

San Antonio Basketball Officials Association

BY LAWS

Provisions in these Bylaws will not conflict with UIL/THSBOA governing documents.

ARTICLE I

SECTION 1 - NAME:

This organization shall be known as the San Antonio Basketball Officials Association (SABOA).

SECTION 2 - PURPOSE:

The purpose of SABOA is to aid its members in officiating the game of basketball..

ARTICLE IIE

The bylaws, policies and procedures of the SABOA will be developed by the SABOA Executive Board ; and the entities responsible for developing rules, policies and procedures.

SECTION 2 – MEETINGS:

The SABOA Executive Board may convene monthly. They may elect to meet by phone or other electronic methods when preferred and may meet at other times when necessary. The SABOA President will determine the agenda. The meetings will be held at a reasonable site or facility that can be agreed upon by the SABOA Executive Board.

SECTION 3 – REMUNERATION:

The Executive Board does not receive remuneration.

ARTICLE III

SECTION 1 - SABOA EXECUTIVEBOARD:

The board shall consist of the officers of SABOA: President, Vice-President, Secretary, Treasurer, Sergeant-at-Arms, and immediate past President. The officers shall hold office as provided in the By-Laws.

a. President:

1. The President shall be the Chief Executive Officer and shall preside at all meetings.
2. The President shall appoint the various standing committees and shall be a member ex officio of all committees and perform other duties as are usual for such an officer.
3. The President shall serve a term of two (2) years and may be reelected to serve a maximum of two (2) consecutive terms. Robert's Rules of Order may be followed for the conduct of the Chapter by the President and/or any other presiding officer.

4. **Preside at all meetings of the Board and perform all duties usually required of the board and other provisions of these bylaws.**
5. **The President shall select the Texas High School Basketball Officials Association (THSBOA) representative.**

b. Vice President:

1. **The Vice President shall, in the absence of or disqualification of the President, assume the responsibilities of the President.**
2. **The Vice President shall be for two (2) year term and may be reelected to serve a maximum of two (2) consecutive terms.**

c. Secretary:

1. **The Secretary shall answer all Chapter correspondence after conferring with the President. .**
2. **The Secretary shall maintain the minutes of all Executive Committee meetings and post those minutes on the Chapter's website within fourteen (14) days of the meeting.**
3. **Prepare monthly reports.**
4. **The Secretary shall be elected to a term of two (2) years and may be reelected to serve a maximum of two (2) consecutive terms.**
5. **Document and record state and local dues.**
6. **Monitor SABOA website**
7. **Serve on the Recognition Committee**
8. **Serve on the Bereavement Committee.**
9. **Track and document attendance at meetings.**
10. **Assign members to Divisions.**

d. Treasurer:

1. **The Treasurer shall keep the accounts, financial records, and disburse funds.**
2. **The Treasurer shall be the custodian of all funds and all financial reports belonging to the Chapter and make a detailed report to the Chapter monthly.**
3. **The Treasurer shall be elected to a term of (2) years and may be reelected to serve a maximum of two (2) consecutive terms.**
4. **Serve on Social and Scholarship Committees.**

e. Sergeant-at-Arms:

1. **The Sergeant-at-Arms shall maintain proper decorum at each meeting.**
2. **The Sergeant-at-Arms shall have control of all elections and recalls and, with the Secretary, count the election or recall returns.**
3. **The Sergeant-at-Arms shall be elected to a term of two (2) years and may be reelected to serve a maximum of two (2) consecutive terms.**

f. Past President:

1. **Serve as a member of the Executive Board.**

g. Division Representatives:

1. **Elected by a caucus of the division members.**
2. **Alternate Division Representatives will be the member receiving the second highest vote count.**
3. **Serve as a member of the Executive Committee**
4. **Maintain a list of division members in good standing.**
5. **Monitor testing results of division members.**
6. **Designate Alternate Division Representative to attend, as a voting member, Executive Committee meetings in their absence.**

h. Selection Committee:

