

Kaufman County Basketball Officials Association Bylaws

Article I

Name

Section 1 This organization shall be known as the Kaufman County Basketball Officials Association a.k.a. KCBOA

Section 2 KCBOA chapter is authorized and will be governed by the by laws and constitution of the Texas High School Basketball Officials Association. Should a conflict arise, the by-laws of the THSBOA will take precedence.

Article II

Purpose

Section 1 KCBOA shall promote the welfare of the game of basketball by developing and maintaining experienced and capable officials who will encourage sportsmanship by diligent enforcement of the rules of play.

Article III

Members

Section 1 Membership shall be open to any person in good physical condition of proper interest upon received payment of dues and thereby agreeing to the conditions of these by-laws as amended being binding and conclusive.

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

Their divisional rankings correspond to those rankings in the THSBOA.

Section 3 The dues for membership for the fiscal year, April 1 to March 31, shall be due and payable upon written notification by the Secretary. The amount of such dues shall be set by the Board of Directors and shall be spent for the Secretary's fees, postage, and other normal chapter expenses approved by the Board of Directors. Notification of dues amount for the fiscal year shall be sent to the chapter membership by May 1 of the fiscal year. Regular members who have not paid their dues by August 31 shall be assessed a late fee by the Board of Directors. Those members who do not pay their dues by the deadline set shall be deemed not in good standing and ineligible to participate in any chapter activity until financial obligations are satisfied.

Section 4 KCBOA will hold 8 scheduled meetings during the year which attendance will be taken. All chapter members must attend a minimum of 5 of the 8 required scheduled meetings. Any member in attendance at the State meeting will receive credit for two (2) required meetings. A member who is approved by the Secretary to officiate a game during a required meeting shall receive credit for one (1) required KCBOA chapter meetings. Any member with an excused conflict on meeting day shall receive credit for one (1) required KCBOA chapter meeting up to a maximum of two (2) excused credits. A member wishing to receive excused credit for any meeting must notify the chapter secretary. All other meetings, clinics, or other events for which attendance credit is given will be determined by the Board of Directors.

- Section 5 All members shall conform to the following Code of Ethics:
- A. An official must be above reproach to all parties concerned in all game situations.
 - B. An official must be on time to all game assignments (30minutes for Varsity contests)
 - C. An officials uniform must be neatly kept and meet the requirements set forth by the KCBOA and THSBOA.
 - D. An official shall not criticize or attempt to explain another official's decisions or conduct.
 - E. An official shall not solicit any games.
 - F. An official shall stay in proper mental and physical condition to fulfill assignments.

Article IV

Meetings

Section 1 The regular meeting dates of the chapter shall be determined by the Board of Directors and published at the first meeting of the season. This list will be made available online.

Section 2 Special meetings can be called by the President of the Board. The purpose of the meeting shall be stated in the call, mail, or email. Except in dire cases of emergency, at least seven days notice shall be given.

Article V

Officers and Duties

Section 1 The officers of the chapter shall be President, Vice-President, Secretary, Treasurer, and Training/Development Coordinator. Each officer will have one (1) vote during meetings of the board when issues require such votes.

Section 2 Duties of the President shall be to preside at all meetings, to appoint committees, call for any special meetings, and to preside and report to the chapter all meetings of the Board.

Section 3 Duties of the Vice-President shall be to preside at all meetings in the absence of the President and perform any other such duties as the President may assign.

Section 4 Duties of the Secretary shall be to record and maintain chapter records, including but not limited to membership meeting attendance, minutes of the meeting, minutes from board meetings, and other such notes. Duties will also include reporting the minutes from the last meeting to the member and providing an agenda for each chapter meeting. The Secretary shall be responsible for sending out all official correspondence from the chapter.

Section 5 Duties of the Treasurer shall be the financial officer of the KCBOA and is responsible for the preparation and distribution of financial information to the membership at each meeting. The Treasurer shall receive and have the responsibility for the collection of all membership dues. The Treasurer will be responsible for the payment of all expenses of the KCBOA. Any expenditure in excess of \$100 must have the prior approval of a quorum of the Board which consists of no less than five (5) members.

Section 6 Duties of the Training/Development Coordinator will be to conduct all preseason/in-season training seminars, provide rule interpretations, ensuring uniformity of proper mechanics, as well as providing informative programs at each KCBO chapter meeting. In order to be eligible for the Training/Development Coordinator position, the member must have attended a reputable summer training camp within the year immediately preceding his/her election to the office.

Article VI

Section 1 The Assignor shall be hired by the board based on an annual contract and shall be responsible for making game assignments utilizing assignment application provided by the chapter. The assignor will be responsible to maintain all members officiating records and status via KCBOA's online assignment application. Assignor will be retained on a contract basis by the board. The Assignor shall attend all Board Meetings and serve on an annual contract basis from May 1 through April 30 of the following year. The Assignor will be a paid position with an amount agreed to by the Board. The Assignor will have no voting privileges during board meetings.

Section 2 Duties of the Membership Representative shall be to attend and represent the interest of the rank-and-file membership at all meetings of the Chapter Board of Directors.

Article VII

Board of Directors

Section 1 The Board of Directors shall consist of the officers of the chapter. Each member of the Board of Directors shall have one vote each on all issues to be voted on by the board.

