

## **Tri-City Basketball Chapter of the P.I.A.A.**

### **By - Laws**

#### **Article I: Name**

The name of the organization shall be The Tri-City Basketball Chapter of the P.I.A.A..

#### **Article II: Purpose of the Organization**

1. To promote the welfare of the sport of basketball, its players and officials.
2. To maintain the highest standards of basketball officiating.
3. To uphold the requirements and standards of the P.I.A.A..
4. To encourage the spirit of fair play and good sportsmanship.
5. To train, develop and have available at all times an adequate number of thoroughly competent P.I.A.A. approved officials.
6. To cooperate with all organizations officially affiliated with the sport of basketball in furthering its interests and ideals.

#### **Article III: Structure of the Organization**

1. **Organization** - The membership shall be comprised of all duly qualified, registered and approved members of the P.I.A.A. in good standing.
2. **Eligibility** - The chapter will admit individuals for membership who are of good character and integrity and who have met the standards of officiating as prescribed by the constitution of the P.I.A.A. and the constitution and by-laws of the chapter.
3. **Required Attendance** - Members of the chapter shall be required to attend the Annual State Rules Interpretation meeting and at least six (6) chapter meetings each year. Failure to attend the Annual State Rules Interpretation Meeting and/or the required six chapter meetings, as stated above, will require that the member be reported to the P.I.A.A. for disciplinary action.
4. **The Budget** - The membership shall vote to accept a budget prepared by the Treasurer and recommended for approval by the Executive Board at a business meeting in November of each season. A simple plurality vote is needed to adopt the budget for the basketball year.

The budget shall contain receipts and expenditures. Both the receipts and expenditures will contain items and/or accounts based upon past experiences. Receipt category will include anticipated dues to be received for the current year from all members plus the balance carried over from

the previous year. Proposed expenditures will include budgeted amounts delegated to the President, Scheduling Secretaries, Recording Secretary, Treasurer and Interpreter. Other predicted expenditures could include the annual banquet costs, clinics, use of facilities, condolences and special awards, etc.

Expenditures within the budgeted amounts shall be paid by the Treasurer only after all expenditures are documented to the satisfaction of the Executive Board. Payment will be made from the chapter checking account.

Any expenditure exceeding the amounts budgeted for will be brought to the attention of the Executive Board for its approval. Upon this approval, the matter will be brought to the attention of the membership for their consideration. The annual budget statement shall be audited every year.

5. **Financial Obligations** - Annual dues for active members will be determined by the membership. Members shall be required to pay all dues and assessments to the chapter by November 20. Dues paid are those for the current basketball season only. Dues not paid before the first meeting in January will result in a penalty of three (3) additional dollars for each meeting thereafter until the obligation is met. Failure to pay the dues and fines by January 1 will result in the removal of the member from good standing, will preclude any additional assignments, and will constitute grounds for disciplinary action. Members on inactive status will not be assessed chapter dues but must pay their state dues. All new chapter members must pay the current chapter dues immediately upon becoming affiliated with the chapter and before any assignments can be received.
6. **Meetings** - The number of meetings, dates, times and locations of same will be set annually by the President with the approval of the Executive Board. All meetings will be considered official P.I.A.A. chapter meetings. There are no valid excuses for failure to adhere to the six meeting attendance requirement.

#### **Article IV: Officers: Titles and Responsibilities**

The officers of the chapter shall be as follows:

1. **President** - Shall have the power to call all meetings; preside over the same; appoint and supervise all committees; authorize outgoing correspondence; rule on all matters of parliamentary procedure; enforce all provisions of the By - Laws; and represent the chapter in all matters with other organizations.

