

**BY-LAWS OF THE AUSTIN BASKETBALL OFFICIALS ASSOCIATION**  
Also known as ASSOCIATION in remainder of document

ARTICLE I - PRESIDENT

Section 1 - Duties: The President shall preside at all meetings of the ASSOCIATION. The President shall:

Serve as program chairperson for the ASSOCIATION.

Present a list of suggested programs to the Executive Committee for approval prior to the start of the season.

May appoint a committee to assist with the planning and presentation of programs.

Be responsible for all negotiations on behalf of the ASSOCIATION.

Section 2 - Powers: The President shall be vested with all the powers usually appertaining to the office.

Section 3 - Absence: The President may not officiate any game at any level on a meeting night.

ARTICLE II - PRESIDENT-ELECT

Section 1 - Duties: In the absence of or the inability of the President to act, the President-Elect shall perform the following duties:

- a) Serve as director of recruitment of new members.
- b) Appoint a committee to assist with those recruiting duties.
- c) Prior to May 1st of each year, present a plan to the Executive Committee for the recruitment of new members, and thereafter shall implement and manage the approved plan.

Section 2 - Powers: The President-Elect shall be vested with all the powers usually appertaining to this office.

Section 3 - Absence: The President-Elect may not officiate any game at any level on a meeting night.

ARTICLE III - SECRETARY

Section 1 - Duties: The Secretary shall have the following duties:

- a) Receive all requests for game officials for the ASSOCIATION and submit the applicable level to the Executive Committee for review. The secretary may be authorized to make emergency game assignments.
- b) Keeps complete and accurate records of all requests for officials, approved requests, and correspondence in relation to the ASSOCIATION.
- c) Certifying only those persons who are qualified under Article III of the Constitution and have properly completed the ASSOCIATION'S membership application.
- d) Authorized to send a letter to all coaches prior to the start of the season. This letter should include access to the names of all regular members in good standing, a request for school schedules, and a request that the coach return a scratch list from the enclosed roster of officials.

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- e) Authorized to provide cards/Information for officials to present to home schools showing officials' names and other pay scale information.

Section 2 - Powers: The Secretary shall be vested with all the powers usually appertaining to this office.

Section 3 - Absence: The Secretary may not officiate any game at any level on a meeting night.

Section 4 - Salary: The Secretary may be paid a fee for their services during the year. The amount of such fee shall be suggested to the membership by the Executive Committee and must have majority approval of the membership. Such fee must be established each year before the election of the Secretary. The election of the Secretary then constitutes their acceptance of such a fee.

Section 5 - Sub-Varsity Program: The Secretary shall be assisted with the sub-varsity program by an Assistant Secretary(s), who shall be appointed and shall hold the position as provided in Article VI of the BY-LAWS.

### ARTICLE IV - ASSISTANT SECRETARY

Section 1 - Appointed Position: An Assistant Secretary shall be appointed by the Executive Committee to perform the duties as set forth herein.

Section 2 - Eligibility: Any regular member of the ASSOCIATION in good standing shall be eligible to be appointed to the position of Assistant Secretary.

Section 3 - Appointment Process: The Executive Committee shall meet within ten (10) days after taking office, for the purpose of interviewing prospective candidates for the position of Assistant Secretary. The Executive Committee shall meet within fourteen (14) days after conducting interviews of all prospective candidates to formally vote on the appointment of an Assistant Secretary. The Assistant Secretary shall be appointed by a majority vote of the Executive Committee members present at that meeting.

Section 4 - Term of Office: The Assistant Secretary shall continue in the position from the date of appointment until March 31st of the following year.

Section 5 - Vacancy: Should a vacancy in the position of Assistant Secretary occur at any time during the term of office, the Executive Committee shall appoint another regular member of the ASSOCIATION in good standing to fill the unexpired term, after interviewing all prospective candidates for the position.