1. The Selection Committee is comprised of President, Past-President, Assignment Director and Member-at-Large.
2. Make selections based on criteria outlined in the SABOA Rate System.

i. Scholarship Committee:

1. Ensure Scholarship applicants meet requirements for scholarship award.
2. Ensure application(s) is submitted according to established timelines.
3. Submit recommended award winner to the Executive Committee for approval.

j. SABOA Texas High School Basketball Officials Association (THSBOA) Representative:

1. Appointed by the SABOA President.
2. Serve four (4) year term. May be appointed to serve consecutive four-year terms.
3. Timely submit a list of eligible officials to the UIL to be considered for playoff, regional and state assignments according to UIL directives and deadlines, THSBOA bylaws, policies and procedures.

SECTION 2 - EXECUTIVE COMMITTEE:

a. The SABOA Executive Committee shall consist of eleven (11) members: President, Vice-President, Secretary, Treasurer, Sergeant-at-Arms, immediate past President, and representatives from Divisions I through V

- Quorum (50%) of the board members plus one must be present to conduct SABOA business.
- Any member of the Executive Committee shall be removed for good cause through the use of the following:
 - i. A recall petition with the names of one-third (1/3) of the members when the election took place will be presented to the Executive Committee and a date would be set for a recall election.
 - ii. The Secretary and Sergeant-at-Arms, if neither is subject to recall, shall prepare written ballots that may ask only if the removal should take place.
 - iii. A two-thirds (2/3) vote of the active membership is necessary for removal.
- To fill a vacancy in any Executive Committee position, the presiding officer may announce at any regular meeting that an election will be held at the next regular meeting to replace said vacancy. Nominations and elections will be held at the same meeting in filling vacancies. A vacancy occurs between 1 April and 1 November, the Executive Committee shall appoint said person to serve until an election may properly be held.

b. The Executive Committee President may appoint one or more Ex-officio to serve in an advisor capacity to the SABOA Executive Committee. Ex-officio members shall be the current SABOA Assignment Director and SABOA Training Director. Ex-officio members will have no motion making or voting privileges.

SECTION 4 - SUB-COMMITTEE(S):

Sub-Committees may be formed as deemed necessary and appointed by the SABOA Executive Committee.

SECTION 3 - ELECTIONS:

a. Elections of President and Treasurer shall be conducted on even-numbered years. Elections will be held on the last regularly scheduled meeting of the year and NO LATER THAN 31 March.

b. Elections of Vice-President, Secretary, and Sergeant-at-Arms shall be conducted in odd-number years. Elections will be held on the last regularly scheduled meeting of the year and NO LATER THAN 31 March.

c. Elections of Division Representatives shall be conducted each year on the last regularly scheduled meeting of the year and NO LATER THAN 31 March.

d. A nominating committee consisting of one member from each Division shall be appointed by the President during the current season, but not later than two (2) meetings prior to the next to last meeting of the year.

- It is recommended that two candidates be nominated for each office due to be filled
- Once nominations for offices due to be filled are reported, the President shall call for nominations from the floor. Nominations for office must be accomplished by the close of the next to last meeting called.

e. The Secretary and Sergeant-at-Arms will conduct Chapter elections.

- Prepare written ballots with all candidates nominated for each office.
- Each office will be voted on separately
- Nominee receiving the majority of votes cast by a majority of the membership present shall be elected.
 - i. Majority will consist of at least fifty (50) percent plus 1 of the membership present
 - ii. Candidates not receiving a majority vote on the first ballot, candidates with the top two vote totals will have a run-off election on a second ballot. Candidate receiving the greater number of votes on the second ballot shall be declared the winner.

f. Sergeant-at-Arms shall maintain ballots and election results, sorted by Division, for a minimum of two years. Election results shall be made available to a member requesting to examine such results.

ARTICLE IV

SECTION 1 - MEMBERSHIP:

Member officials are persons who are in good standing (see SABOA policies) with THSBOA and SABOA.