2. **Vice President** - In cases of absence by the President, the Vice President shall assume the duties of the President.
3. **Scheduling Secretary** - Shall be responsible for the distribution of all official assignments and keep a complete record pertaining to all officials contacted and assigned. For services rendered to the chapter, the Scheduling Secretaries shall be paid a fee that is determined by the membership.
4. **Recording Secretary** - The Immediate Past President of the Chapter shall be the Recording Secretary, and shall be responsible for keeping accurate minutes of each meeting; present those minutes to the membership; keep an accurate record of attendance; notify the membership of all meetings to be held; communicate all pertinent information to the P.I.A.A.
5. **Treasurer** - Shall keep complete and accurate records of all expenditures and receipts; shall present financial reports to the chapter at each meeting; shall be responsible to the chapter and the P.I.A.A. regarding delinquent membership dues; shall provide receipts for each member who pays their dues in cash; shall present a final report following the conclusion of the season listing expenditures and balances.
6. **Interpreter** - Shall cover the basketball rule interpretations at all chapter meetings in the interest of uniformity, mechanics, techniques of good officiating, and as a means of further educating the officials, coaches, players, and other interested in the fundamentals of the sport of basketball and good officiating.
7. **Executive Board Members** -
  - All elected officers.
  - Two (2) members, other than the elected officers, shall be elected by the membership and shall serve on the Executive Board.
  - The outgoing President is to be automatically included as an Executive Board member for the year immediately following his term in office.
  - The District Ten Official's Representative, should that individual be a local chapter member, is to be automatically included on the Executive Board.
8. **Terms of Office** - The duration of service for the elected positions shall be for one season or until their successor(s) shall qualify.

## Article V: The Executive Board

There will be an Executive Board which shall:

- Be the grievance committee and shall have original jurisdiction and plenary power to investigate and adjudicate all grievances, charges, and disciplinary proceedings involving the membership and their association with the chapter.
- Consist of those members entitled under Article IV, Sections 1-7.
- Be entitled to conduct business provided a quorum of at least four (4) executive members is present.
- Be empowered to supervise the scheduling process of game assignments to chapter members.
- Be required to meet at least once during the off-season.
- Be empowered to fill a vacancy in any office between annual election meetings except for the office of President which will be filled by the Vice-President if necessary.

## Article VI: General Membership Rules

1. **Term of Membership** - The term will be as long as such members shall be in good standing with the local chapter and the P.I.A.A. Each member shall be entitled to rights and privileges of membership and be bound by rules and regulations expressed herein and by the Constitution and By-Laws of the P.I.A.A.
2. **Official/Team Affiliation** - Members shall not accept varsity game assignments involving teams or schools for which they are employed or which lists any member of their immediate family on the team's roster at any time during the season. (Immediate family is defined to include: Parents, spouses, brothers, sisters, children).
3. **Professionalism** - Members, spectating or participating in a basketball game officiated by association members, shall not, by remarks or demonstrations, audible or visible to spectators, show resentment or objection to any game official's decision.

4. **Alcoholic Beverages** - No member will engage in the use of intoxicating beverages prior to game time on the day of an assignment.
5. **Uniforms** -Members of the chapter shall wear the appropriate clothing required by the P.I.A.A. Officials are to be neat at all times and should be uniform in their dress. Failure to wear the required P.I. A.A. uniform reflects poorly upon all chapter officials and is grounds for disciplinary action. The proper uniform consists of the following items in their appropriate color:  
**Black:** Lanyard, Whistle, Belt, Dress Pants, Socks, Shoes and Shoe Laces.  
**Black & White:** Vertically striped shirt with the P.I.A.A. arm patch sewn on the left sleeve and an American flag sewn on the right sleeve.
6. **Ratings** - The PIAA encourages each official to be rated at least once per year by other officials in the Chapter.
7. **Social Reservations** - Members who make reservations with the chapter for any association sponsored event and subsequently do not fulfill their obligation shall be assessed the full cost of that event and be subject to further disciplinary action.
8. **Non-Discrimination Policy** - An official may report an alleged violation of the nondiscrimination policies of the PIAA to the Officials' Representative(s) of the PIAA District in which the official resides, or to the Associates Executive Director of the PIAA, in writing, describing the alleged violation in such detail as is available to the official.

The chapter and any officers, agents, or employees thereof, who participate in the assignment or evaluation of officials, shall not retaliate against any person because of the filing of a report with an Officials' Representative or the Associate Executive Director under Article XIV, Reports and article XV, Nondiscrimination On the Basis of Gender, of the Constitution and By-Laws of the PIAA Chapters of Registered Sports Officials, or because of any person's involvement in the resolution of the report, or because of participation in any capacity in the case of Noreen P. Kemether v. PIAA.

