

# CAPITAL DISTRICT BOARD OF WOMEN'S BASKETBALL OFFICIALS, Inc.- BY-LAWS

## Article I- Name

The name of the organization shall be the CAPITAL DISTRICT BOARD OF WOMEN'S BASKETBALL OFFICIALS

## Article II- Purpose

- A. To train and rate officials within the board area
- B. To promote the welfare of the game of basketball, its players and officials
- C. To provide thoroughly trained and capable officials
- D. To develop standards of conduct for officials compatible with the philosophy of the NYS Girls Basketball Officials Association

## Article III- Membership/Voting

- A. There shall be three classes of membership
  - a. Varsity: any individual holding a Varsity rating
  - b. Junior Varsity: any individual holding a current JV rating
  - c. Inactive: Any varsity or junior varsity rated official who declares themselves inactive for a period of one year for personal reasons. This status must be renewed each year. Dues must be paid each year for inactive status (currently the fee is ½ that of active members). \* Per state regulations an official may stay inactive for up to two consecutive years.
- B. Only those persons holding a varsity or JV status may vote at Board meetings. To be elected to an office or be appointed to a committee, official(s) must have varsity status. Inactive officials holding a varsity rating or a junior varsity status and having met their obligation for the year is deemed to be eligible inactive.

## Article IV-Officers/Elections

- A. There shall be eight elected officers of the Board: Chairperson (pres.), 2 Vice Chairperson(s) (V.P.), Northern assignor, Capital District Assignor, Secretary, Treasurer, and Rules Interpreter. The Past President will also serve on the Executive Committee.
- B. Elections and terms of Office:
  - a. The officers shall be elected by a majority vote of those attending the February meeting and absentee ballots received prior to the meeting by the Secretary. The meeting must have a quorum to be deemed official. All officials who must be absent from the meeting for a reason that is approved by the Executive Committee prior to the meeting will be able to vote by absentee ballot. The Vice Chairperson(s) (VP) and the Secretary will provide ballots to those members.
  - b. Each officer shall serve for two years, or until his/her successor has been elected. Election of officers shall be staggered as follows: Odd Year- Chairperson (pres.), Treasurer and Rules Interpreter. Even Year- Assignors, Vice Chairperson(s) (VP.) and Secretary

- c. Each officer shall take office immediately following the February meeting
  - d. No officer may hold two elected positions at the same time
  - e. Any member in good standing of the CDBWBO shall not be allowed to be nominated or vote dually for the offices of Northern and Southern (Capt. Dist.) assignor in any election year when those two offices coincide for election purposes. Members who receive games from both assignors will designate to the Executive Board her/his designated district prior to the next general membership meeting after August first. One list will be recorded and kept by the Secretary for the disposal of all members upon her/his request. \*\* (added to bylaws 2/08)
- C. Duties of Officers:
- a. The duties of the Chairperson will be:
    - i. To assume the responsibility for directing the general business of the board
    - ii. To conduct and preside at all executive committee and board meetings
    - iii. To appoint members to all standing and special committees with the approval of the executive board.
    - iv. To act as a liaison with other organization
    - v. To attend all meetings of the NYS girls basketball officials organization
  - b. The duties of the vice chairperson(s) will be:
    - i. To preside over all executive board meetings in the absence of the chairperson
    - ii. To oversee all election procedures and coordinate the mechanics of voting for officers with the secretary
    - iii. Assist in the assignments of pre season scrimmages
    - iv. Preside over all regular meetings in the absence of the chairperson
    - v. To attend the state meetings in the absence of the chairperson
  - c. The duties of the treasurer will be:
    - I. To keep accurate and detailed records of funds received by the organization and expenditures made
    - II. See that all pertinent records are made available to an independent auditor each year prior to the final February business meeting.
  - d. The duties of the secretary will be:
    - i. Keep accurate minutes at all executive and general board meetings throughout the year
    - ii. Work with the vice chairperson on all elections of officers, in order to provide ballots to all eligible members at the meeting or absentee ballots as stated in Article IV.B.1
  - e. The duties of the assignor will be:
    - i. Secure a schedule of all games (dates, places and times) to be aligned prior to the beginning of the season as per Section II contract
    - ii. To make all varsity/non varsity assignments for the season
    - iii. To distribute to each official a copy of their schedule and to each athletic director a copy of their site assignments for the purpose of verified accuracy
    - iv. To keep accurate record of each officials availability and assignments

- v. To work closely with the executive board and chairperson of the membership committee in regard to the knowledge of the abilities of all officials
- f. The duties of the interpreter will be:
  - i. To attend the state interpretation session and relay all information to the board
  - ii. To hold officiating interpretation sessions for all officials and coaches prior to the season
  - iii. To assume responsibility for all rules interpretations during the season.
- D. FEES/COSTS
  - a. The chairperson's fee shall be established by the membership (currently is 1500.00)
  - b. Assignors
    - i. The assignors fees will be established by the membership (currently the fee is 5%)
    - ii. A majority vote by those who can vote in the general election at the February meeting will be necessary to change the fee.
    - iii. All board related items; the treasurer should pay expenses incurred by the assignors, after submission of receipts and approval of the executive board.