SECTION 2 - GOOD STANDING REQUIREMENTS:

- a. Register with the THSBOA in order to be eligible for a UIL contest
- b. Be at least sixteen (16) years of age
- c. Pay required THSBOA and SABOA game assignment fees and registration fee/dues

- d. Complete the current rules and mechanics examinations by the requested deadline and obtain at least 90%
- e. Be in compliance with the UIL C&CR, Section 1204 background policy
- f. Submit date of birth, social security number, and full name for a background check
- g. Dual chapter members must designate their primary chapter to SABOA Assignment Director
- h. Attend Rules meeting held each year

SECTION 3 - TRANSFERRING OFFICIALS:

- a. SABOA shall accept into full membership an official from another State of Texas basketball chapter or other state associations upon receipt of a recommendation letter from the association secretary.
- b. Meet all other requirements set by SABOA

SECTION 4 - HONORARY/LIFETIME MEMBERS:

Honorary membership may be conferred upon an individual by unanimous vote of the Executive Committee. Honorary membership is usually reserved for the special recognition of long years of exemplary service either to SABOA or to the game of basketball. Honorary members shall not pay dues, vote, or hold office.

SECTION 5 - INACTIVE MEMBERS:

Inactive membership is reserved for members who have paid their THSBOA and SABOA, but are not actively engaged in officiating basketball games. Inactive members are not required to attend meetings of the chapter or have full voting privileges.

SECTION 6 - SOCIAL MEDIA:

Officials shall maintain an ethical approach while participating in forums, chat rooms and forms of social media.

SECTION 7 - VOTING ELIGIBILITY:

Only members in good standing are eligible to vote SABOA Policies and Constitution.

ARTICLE V

SECTION 1 - ILLEGAL CONDUCT:

Membership in SABOA will not be allowed or renewed if:

- a. Convicted, or adjudicated with a finding of fault, guilt or violation, in regard to an offense involving a minor for any sexual offense unless/until such offense has been reversed by proper authority with jurisdiction over the matter.
- b. Convicted, or adjudicated with a finding of fault, guilt or violation, in regard to an offense involving any illegal/illicit drug or controlled substance as prescribed by federal or state law or regulation.

- c. Currently serving a sentence or a parole/probation period for any offense or adjudication of guilt imposed by any court, judge or administrative body, other than simple traffic violations or class C misdemeanors.

SECTION 2 - SABOA MEMBER OFFICIALS:

- a. A SABOA member official who is indicted/charged for any felony criminal offense, or charged with a violation of any state or local statute pertaining to misconduct with minor, illegal drugs, or an unlawful use of a controlled substance, may be suspended, pending resolution of the indictment or charge.
- b. SABOA officials must inform his/her SABOA Executive Committee, Division Representative, and/or Ethics Committee immediately upon receipt of or upon having knowledge of such charge.
- c. SABOA Ethics Committee will, without delay, investigate and determine appropriate level of sanctions for subject offense.

SECTION 3 - MISCONDUCT/UNETHICAL:

Other examples of misconduct cover a multitude of indiscretions, including, but not limited to:

- a. Failure to accurately complete an online Officials incident report in a timely manner
- b. Failure to wear the approved uniform
- c. Failure to show for assigned game(s)
- d. Chronic tardiness to game(s)
- e. Disruptive behavior during meetings
- f. Officiating a contest where there is a conflict of interest
- g. Use of tobacco at a game site to include school grounds and locker room
- h. Consuming alcohol on game day prior to a game
- i. Disrespectfully addressing fans, players, coaches, administrators or officials
- j. Soliciting for tournaments assignments
- k. Lack of preparation
- l. Verbal abuse or dissent directed toward an official
- m. Racial or ethnic slurs
- n. Use of obscene gestures
- o. Crude or lewd language, gestures
- p. Undressing in front of opposite gender officials

SECTION 4 - PENALTIES:

Conduct determined to be unethical by a SABOA member officials may be penalized. Penalties include, but are not limited to, letters of reprimand, single or multiple game suspension, and/or revocation of membership as a SABOA official.