## **Article VII: Game Assignments/Scheduling**

1. **Scheduling Responsibilities** - Members of the chapter are to deal directly with the Scheduling Secretary in the assignment process.
2. **Official's Responsibilities** - Members shall be held responsible for the assignments they have received from the Scheduling Secretary unless the Scheduling Secretary has been notified to the contrary.

- Officials shall contact their partners by telephone or email to confirm each assignment. If an Official fails to attempt to contact his or her partner to confirm the assignment, and the partner does not appear for the game, the Official who appears shall not receive any payment for that game. If an Official attempts to contact his or her partner without success, and the partner fails to appear for the game, that official shall receive the game fee, which will be paid out of the fine paid by the non-appearing Official. Officials are encouraged, but are not required, to contact the scheduling secretary if they have not been able to make contact with their partner within 24 hours of the scheduled start of an assigned game.
- Officials shall arrive on time for all assignments.
- All members shall immediately notify the Scheduling Secretary if the assignment they have received is canceled without notice, is forfeited, involves an ejection of a coach, malicious or intentional contact with an official or involves a violation of any of these By-Law provisions.

**3. Contracts** - Members will not violate the P.I.A.A. contract. Each contract, regardless of the level of the assignment, must be honored. Failure to comply will result in disciplinary action by the chapter and the P.I.A.A. Members shall not give up an assignment for a higher one unless the Scheduling Secretary agrees to allow the change. Furthermore, chapter members will not secure their own replacements for any P.I.A.A. assignment (Varsity, JV or Junior High). Originally assigned officials will contact the Scheduling Secretary for all turnbacks. In the event of an emergency, where the Scheduling Secretary cannot be reached, the official may secure a replacement, and shall leave a message with the Scheduling Secretary reporting all the particulars of the situation.

**4. Disciplinary Guidelines for Officials Who Fail In Their Responsibility To Appear For and Officiate Their Assignments** - In a continuing effort to insure the professional competence of chapter officials regarding the game assignment process, the following disciplinary guidelines for officials who fail in their responsibility toward accepted assignments is in effect:

- When the Scheduling Secretary is informed of the allegation that an official failed to appear for and officiate an accepted assignment, the Scheduling Secretary will:
  - A. Gather documentation of all particulars and communications regarding the missed assignment.
  - B. Communicate with the official(s) originally assigned to the game to determine

causes and responsible individuals. **NOTE: An original assignee is totally and completely responsible for any assignment they accept. Chapter members are reminded NEVER to secure their own replacements for PIAA assignments except in case of an emergency.**

C. The Scheduling Secretary shall report all missed game assignments to the Executive Board as soon as possible. The Executive Board may:

- Recognize an error by the Scheduling Secretary;
- Recognize an acceptable justification by an official;
- Accept an admission of error by the official resulting in penalties being imposed.
- Pursue disciplinary action against the offending official.

#### **Penalties -**

- **First Offense** - A fine equal to twice the game fee for the missed assignment and suspension of further assignments until the fine is paid.
  - **Second Offense** - A fine equal to twice the game fee for the missed assignment plus a fine of **\$30.00** and suspension of further assignments until the fine is paid.
  - **Third Offense** - A fine equal to twice the game fee for the missed assignment plus a fine of **\$50.00**. A mandatory Executive Hearing. Suspension of further assignments until the fine is paid and possible loss of prior assignments upon the recommendation of the Scheduling Secretary and the Executive Board.
  - **Period of Limitations** - Prior offenses will be expunged for penalty purposes after 365 Days.
- 5. Soliciting Scheduling** - Members shall not solicit officiating assignments from coaches, athletic directors or any other school representatives.
- 6. Non-P.I.A.A. Officials** - No member of the chapter will be permitted to officiate a PIAA assignment with another official who is not registered with and recognized by the P.I.A.A.