Section 6 - Duties: The Assistant Secretary shall have the following duties:

- a) Receive all requests as directed by the Secretary and make game assignments
- b) Keeps complete and accurate records of all requests for officials, approved requests, and correspondence in relation to the ASSOCIATION.
- c) Authorized to provide cards/Information for sub-varsity officials to present to home schools showing official's names and other pay scale information.
- d) Authorized to send a letter to all sub-varsity coaches prior to the start of the season. The letter should be a request for school schedules.
- e) Provide a written status report to the Executive Committee as requested on, missed assignments and canceled assignment.

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- f) Keeps minutes of each meeting and shall read the minutes of the preceding meeting at each meeting unless dispensed with by vote and make such minutes available, as approved.

Section 7 - Salary: The Assistant Secretary may be paid a fee for their services during the year. The amount of such fee shall be suggested to the membership by the Executive Committee and must have majority approval of the membership. Such fee must be established each year before the appointment of the Assistant Secretary. The appointment of the Assistant Secretary then constitutes their acceptance of such a fee.

Section 8: The Assistant Secretary shall not be a voting member of the Executive Committee, but must be present at Executive Committee meetings when requested.

## ARTICLE V - TREASURER

Section 1 - Appointed Position: A Treasurer shall be appointed by the Executive Committee to perform the duties as set forth herein.

Section 2 - Eligibility: Any regular member of the ASSOCIATION in good standing shall be eligible to be appointed to the position of Treasurer.

Section 3 - Appointment Process: The Executive Committee shall meet within ten (10) days after taking office, for the purpose of interviewing prospective candidates for the position of Treasurer. The Executive Committee shall meet within fourteen (14) days after conducting interviews of all prospective candidates to formally vote on the appointment of a Treasurer. The Treasurer shall be appointed by a majority vote of the Executive Committee members present at that meeting and shall be confirmed by the general membership at the first meeting of the fiscal year by majority vote of those present at the meeting.

Section 4 - Term of Office: The Treasurer shall continue in the position from the date of appointment until March 31st of the following year.

Section 5 - Vacancy: Should a vacancy in the position of Treasurer occur at any time during the term of office, the Executive Committee shall appoint another regular member of the ASSOCIATION in good standing to fill the unexpired term, after interviewing all prospective candidates for the position.

### Section 6 – Duties:

The Treasurer for the ASSOCIATION shall be in charge of all association funds and shall write such checks for necessary expenses as are authorized by the ASSOCIATION Financial Policy

Receive and deposit all dues and assessments from each member.

Keep such records as to show the financial condition of the association at all times. These records shall be available to any member upon request

Submit a yearly financial statement approved by the Executive Committee for the year ending March 31.

Section 7 - Salary: The Treasurer may be paid a fee for their services during the year. The amount of such fee shall be suggested to the membership by the Executive Committee and must have majority approval of the membership. Such fee must be established each year before the appointment of the Treasurer. The appointment of the Treasurer then constitutes their acceptance of such a fee.

Section 8: The Treasurer shall not be a voting member of the Executive Committee, but must be present at Executive Committee meetings.

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## ARTICLE VI - DIVISION REPRESENTATIVES

Section 1 - Duties: The Division Representatives shall have the following duties:

- a) Bring matters to the Executive Committee relating to the members of their division they represent.
- b) Represent the members of their division at Executive Committee, ASSOCIATION, and other meetings called to discuss matters relating to ASSOCIATION business.
- c) Authorize game assignments, along with the Executive Officers, for the officials within their division.
- d) Be an advocate for their division members during disciplinary matters.
- e) Serve on committees, as assigned.

Section 2 - Powers: The Division Representatives shall be vested with all the powers usually appertaining to their office.

Section 3 - Absence: The Division Representatives may not officiate any game at any level on a meeting night.

Section 4 - Term of Office: The Division Representatives shall continue in the position from the date of appointment until March 31st of the following year. Additionally, a Division Representative may only serve for two (2) consecutive years in their division.

