitor, or designate someone to monitor, the annual UIL rules and mechanics exam and other requirements for the assignment of regular season and playoff games.
- e) The Vice-President shall meet with each "Sub Chapter" representative on an annual basis to evaluate training needs.

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, beginning 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 amount of the annual PBBOA dues that are necessary to fund the upcoming annual 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 a maximum of \$10.00 per official per tournament.
- e) The Treasurer shall be the primary record keeper and liaison between the PBBOA and the UIL for the maintenance of membership rosters, dues payments, and the ordering of rulebooks, casebooks, and patches. It is the responsibility of the Treasurer to certify each official's membership with the UIL.
- f) The Treasurer shall keep the minutes of all general meetings of the PBBOA and Board of Directors. Upon request, 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 shall be the primary authority for such disbursements.

- g) The Treasurer shall receive and process all applications for membership and present them to the Evaluation Committee for approval. 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 PBOA.
- h) The Treasurer shall be bonded for \$5,000.00; the premium shall be paid with 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 set forth 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 who are eligible and in good standing to officiate regular season and/or playoff games from the schools requesting the services of the PBOA.
- b) The Assignment Secretary shall maintain and update a computer program that assists in the assignment of officials to all games.
- c) The Assignment Secretary, upon receiving schedules from the 1A, 2A, 3A, 4A, and 5A classifications, 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 assignments from customer schools and make any game assignments requested by said schools. If requested by a customer school, and to the extent possible, an official who is eligible and in good standing shall be assigned to officiate that playoff game. In the event that a coach does not request a specific official, the Assignment Secretary and President shall select game officials from the list of playoff eligible PBOA members. All official requests from customer schools should be faxed to the Assignment Secretary on School letterhead if possible and maintained as a 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 set forth 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-Chapter 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-Chapter 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-Chapter Secretary finds that, through error or personal prejudice, an injustice was done to the complaining official, the Sub-Chapter Secretary shall work with the Assignment Secretary to correct the situation, to the extent possible. If an impasse occurs, the Sub-Chapter 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 for further action. Any decision of the Evaluation Committee must be reviewed and approved by the President. If the complaining official disagrees with the decision of the Evaluation Committee, he/she can present his case to the Board of Directors of the PBBOA for final resolution.
- c) Each Sub-Chapter Secretary shall handle all games assignments at the sub-varsity level for all schools served by the Sub-Chapter in their area.

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 authority to adopt all regulations to govern its deliberations.
- c) The Board of Directors shall have full authority to act and pass on all matters of business pertaining to the PBBOA, subject to the approval of the chapter 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 PBBOA. The ratification must be approved by the vote of two-thirds (2/3) of the PBBOA members who are eligible to vote.
- 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 set forth in other sections of these By Laws.
- g) The Board of Directors may establish disciplinary procedures and penalties that may include, but shall not necessarily be limited to, a fine, probation, suspension, and/or 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 (1) game fee to be paid by the host/customer school.
- e) The customer schools involved in a 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 (d) of these By Laws. All playoff assignments shall be public record.
- f) The Board, in accordance with UIL and PBOA requirements, shall establish guidelines and procedures for determining the Top 25 officials list for UIL post-season assignments.
- g) In order to receive a regular season schedule and/or playoff game assignments, a member must be in good standing with the UIL, the PBOA, and the member's sponsoring Sub Chapter.
- h) The Board may establish penalties for officials who fail to comply with established procedures for contacting partners, arriving late to scheduled games, and/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 for a game assignment must direct the request to the Assignment Secretary.

ARTICLE X: UNIFORMS

- a) Members shall be required to wear the regulation uniform as directed by the UIL when officiating any game sanctioned by the UIL. 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 PBOA Board of Directors, and the UIL.
- b) PBOA 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 the PBBOA, and ratified by the Board of Directors.
- b) The PBBOA shall utilize those procedures approved by the UIL.