SECTION 5 - UNSATISFACTORY PERFORMANCE:

The SABOA Executive Committee or appointed representative may investigate reports of unsatisfactory officiating submitted by a school administrator and/or coach. Information may be requested from such parties as deemed appropriate. An observer/evaluator, assigned by SABOA Executive Committee, may be assigned to report on the officials' performance. When an official is found to have officiating deficiencies the SABOA Training Director may provide remedial work, or change the official's classification.

ARTICLE VI

SECTION 1 - COMPLAINT PROCEDURE

All matters concerning SABOA member conduct and ethics shall be processed in accordance with the following guidelines.

SECTION 2 - ENFORCEMENT:

Initial reports of violations by SABOA members are to be heard and recommendations provided by the SABOA Ethics Committee. These cases are handled in writing if requested by the accused.

SECTION 3 - COMPLAINTS:

Complaints involving SABOA members shall be resolved by one of the following methods:

- a. By any reasonable manner, if the matter is reconciled with no sanctions to the member.
- b. By a due process hearing which includes timely notice, an opportunity to appear before the Ethics Committee, to present witnesses in their behalf, to controvert information adverse to their interests, and to cross examine witnesses providing information against them, if there is a possibility of sanctions against the member.
- c. An appeal of a matter decided shall be as follows:
 1. Two levels of appeals for officials:
 - a. First level of appeal: When the official is ruled against, the official may appeal to the SABOA Ethics Committee.
 - b. Second level of appeal: Either the official or the initial ruling entity may appeal to the SABOA Executive Committee if they are unhappy with the decision at the first level of appeals.

SECTION 4 - NOTICE:

a. Notice means written notice to the respondent by email, deliver to the most recent address furnished to the SABOA Secretary, or hand delivered to the respondent and shall contain the following:

- i. Date or dates of alleged infraction(s);
- ii. Description of alleged infraction(s);

iii. Name of person initiating action unless determined to be confidential;

iv. Identification of By-Laws or policy involved;

v. The day, time and location of the hearing;

vi. The range of action that may be taken as a result of the proceedings;

vii. In the absence of good cause shown, failure to attend the hearing will terminate the respondents' rights to appeal any discretionary decision of the committee.

b. A respondent shall be given no less than 5 day notice of any SABOA hearing which might result in action adversely affecting the respondent.

c. Written notice shall be presumed to be received by a respondent 5 days after deposit in the U. S. Mail, postage prepaid and addressed to the respondent's address contained in the official roster of SABOA.

SECTION 5 - HEARING:

- 1. The hearing should be conducted generally in accordance with Robert's Rules of Order, Newly Revised. However, bearing in mind the requirement of a basic sense of fairness, the presiding officer may conduct the meeting in any way that results in a fair and orderly proceeding. Evidence, affidavit, and other forms of evidence may be admissible, provided disclosure is made to the respondent who shall have a reasonable opportunity to contradict such evidence.
 - a. The presiding officer is responsible for ensuring an accurate record is made of all hearings and that such record is available to all parties so long as an appeal is permissible under these guidelines.**
 - b. Any person displaying disruptive conduct may be barred from the proceedings.****

SECTION 6 - APPEALS:

Appeals to rulings against a member-in-good-standing of SABOA may be appealed to the SABOA Ethics Committee or an adhoc committee selected by the SABOA president.

- 1. The Ethics Committee handles cases in writing or in a hearing at the request of the appellants.**
- 2. The quorum of the Ethics Committee is three members.**

SECTION 7 - PENALTIES:

- 1. Reprimand. An official letter of censure to the individual regarding the violations.**
- 2. Probation. Maybe up to one year. Any additional violations committed by the individual official may result in more severe penalties: prohibition from officiating varsity level contests, playoffs, to include regionals and state playoffs.**
- 3. Suspension. An official may be suspended from one game to indefinitely. The SABOA Board must approve an official for reinstatement after a suspension.**

ARTICLE VII

SABOA Sexual Harassment Policy

SABOA is committed to providing a workplace that is free from sexual harassment. When an allegation of sexual harassment is made, SABOA will take prompt and appropriate corrective action.