## ARTICLE VII - TRAINER

Section 1 - Appointed Position: A Trainer shall be appointed by the Executive Committee to perform the duties as set forth herein.

Section 2 - Eligibility: Any regular member of the ASSOCIATION in good standing shall be eligible to be appointed to the position of Trainer.

Section 3 - Appointment Process: The Executive Committee shall meet within ten (10) days after taking office, for the purpose of interviewing prospective candidates for the position of Trainer. The Executive Committee shall meet within fourteen (14) days after conducting interviews of all prospective candidates to formally vote on the appointment of a Trainer. The Trainer shall be appointed by a majority vote of the Executive Committee members present at that meeting.

Section 4 - Term of Office: The Trainer shall continue in the position from the date of appointment until March 31st of the following year.

Section 5 - Vacancy: Should a vacancy in the position of Trainer occur at any time during the term of office, the Executive Committee shall appoint another regular member of the ASSOCIATION in good standing to fill the unexpired term, after interviewing all prospective candidates for the position

Section 6 - Duties: The Trainer shall have the following duties:

- a) Responsible for training activities of the ASSOCIATION.
- b) Develop a training program for new members and present it to the Executive Committee by July 1st each year.

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- c) Provide a written status report to the Executive Committee as requested on the progress of training activities.
- d) Responsible for selecting and managing experienced officials to serve as trainers and evaluators as approved during pre-season training sessions.
- e) Responsible for developing and maintaining standard training policies with approval in order to maximize consistency in training.

Section 7 - Powers: The Trainer shall be vested with all the powers usually appertaining to this office.

### ARTICLE VIII - EXECUTIVE COMMITTEE

Section 1 - Powers and Duties: It shall be the power and duty of the Executive Committee to:

- a) Enforce the Constitution and BYLAWS of the ASSOCIATION.
- b) Enforce the Stated Policies of the ASSOCIATION.
- c) Ascertain the needs and take such action as is necessary or desirable for the most efficient and professional conduct of the ASSOCIATION and its members.
- d) Review and or Approve game assignments. (If applicable)
- e) Report to the membership on all Executive Committee meetings.
- f) Enforce payment of dues and assessments by each member.
- g) Propose any needed special assessment(s).
- h) Enforce attendance regulations.
- i) Enforce regulations regarding uniform, neat dress, and possession of all of the necessary officiating equipment.
- j) Investigate all alleged solicitation of games by any member.
- k) Set the time, place, length, and number of the regular meetings.

Section 2 - Meetings: A majority of the Executive Committee membership shall constitute a quorum. Each member of the Executive Committee has one vote, except that the presiding officer at any Executive Committee meeting shall not vote on any matter considered by the Executive Committee unless needed to break a tie. Upon a majority vote of the Committee members present, it shall take any action or make any recommendation it feels necessary or desirable for the good of the ASSOCIATION.

Section 3 - Adjudicative Power: The Executive Committee 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.
- c) Failure to pay dues and assessments by the required deadline.
- d) Failure of any member to give full cooperation to the Committee in the investigation of any matter.
- e) Missing an assigned game.

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- f) Violation of any provision of the Constitution, Bylaws, Stated association policies or any duly authorized directive from the Executive Committee.

The Executive Committee may set any punishment it feels necessary that fits the infractions or proper for the good of the ASSOCIATION, including, but not limited to: assessment of fines; suspension for any period, not to exceed one year; cancellation of any part or all of any remaining game schedule.

Section 4 - Notice to Affected Members: When the Executive Committee shall consider any of the matters set forth in Article VIII, Sec. 3 of the BYLAWS, the member(s) involved shall receive written notification at least ten (10) days prior to the scheduled meeting so that he or she may be present to defend their position before the Executive Committee, if so desired. Said member shall not be present in the meeting room when the Executive Committee votes concerning the matter. The decision of the Executive Committee may be announced to the members of the ASSOCIATION at the next properly called or regular meeting if warranted.

