



## **ByLaws**

### **ARTICLE I OFFICERS and DIVISION REPRESENTATIVES**

#### **Section 1. President.**

The President shall be the Chief Executive Officer and shall preside at all meetings of the Chapter and of the Executive Committee. The President shall appoint the various standing committees and shall be a member exofficio of all committees and perform other duties as are usual for such an officer. The President shall serve a term of two (2) years and may be reelected to serve a maximum of two (2) consecutive terms. Roberts Rules of Order may be followed for the conduct of the Chapter by the President and/or any other presiding officer. The President shall be the Texas High School Basketball Officials Association (THSBOA) representative for the SABOA, unless otherwise appointed by Executive Committee.

Per the THSBOA ByLaws, the chapter THSBOA Representative is ineligible for State playoff assignments. (amended November 2012)

#### **Section 2. Vice President.**

The Vice President shall, in the absence of or disqualification of the President, assume the responsibilities of the President, and shall serve as the program chairman for all regularly scheduled meetings. The VicePresident shall be for two (2) year term and may be reelected to serve a maximum of two (2) consecutive terms.

#### **Section 3. Secretary.**

The Secretary shall answer all Chapter correspondence after conferring with the President and is responsible for activation of scheduling software and data entry of all officials' personal information, including any state agency ID's, etc. Special attention will be given by the Secretary to the handling of all questions regarding points earned and reported by the members and transfers.

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. If a portion of the Executive Committee meeting is declared in "Special Administrative" session by the presiding officer (which can be for member disciplinary reasons only), then those portions of the minutes shall be excluded from the posted minutes. The Secretary shall be reimbursed for all expenses including office stationary, local and long

distance telephone calls, postal expenses and mileage reimbursements when attending out of town meetings concerning Chapter business. All expenditures must be approved by the Executive Committee and have receipts submitted. 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.

#### Section 4. Treasurer.

The Treasurer shall keep the accounts and records and collect dues, fees, and assessments and disburse same through a bank account to include the signature of the Secretary and the President or Vice President. 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 on a quarterly basis and to the Executive Committee and membership upon request. The Treasurer shall be elected to a term of (2) years and may be reelected to serve a maximum of two (2) consecutive terms.

#### Section 5. Sergeant at Arms.

The Sergeant at Arms shall maintain a current file of the Constitution and ByLaws and shall maintain order and proper decorum at each meeting and shall coordinate (tracking attendance of the membership) at all meetings. The Sergeant at Arms shall have control of all elections and recalls and, with the Secretary, count the election or recall returns. 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.

#### Section 6. Division Representatives.

There will be one Division Representative and one alternate per division. The Executive Committee has the authority to add one or more representatives to any division that is in need (i.e., deemed by the Executive Committee as too large for one person to handle). Additionally, the Executive Committee has the authority to replace any alternate Division Representative who has unexcused absences. Each division shall have one vote on the Executive Committee regardless of the number of representatives or alternates present at the meeting. The Division Representative shall serve a term of one (1) year but no more than three (3) consecutive years.

The Division Representative is to maintain contact with the division members and act as a liaison between the divisions and the Executive Committee. In the division caucus, a member advancing to a higher division shall vote in and may be elected as a Division Representative only in the higher division.

#### Section 7. Succession to the President in case of resignation or removal.

The succession shall be the Vice President, Secretary, Treasurer, and Sergeant at Arms.

Section 8. Members shall not serve in the same elected Executive Committee position (Officer or Division Representative) for more than three (3) consecutive years.

## **ARTICLE II OTHER POSITIONS**

### Section 1. Assignment Director.

The Executive Committee shall be empowered to hire and enter into agreement with an individual or individuals for the purpose of assisting the Chapter in the assignment of all games officiated by the Chapter. The basis of the agreement with an individual shall be published in the Executive Committee minutes for the meeting during which the selection took place. This individual shall be named the Assignment Director and may be either a member or a nonmember of the Chapter. The Assignment Director shall be under the direct control of the Executive Committee and the Executive Committee shall determine the duties and responsibilities in the appropriate Assignment Director's agreement. Assignor is ineligible for playoff assignments, effective for the 2012-2013 basketball season.

### Section 2. Training Director.

A Trainer shall be appointed by the Executive Committee to perform the duties as set forth herein. Any regular member of SABOA in good standing shall be eligible to be appointed to the position of Trainer. The Trainer shall be responsible for training activities of SABOA and developing a training program for new members. The Trainer shall be responsible for selecting and managing experienced officials to serve as trainers and evaluators during preseason training sessions. The Trainer shall be responsible for developing and maintaining standard training policies to maximize consistency in training and selecting and managing the evaluators for the regular season basketball games as approved by the Executive Committee.

## **ARTICLE III EXECUTIVE COMMITTEE**

### Section 1.

The Executive Committee shall have the power and the duty to determine punishment and assess fines for any member found to be in violation or noncompliance of the following:

- A. Failure to pay state dues as determined by a state agency.
- B. Failure to pay local dues and/or late payment fees. The dues will be determined by the Executive Committee and shall be a policy along with the fine for late fees and collection of those fees.
- C. Members of SABOA must attend all three (3) mandatory meetings and at least two thirds (2/3) of all non-mandatory meetings. Fines or actions shall be determined by the Executive Committee and shall be a policy.
- D. Excused absences may be granted by the Executive Committee when requested (delivered to the Division Representative prior to the stated meeting) in writing by a member with a valid excuse (i.e., family illness or death, out of town business). Varsity and/or Sub Varsity games (assigned by SABOA) are automatically excused absences and do not require written requests for approval.