ARTICLE XIII: MEETINGS

- a) The Officers and Board of Directors shall establish a seasonal calendar of chapter meetings. In addition to other requirements as set forth in these By Laws and the chapter constitution, to remain in good-standing with the chapter for the current season, each member must attend the meetings set forth in this Article, unless otherwise excused.
- b) One (1) scheduled chapter meeting will involve the UIL sponsored presentation of rules changes.
- c) General Chapter meetings and sub-chapter meetings to discuss and interpret basketball rules shall meet on alternating weeks.
- d) The first general chapter meeting shall be held no later than three (3) weeks prior to the authorized date of UIL approved scrimmages; all subsequent meetings shall occur every other week with the exception of Thanksgiving and Christmas - New Years week.
- e) Chapter members must attend all mandatory meetings and at least two-thirds (2/3) of all scheduled non-mandatory meetings. The President, Vice-President, or Evaluation Committee may grant an excused absence to a member when the member submits, prior to the meeting, a request to be excused from the meeting. Excused absences may be granted because of, but not necessarily limited to, family illness or death, career and/or employment duties and responsibilities, officiating conflicts, or other extraordinary reasons. Varsity and sub varsity games assigned by the PBBOA are excused absences and do not require requests for approval. After a member incurs three (3) unexcused absences or fails to comply with the two-thirds (2/3) requirement for attending the non-mandatory meetings, the member's name will be submitted to the Evaluation Committee and the official shall thereafter be removed from the list of eligible PBBOA regular season and/or playoff officials. The Evaluations Committee can also recommend that the member be fined up to \$10.00 for each mandatory and non-mandatory meeting missed beyond the prescribe limits.

ARTICLE XIV: STANDING COMMITTEES

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

- a. The duties of the Committee shall be:
 - 1. To evaluate new members and make recommendations to the Board of Directors with respect to membership acceptance.
 - 2. To rank each official and submit a list of officials and respective rankings to the Board of

Directors for approval for utilization by the Assignment Secretary for game assignments.

3. To make recommendations on an individual basis as required for the overall quality of the services provided to customer schools.
4. To evaluate member complaints with respect to game assignments and make the appropriate recommendations.
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 recommendations with respect to punishment to the Board of Directors.
6. To evaluate the appeals of any official that has been fined, suspended, or expelled by the Board of Directors. The Evaluation Committee shall have the authority to approve, reverse, or modify any disciplinary decision previously made by the Board of Directors.

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

a. The duties of the Nominations and Elections Committee are:

1. To solicit and receive nominations for the purpose of recommending a slate of qualified candidates to the PBBOA general membership at the last scheduled PBBOA meeting in January of each calendar year.
2. To *initiate* the *prescribed* method of obtaining votes from the members of the PBBOA who are eligible to vote in any chapter election.
3. To develop a ballot *identifying all candidates who are eligible for election to office.*
4. To provide a ballot identifying the candidates who are eligible for election to office and to send that ballot by U.S. mail or electronically via email transmission to all eligible voting members of the general membership on or before February first of each calendar year. All ballots must be cast within two (2) weeks of mailing.
5. *Votes may be cast in one of two methods:*
 - a. *For convenience, any voting member may return his/her ballot before the voting deadline to the member's Sub Chapter President who shall present each member's ballot to the Nominations and Elections Committee on election night. Upon receipt of a member's ballot, the Sub Chapter President shall obtain the signature of the*

voting member and denote the member's vote and signature on a Sub Chapter Roster. This Roster shall thereafter be provided to the Committee with the ballots.

b. For anonymity, ballots may be submitted by voting members to the Committee at the designated time during the general meeting on election night. The Committee will only denote the vote of properly verified ballots on the Membership Roster.

6. To be responsible for counting the ballots and announcing the newly elected Officers and Directors of the PBBOA to the membership at the last scheduled PBBOA meeting in February of each calendar year.

Section 3: An Audit Committee consisting of three (3) members, with appropriate "financial or auditing" experience appointed by the President on an annual basis, shall be responsible for the financial oversight of 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 duties of any Standing Committee. Any temporary committee formed must have a specific duty or purpose 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 at least eight (8) hours prior to the commencement of the game.
- ii. Not converse with any person attending the game as a spectator, before, during, or after the game, including intermissions.
- iii. Not request to officiate a game or games from any coach, league, or official. 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 from any school he/she has attended, coached, or had any affiliation or relationship with the school or coaches, unless permitted by league rules.
- viii. Not become intimate with coaches, players, or affiliates of teams for whom he/she may be assigned league games.
- ix. Not criticize or attempt to explain another official's judgment or decisions to any coach, player, or news media, nor publicly or privately express disagreement with any official when a spectator.
- x. Never argue with players. If a player asks a question, listen to it, then provide a definite and decisive answer.
- xi. Give each team his/her best efforts.
- xii. Assist players in the interpretation of the rules when such request is made at a proper time.
- xiii. Enthusiastically adhere to the ideals of sportsmanship, 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.