#### ARTICLE V- EXECUTIVE BOARD

- A. The executive board shall consist of the eight elected officers and past president
- B. The executive committee shall have the power and authority over the affairs of the board during the interim between meetings
- C. The executive board shall have the power and authority over the affairs of members who are in violation of the board's philosophies and policies as outlined in the by-laws.

#### ARTICLE VI- STANDING COMMITTEE

There will be a standing membership committee appointed by the executive board. The committee will meet and confer at the end of each season with the assignors to determine the need to hold clinics for new members in the fall. There may be a need in either area or in no area depending upon the decision of the committee. If a need for a clinic(s) is determined, the committee will arrange for clinicians to coordinate the training beginning in the early fall.

- A. The committees responsibilities will be to assure that each new candidate receives both classroom and on court training prior to the start of the new season.
- B. The committee will devise a system to work and evaluate all non varsity officials who are members of the general board. The approach may involve on court clinics, written reviews of rules and game observations.
- C. The committee will schedule, organize and administer all practical examinations (floor test) for those eligible to participate.
- D. The committee will provide written evaluations for each candidate who participates in the practical examinations. The evaluations will be objective observations of both strengths and weaknesses of each candidate.

#### ARTICLE VII-DUES

- A. The executive committee prior to the February meeting of the previous year will set dues annually
- B. Dues must be paid at the February business meeting of the current season.
- C. Late payment fine of 25.00 will be assessed if dues are not paid at the February business meeting
- D. An additional 25.00 fine will be assessed if dues are not paid by March 1<sup>st</sup>.
- E. Failure to pay dues by May 1<sup>st</sup> deadline as mandated by the NYS Girl's Basketball Officials Association shall result in loss of membership

#### ARTICLE VIII- Ratings

- A. Junior Varsity
  - a. To become a junior varsity official a person must:
    - i. Attend a minimum number of clinics
    - ii. Pass the NYSGBOA written exam (closed book) with a passing grade of 76% or better.\*\*adopted 2/03
    - iii. Starting with the candidates class of 2004, continue to attend pre-season clinics for a maximum of 3 years or until Varsity status is obtained \* adopted 2/03
    - iv. Must work a minimum of 2 pre-season scrimmages
  - b. To retain a junior varsity rating an official must, each season pass the NYSGBOA examination (open book) with a minimum score of 76% and also meet the requirements of the 5- point program of NYSPHSAA.
- B. Varsity
  - a. To become a varsity official, a JV official needs:
    - i. A passing grade of 86% or above on the NYSGBOA written test (closed book) each year the official wishes to take the floor test.
    - ii. A minimum of one season of officiating at the JV level
    - iii. A passing grade on the practical exam set up by the membership committee
    - iv. Upon passing the above, the official will become a probationary official, serving a probationary term of 2 years maximum.
    - v. Probationary officials will be notified as to passing or failing their term of probation. Officials who pass will be moved to varsity status. Those who fail will begin the process again. Probationary officials may at any time during their probationary period by a vote of the membership committee be moved to varsity status.
  - b. To retain a varsity rating, each year, officials must pass the NYSGBOA written test (open book) with a minimum score of 86% and also meet the requirements of the 5 point program of the NYSPHAA

#### ARTICLE IX- UNIFORMS

All members of this board shall wear the approved uniform of the NYSGBOA

## ARTICLE X- DISCIPLINE OF MEMBERS

For failure to comply with the basic standards and philosophies of the board, members could face disciplinary actions as determined by the executive board.

- A. Officiating/infractions:
  - a. Failure to accept assignments without just cause
  - b. Failure to show up for an assigned game
  - c. Switching games with any member without going through the assignor
  - d. Reporting for assignments under the influence of alcohol or drugs
  - e. Repeatedly reporting late for assignments
  - f. Failure to wear the proper uniform
- B. Meetings/Infractions:
  - a. Failure to attend meetings established by the executive board
  - b. Failure to take the written exam
  - c. Failure to work a pre-season scrimmage
- C. General/Appeals:
  - a. Any other misconduct of members shall be handled at the discretion of the executive board
  - b. A members in violation may appeal to the executive board committee if he/she believes the infractions were created by circumstances beyond the control of the individual

## ARTICLE XI- PROCESS OF AMENDING

- A. All proposed amendments to these bylaws must be presented in writing to the Chairperson at a meeting of the Board.
- B. The chairperson shall read the proposed amendment at the time to the membership for consideration
- C. At the following February meeting of the board the amendment shall be reread, discussed and voted upon. A majority vote of all those attending the meeting is required for adoption.
- D. All changes to the bylaws shall go into effect immediately upon adoption, unless otherwise specified

## ARTICLE XII

Any other issue not specific in these bylaws will be ruled on by the Executive Committee