E. Missing an assigned game (no show), the fine shall equal the amount of the game fee.  
F. Game assignment fees are paid to the Assignment Director for each game officiated by each official. Contracts for game assignments are valid when assigned and accepted. Fees shall be set by the Executive Committee or the adopted UIL 1204C Guidelines and shall be a policy decision.

G. A member shall not violate and/or breach any ethics as stated in the policies of SABOA or a state agency; and/or commit conduct not becoming that of a member or conduct detrimental to the objectives of, or injurious to, SABOA.

H. A member shall give full cooperation to the Executive Committee in the investigation of any matter.

I. A member shall not violate any provision of the Constitution, ByLaws, or Policies or any authorized directive of the Executive Committee.

J. Appeals shall be in writing to the Executive Committee prior to the next regularly scheduled meeting after disciplinary action (fine, fee assessment, etc.) is imposed. A report of each appeal and the Executive Committee's decision shall be duly recorded in the minutes of the meeting unless a "Special Administration" session was called and reported to the membership.

K. The Executive Committee may set any punishment it feels necessary to, or proper for, the good of SABOA; including, but not limited to: expulsion from SABOA; assessment of fines; suspension for any period not to exceed one (1) year; cancellation of any part or all of any remaining games scheduled; or any other punishment that is deemed necessary for the good of the Chapter.

L. The Executive Committee shall appoint an Appeals Committee to hear a member's appeal to the sanctions imposed on him or her. Appeals shall be in writing (an email shall suffice) to the Executive Committee within seven (7) days after a punishment, i.e., fine, fee assessment, etc., is imposed. No member shall be punished without an opportunity to be heard in his or her defense before the Appeals Committee. A report of each appeal and the Appeals Committee decision shall be reported accordingly to the Executive Committee. Unless the Executive Committee is in "Special Administration" session, the Appeals Committee's decision shall be reported in the Secretary's minutes. All hearings and actions by the Executive Committee must be in accordance with the procedures of a state agency's ethics policy.

M. Any member accused of misconduct and desiring a hearing with the Executive Committee must notify the President or Secretary in writing within seven (7) days after notification by the Executive Committee that actions have been or will be taken against them.

## **ARTICLE IV MEETINGS**

### Section 1. General Membership Meetings.

General membership meetings' dates and sites for the entire season shall be set by the Executive Committee and published on SABOA's website. The number of scheduled general membership meetings shall not exceed a maximum of ten (10) per basketball season, of which only three (3) meetings shall be designated as "mandatory attendance meetings". The mandatory meetings shall be:

1. The first meeting of the year.
2. The new rules clinic meeting.
3. The elections meetings.

#### Section 2. Executive Committee Meetings.

The Executive Committee meetings shall be scheduled at least two (2) working days prior to a general membership meeting. Emergency, disciplinary, and/or other “Special Administrative” sessions may be held immediately following a general membership meeting. Meetings of the Executive Committee shall be scheduled once a month as needed on the same day of the month (i.e., six P.M. the first Wednesday of each month) as recommended by the President and approved by the Executive Committee. The Sergeant at Arms shall be responsible for setting the place to meet and notification to the Executive Committee members of the meeting. Any (voting) member of the Executive Committee that has four (4) or more unexcused absences from scheduled meetings shall be subject to recall automatically (excused absences are family illness or death, out of town business, etc.). Each member of the Executive Committee shall cast one vote. If requested, the Secretary shall inform the membership of how each member voted on a certain issue. The Executive Committee shall have jurisdiction over such matters as cannot be handled conveniently by the Chapter at regular meetings and shall meet at the call of Secretary issued at the request of the President or at the request of fifty percent (50%) of the total members of the Executive Committee.

### **ARTICLE V MISCELLANEOUS**

Section 1. All fines assessed by the Executive Committee shall be payable to SABOA and must be paid within seven (7) days following notification by the Executive Committee unless other arrangements have been made.

Section 2. SABOA shall recognize the authority of another Chapter to impose suspension or expulsion upon any of its members violating its rulings. A member of SABOA shall not knowingly work with a suspended official of any other Chapter that is sanctioned by a state agency.

Section 3. Any member of SABOA who has a complaint against another official, school district, coaches, players, or fans, shall bring the complaint in writing first to the Executive Committee.

Section 4. Any formal complaint not specifically covered herein shall be determined by a majority vote of at least a quorum of members of the Executive Committee.

Section 5. SABOA recognizes the authority of state agencies (i.e., UIL) in matters involving SABOA. However, SABOA and the Executive Committee are sovereign in matters involving SABOA and its members.

Section 6. The Constitution, ByLaws, Policies, and the Executive Committee shall have complete governance over all officials of this Chapter when dealing with, but not limited to, matters relating to Chapter assigned games, conduct of officials, dress of officials before and during basketball contests, and the evaluation of all officials of SABOA.