All matters concerning sexual harassment shall be processed in accordance with the following guidelines.

Section 1 -- Sexual Harassment Defined:

1. Unwelcome sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature constitute sexual harassment.
2. Unwelcome examples of sexual harassment include, but not limited to:
3. Sexual pranks, or repeated sexual teasing, jokes, or innuendo in person or email.
4. Verbal abuse of a sexual nature.
5. Touching or grabbing of a sexual nature.
6. Changing clothes or disrobing with members of the opposite sex.
7. Repeatedly standing too close to or brushing up against a person.
8. Repeated asking a person to socialize during non-game hours. SABOA officials shall not pressure their partners to socialize.
9. Posting sexually demeaning or offensive pictures, cartoons, or other materials in any social media referring to officials.
10. Unwelcome conduct of a sexual nature that affects game assignments.

Section 2 -- SABOA Board of Directors Responsibilities:

When the SABOA Board receives an allegation of sexual harassment, or has reason to believe sexual harassment has occurred, the Board will give jurisdiction of sexual harassment allegation to the Ethics Committee within 30 days.

Section 3 -- Ethics Committee Responsibilities:

The Ethics Committee is the main contact point for sexual harassment allegations and has the responsibility for investigating and overseeing such investigations.

1. The Ethics Committee will seek to protect the identities of the alleged victim and harasser.
2. The Ethics Committee will take necessary steps to protect those officials who in good faith report incidents of potential sexual harassment from retaliation.
3. The Ethics Committee will dispose of each allegation within 90 days of receipt of jurisdiction.

Section 4 -- Member Responsibilities:

1. Members who believes he or she has been the target of sexual harassment is encouraged to inform the offending person orally or in writing that such conduct is unwelcome and offensive and must stop.
2. Members will report unwelcome conduct as soon as possible to the Ethics Committee. Ethics Committee contact information can be found on SABOA website.

Section 5 -- Opposite Gender Assignments:

1. When officials of opposite genders are assigned games, officials will seek separate dressing facilities.
2. In facilities that do not offer separate dressing areas, co-ed donning of uniform will not occur
3. Officials of the opposite gender will seek to don clothing behind doors, curtains, or other appropriate devices preventing inappropriate situations.
4. Following games, officials will remove uniforms in separate locations.
5. In Co-Ed dressing rooms, official shall consider pre-game and post-game dressing situations that preclude inappropriate conditions and/or member misconduct: i.e. taking turns dressing and undressing, rude and lewd conversation

Section 6 -- Policy Enforcement.

Reports of violation of any SABOA policy are outlined in Section V and VI of the SABOA By-Laws.

ARTICLE VIII

SECTION 1 - AMENDMENTS TO BY-LAWS:

1. The By-Laws may be amended by giving notice of such change in writing to the Secretary, who in turn shall notify the President.
2. The President shall make a proper announcement at the next regular meeting. Action by Chapter membership shall be taken at the first meeting following the President's announcement.
3. The By-Laws may be amended by a two-thirds (2/3) affirmative vote of the current membership present at any regular or properly called meeting.
4. Any proposed amendments during the off-season shall be made in writing to all members of the Chapter. Proposed changes shall be mailed or sent electronically to Chapter members, if the SABOA Executive Committee deems the proposed amendment essential.
5. Votes on proposed changes to the By-Laws shall be mailed or electronically sent to the President and counted by the SABOA Executive Committee. For a mail-in or electronic vote to be valid, seventy-five percent (75%) of the membership must respond.

SECTION II AMENDMENT (S) DATES:

Amended 18 July 2018

Proposed changes 22 February 2020