Section 5 - Appeals: Any member assessed punishment under Section 4 of Article VIII by the Executive Committee may appeal the assessment of the punishment to the full ASSOCIATION for review. A two-thirds vote of a properly called meeting will be necessary to override or modify any punishment set by the Executive Committee.

Section 6 - Applications for Regular Membership: It shall be the duty of the Executive Committee to consider all applications for regular membership in the ASSOCIATION, utilizing the qualifications specified in Article III of the Constitution. If a majority of the Executive Committee members vote to approve an application, the applicant immediately becomes a regular member of the ASSOCIATION. If an applicant's application receives votes of approval from less than a majority of the Executive Committee members, the application may be voted on at the first regular meeting following the Committee meeting at which the application was considered.

### ARTICLE IX - REGULATIONS FOR INDIVIDUAL MEMBERS

Section 1 - Deadline for Paying Dues and Assessments: Payment of dues and assessments must be paid as follows:

- a) State dues must be paid as determined by the applicable certifying agency of the State of Texas.
- b) ASSOCIATION dues and fees must be paid as outlined in the ASSOCIATION Stated Policies.
- c) Special assessments may be proposed and collected by the Executive Committee at any date of their choosing; provided, such assessment has been approved by majority approval of the regular members present at a properly called meeting.

Section 2 - Attendance at Meetings: All members are required to attend 75% of the regularly scheduled meetings (as determined by the Executive Committee) each year. Members not attending 75% of the meetings are subject to the provisions of the Policies of the ASSOCIATION.

Section 3 - Compliance with Code of Ethics: The officials' code of ethics of the National Federation of High Schools must be complied with by all members of the ASSOCIATION.

Section 4 - Deadline for Accepting Game Assignments: Each member will have seven days after receiving game assignment to accept assignment issued by the Secretary. After this period the unaccepted/or unreturned assignment will be reassigned to another official and the original official will be notified.

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Section 5 - Reporting Outside Contacts: Any member of the ASSOCIATION who is contacted to officiate during the regular season by any coach, school official, or any other person or agency must immediately contact the Secretary.

Section 6 - Uniform: Each regular member must wear the uniform prescribed by the applicable certifying agency of the State of Texas and the ASSOCIATION. It must be complete, and present a neat appearance.

Section 7 - Cooperation with Executive Committee: Each member must cooperate to the fullest extent with the Executive Committee in the investigation of any matter by the Committee.

Section 8 - Obligation to Observe Regulations: The acceptance of membership in the ASSOCIATION obligates each member to observe all regulations as set forth in the Constitution, BYLAWS and Stated Policies of the ASSOCIATION.

## ARTICLE X - DUES

The annual dues for regular and new members shall be recommended by the Executive Committee and shall be subject to the approval of the membership.

## ARTICLE XI - MEETINGS

Section 1 - Quorum: Two-thirds of the regular members shall constitute a quorum, without which official business cannot be conducted.

Section 2 – Properly Called Meeting: A properly called meeting is defined as one in which all members shall have been notified of the place and time of such meeting at least Seven (7) days before the scheduled meeting.

Section 3 - Participants: Regular members of the ASSOCIATION and their guests, coaches, and school administrators may be admitted to the meetings.

## ARTICLE XII - OFFICIATING FEES

The fees of the ASSOCIATION for officiating basketball games shall be determined by mutual agreement of the Executive Committee and the schools and organizations we service.

## ARTICLE XIII - MISCELLANEOUS

Any program or question not specifically covered herein shall be determined by a majority vote of the Executive Committee members or by a majority vote of the regular members present at a properly called meeting.

## ARTICLE XIV - ADOPTION OF THE CONSTITUTION AND BYLAWS

This Constitution and BYLAWS were adopted by the ASSOCIATION at a regular meeting on November 17, 1952. Amended on March 1, 1955; revised January 28, 1963, revised January 23, 1974; revised November 16, 1977; revised November 5, 1986; revised February 1, 1989, revised February 2, 1994, revised August 23, 2004., revised August 12, 2009