### **Article VIII: Discipline of Members**

1. **Grounds for discipline** - Any member of the chapter, not adhering to the rules, Constitution and By-Laws of the P.I.A.A. and/or the chapter, or for any other conduct seeming to be contrary to the best interest of the chapter, may be subject to disciplinary action, including, but not limited to: investigations, hearings, reprimands, probation periods, fines, suspensions and expulsion from the local chapter.
2. **Disciplinary procedure** - Any member against whom a charge of improper conduct has been filed shall be subject to disciplinary action under the following guidelines and provisions:
  - **Notification** - Members, against whom a charge of improper conduct has been filed, shall be given written notice of such charges, indicating the alleged violation with specific reference to the by-laws provision, rule or regulation allegedly violated. This notice should be mailed "Certified, Return Receipt Required." A telephone call will also be made to the member to assure the receipt of the notification and to further inform the member of the disciplinary procedure. This conversation will be considered completely **ON** the record.
  - **Member's Rights** -
    - A. Members will be given the opportunity to present their case before the Executive board at a hearing.
    - B. Members will be given copies of all relevant documents.
    - C. Members will have the right to cross-examine all primary witnesses.
    - D. Members will have the right to be represented by counsel.
3. **Record Keeping** - Minutes of the proceedings will be recorded and preserved by the Executive Board if the member is found to be in violation. However, if the member is found to be innocent or an appeal is sustained, all records relating to the situation will be destroyed.
4. **Executive Board Authority** - The Executive Board shall have jurisdiction and plenary power to investigate and adjudicate all grievances, charges, and disciplinary proceedings involving the membership and their affiliation with the chapter.
5. **Communication of Verdict** - Once the Executive Board has reached a decision, direct communication will be made to the member informing him/her of the



Board's decision. Written notification will follow.

6. **Appeals** - Any intent to appeal an Executive Board decision must be presented, in writing, to the President within five (5) days following written notification of the verdict to the member. Failure to do so within this time will cause the issue to become finalized and closed.
7. **Appeal Process** - Any appeal of an Executive Board decision regarding disciplinary matters will be brought to the adjudication of the membership within the time limit of the next two (2) scheduled meetings.
8. **Appeal Vote Required to Overturn Decision** - A two-thirds (2/3) vote of the members **present** is required to overturn an Executive Board decision provided a proper quorum has been attained and is present. A proper quorum is defined as fifty percent (50%) of the total membership.
9. **Membership Decision to Overturn on Appeal** - Any Executive Board decision that is overturned on appeal shall result in all charges pertaining to the member and the situation in question being dropped. The issue will then become finalized and closed.

## **Article IX - Rules of Procedure**

1. **Governing Authority** - Members of the chapter will comply with the requirements of the Constitution and By-Laws of the P.I.A.A. and the chapter. **Robert's Rules of Order** will be consulted to clarify procedural provisions not covered by past precedent or the authorities listed.
2. **Voting and representation** - Each member in good standing shall be entitled to representation at all meetings of the local chapter and each member shall have one (1) vote. Proxy or absentee votes **will not** be honored.
3. **Good Standing Status** - A member is considered to be in good standing with the chapter, eligible to vote and run for office, if he/she complies with all of the following stipulations.
  - The member has paid all required dues, fees and/or fines to the chapter before the time of the election.
  - The member has attended at least six (6) chapter meetings and the P.I.A.A. State Rules Meeting for that season prior to the day of the election.
4. **Quorum** - In order to transact business of any nature, a quorum of at least twenty-five (25%) percent of the total membership must be present at a meeting

for a vote on an issue to occur.

- 5. Nominations** - At the meeting prior to the election meeting, the Recording Secretary shall submit to the membership a list of nominees for the elective offices under Old Business. Immediately following the nominations chairman's presentation, nominations will be accepted from the floor for every elected office, thereby finalizing the nomination process. Nominations will not be accepted on the date of the elections unless a vacancy exists at that time for any of the elective offices.
- 6. Elections** - The election of officers and executive members shall take place under old business at the season's final meeting. The newly elected officers and executive members shall take office immediately. If more than one person is nominated for any office, a secret ballot shall be provided for each member in good standing and the vote for the position(s) will be determined by a simple plurality of those voting. The order of elections shall be as it appears under article IV, Section 1-7.
- 7. Amendments** - These By-Laws may be amended at any general membership meeting when **ALL** of the following conditions are met:

  - The proposed amendment(s) require reading to the membership at two (2) consecutive meetings, which may include the meeting when the amendments are to be voted on.
  - Ratification of any amendment(s) requires an affirmative vote of two-thirds (2/3) of the members present at the second meeting.
  - At least twenty-five (25%) of the total chapter membership must be present at the meeting when the vote is taken.

Adopted Nov. 17, 2002

Article VII, Paragraph 2 amended January 30, 2011