Section 2 The Board will have general supervision of the affairs of the chapter between its meetings, fix the hour and place of the meetings, make recommendations to the chapter, and perform such duties as, but not limited to the following:

- A. Establishing and publishing policy for the chapter.
- B. Providing a report to the chapter on all meetings of the board.
- C. Enforcing payment of dues and assessments required of chapter members.
- D. Enforcing attendance requirements by placing first time offenders on one year probation or suspending membership for one year.
- E. Establishing the chapter's top 25% rankings for the UIL.
- F. Investigating allegations of member misconduct or violations of these by-laws shall include, but not be limited to the following;
 1. Reporting for duty at a basketball game under the influence of alcohol
 2. Failure to report to a scheduled game without sufficient notification to assignor.
 3. Failure to meet the attendance requirements of the by-laws.
 4. Deliberate Solicitation of games without prior approval of the assignor.
 5. Accepting or making assignments not authorized by the assignor.
- G. Impeach by majority vote of the Board any board member who fails in his or her duty to act in the best interests of the chapter.

Section 3 In the event any member becomes subject to probation, suspension, or impeachment; such member shall be notified by return receipt mail at least one week prior to the meeting at which the probation, suspension, or impeachment vote shall be taken of the following:

- A. The alleged act(s) or failure to act
- B. The date, time, and place of the meeting at which he or she can reply to the charges.
- C. The date, time, and place of the meeting at which a vote shall be taken.

Section 4 Any member on probation shall not be assigned post-season games.

Section 5 Board of Directors meetings shall be held just prior to a regular chapter meeting unless otherwise ordered by the board. Special meetings can be called by the president.

Article VIII

Election of Officers and Representatives

Section 1 Election Dates and Tenures

- A. The officers and other board members shall be elected by secret ballot at the second meeting in January.
- B. The terms of office for the President, Secretary, Training/Development Coordinator, and Assignor shall be for 2 years, beginning March 1 to the last day of February, beginning and ending in odd numbered years.
- C. The terms of office for the Vice-President, Treasurer, and Membership Representative shall be for 2 years, beginning March 1 to the last day of February, beginning and ending in even numbered years.

Section 2 In preparation for an election of officers, a Nominating Committee of 3 persons, shall be selected by the Board of Directors. It shall be the duty of this committee to nominate candidates for the offices to be filled and shall report at the first meeting in January to the chapter its nominations. Additional nominations will be taken from the floor at this meeting. Members of the committee shall serve as election judges at all elections by preparing ballots and counting votes.

Section 3 In the event of a vacancy in the office of President, it shall be filled by succession of the Vice-President to the office of President for the remainder of the term. A special election shall be held to fill any vacant office other than the President. The elected officer shall fulfill the remaining term that was vacated. Said office will be subject the election dates as outlined in Article VIII Section 1.

Article IX

Assignment of Games

Section 1 All games shall be assigned by the Assignor utilizing the chapter's online assignment software, after evaluation of each official's on-court abilities and input from the Training/Development Coordinator, qualified observers and coaches.

Section 2 An official's seniority or tenure within the Chapter shall have no bearing on the assignment of games.

Section 3 Officials will be required to maintain their schedule of availability to officiate games thru the website and will be required to login daily to verify assignments or reassignments.

Section 4 Officials shall be required to accept or reject their assignments via the web within 72 hours or will be subject to being unassigned from the contest.*

Section 5 Requesting to be removed from an assignment that has been accepted may be subject to the following fines:

- A. Request to be removed more than 7 days before scheduled game, no penalty levied.
- B. Request to be removed less than 7days before and not on day of scheduled game, penalty of \$5 levied payable to Assignor.
- C. Request to be removed on day of scheduled game, penalty of \$10 levied for first occurrence, \$20 levied for second occurrence, and \$30 levied for third occurrence and subject to removal from future scheduled games. All fines payable directly to the Assignor.

**Consideration will be given when assignments are made within 24hours of the contest.*

Article X

Committees

Section 1 A Nominating committee of three (3) members shall be appointed by the board at the first meeting in January. Members of the committee shall serve as election judges at all elections by preparing ballots and counting votes.

Section 2 All other committees, special or otherwise shall be appointed by the President from time to time in order to help carry out chapter business.

Article XI

By-Law Amendments

Section 1 These by-laws may be altered, amended, or repealed and new by-laws may be adopted by a 2/3 vote of the chapter members present and voting at any meeting at which proper notice was given.

Section 2 Any member may propose an amendment of these by-laws by first submitting such proposed amendment to the Board of Directors. The amendment will then be read to the chapter at the next regular meeting. The amendment with the board's recommendation will then be presented at the following meeting and a vote will be taken.

Article XII

Parliamentary Authority

Section 1 The rules contained in the latest edition of *Robert's Rules of Order* shall govern the order of business in all cases to which they are applicable and in which they are not inconsistent with the bylaws or any special rules of order for the chapter.

Article XIII

Appeals

Section 1 Committee of three formed from general membership, led by the member representative, for the purpose of reviewing a general member's appeal.

Section 2 A general member who is removed from the position of officiating has the right to appeal the decision. The appeal must be filed and provided to the Board President within 7 days of when the member was notified.

Section 3 The committee has 7 days to convene, following the 7th day of the appeal deadline.

Section 4 The committee will review the details leading to the action by the board and will review the appeal, arriving at a majority decision to uphold or rescind the boards' decision.

Section 5 If rescinded, the member representative will meet with the board within 3 days of rendering their decision and present the findings to the board. The board will consider the committee's decision and revote. The board retains final decision for rescinding or upholding their original decision.

Section 6 If upheld, the member representative will notify the President of the board within 24 hours.

Section 7 The board President and member representative will contact the appealing member and advise of decision.