

**CONSTITUTION**  
**UTICA BOARD OF OFFICIALS FOR WOMEN'S BASKETBALL**

**ARTICLE I – NAME**

The name of the organization shall be the Utica Board of Officials for Women's Basketball, Inc., herein referred to as the Board.

**ARTICLE II – BOARD AFFILIATION**

The Board shall be affiliated with each of the following organizations:

- A. New York State Girl's Basketball Officials Association (NYSGBOA).
- B. Section III Officials Coordination Committee
- C. Membership in the above organizations creates affiliation with the New York State Public High School Athletic Association (NYSPHAA).

**ARTICLE III - PURPOSE**

- A. To promote the welfare of the game of women's basketball, its players, coaches and officials.
- B. To provide, at all times, an adequate number of thoroughly trained and capable officials.
- C. To develop standards of conduct for officials compatible with the philosophy of NYSGBOA.
- D. To meet the requirements for approved officials in New York State by implementing the NYSPHAA Five Point Program as follows:
  - 1. Observe the Constitution and by-laws of their local and state official's organizations.
  - 2. Attend interpretation meetings and clinics of the local organization each year.
  - 3. Give satisfactory evidence of proficiency in the mechanics of officiating and of competent performance related to the specific sport.
  - 4. Pass the rules examination approved by NYSGBOA.
  - 5. Are listed with the NYSPHSAA Executive Secretary.

**Article IV – MEMBERSHIP**

A. Consistent with the By-Laws of the NYSGBOA, members of the Board will have one of the following membership classifications: Varsity; Jr. Varsity; Junior High; Inactive. Attainment of each classification will be achieved in the following manner:

Junior High (Probationary) – Upon successful completion of the written test for new candidates, basic training in mechanics, and payment of Board dues, new members become Junior High (Probationary) officials. Probationary status is generally for two years, during which time the probationer is expected to grow in proficiency related to knowledge of the rules and the mechanics of officiating. At the end of the 2<sup>nd</sup> year, the

Membership Committee should discuss the progress of each probationer and recommend him/her for Jr. Varsity status or for a third year of probationary status. The recommendation for a third year of probationary status should include specific areas in which the probationer needs to improve and a plan for working with the probationer during the 3<sup>rd</sup> year. If, after the 3<sup>rd</sup> year, the Membership Committee cannot recommend the probationer for Jr. Varsity status, membership on the Board will be terminated. Jr. High officials have voice, but not vote, on all Board matters and are not eligible to serve as officers of the Board or as members of Board committees. Fees charged for games worked will be in accordance with our Section 3 policy/contract.

Jr. Varsity (Active) – Upon successful completion of the probationary period, members attain Jr. Varsity classification. Active officials are eligible to vote on all Board matters. Except in unusual circumstances, at the discretion of the Assignor, Jr. Varsity officials will not receive Varsity assignments, but are eligible to upgrade to Varsity classification.

Varsity – Jr. Varsity officials who wish to upgrade to Varsity status should contact the Chairperson of the Membership Committee. In order to upgrade, the individual must meet all NYSGBOA standards for Varsity officials. These include obtaining a score of at least 86% on the NYSGBOA Closed Book Exam for Upgrade Candidates. During the ensuing season, the Membership Committee will be responsible for providing a methodology for evaluating the candidate's competency with respect to appropriate mechanics, judgment and game management. At the end of the season, the Membership Committee can recommend that the candidate be upgraded to Varsity status or that the candidate remain at the Jr. Varsity level for another year. Such a recommendation should include specific areas in which the candidate needs to improve and a plan for working with the candidate during the 2<sup>nd</sup> year. If after the 2<sup>nd</sup> year, the Membership Committee cannot recommend Varsity status, the candidate would need to start the upgrade process over in a future year (if desired). Attaining Varsity classification does not guarantee varsity game assignments.

Inactive – A Jr. Varsity or Varsity member of the Board may request to go inactive for up to two (2) seasons, due to a variety of circumstances. Inactive members shall pay the appropriate dues for inactive members, are welcome at all Board meetings, and retain their voting rights while inactive. Inactive members do not need to meet testing or meeting attendance requirements during their season(s) of inactivity. Upon returning to active status, the member would retain his/her previous membership classification. Note: If a person initially intends to discontinue membership on the Board, rather than going inactive, he/she can be reinstated (subject to the 2-season maximum) by paying the inactive dues for the season(s) missed.

- B. Dual Membership – An individual may maintain membership with our Board and another Board(s) subject to the By-Laws of the NYSGBOA.

## **ARTICLE V – MEETINGS**

- A. There shall be a minimum of five (5) meetings per year: pre-season; Interpretation; 2 “mid-season”; and end-of-year. At the discretion of Executive Committee, the Pre-season meeting may be held on the same day as the Interpretation meeting\*. All members must attend at least three (3) meetings including the Interpretation meeting, one of the “mid-season” meetings, and the end-of-year meeting. \*Note: If the pre-season meeting is combined with the Interpretation meeting, it shall count as attending one (1) meeting.
- B. All meetings will be conducted according to Robert’s Rules of Order, unless otherwise specified in our Constitution or By-Laws.

## **ARTICLE VI – OFFICERS AND ELECTIONS**

Section 1 – There shall be five (5) elected officers of the Board: President, Vice-President, Secretary, Treasurer, and Assignor.

Section 2 –

- A. Officers are elected by a majority vote of eligible voting members at the end-of-year meeting of the Board.
- B. Each officer’s term shall be for two (2) years. Election of officers shall be staggered – the President and Secretary are elected in “even years” and the Vice-President, Treasurer, and Assignor are elected in “odd years”.
- C. Officers shall take office immediately following the meeting at which they are elected.
- D. Prior to the 2<sup>nd</sup> mid-season meeting of the year, the President shall appoint a Nominations Committee Chairperson. If more than one candidate is nominated for an office, it shall be the Chairperson’s responsibility to select two additional members for the committee. Committee members should not include current officers or persons nominated to run for an office.
- E. Individuals wishing to run for an office or to nominate a person for an office must contact the Chairperson of the Nominating Committee by the end of the 2<sup>nd</sup> mid-season meeting. The Chairperson should seek the consent of individuals nominated by someone other than themselves. At the 2<sup>nd</sup> mid-season meeting, the Chairperson will announce the names of those who have been nominated for, or who are seeking an office, and allow for the possibility of additional nominations at that time. For individuals interested in running for the Assignor’s office, written notice must be sent to the Chairperson, including qualifications for the office.
- F. If there is more than one nominee for an office, the Chairperson should seek to notify/remind Board members (by e-mail) one week prior to the election, so that they can give due consideration to the candidates who have been nominated. Advance notice is not necessary if there is not a contested election. Since all members have the opportunity to express interest, in advance, for an office, there will be no nominations from the floor unless there is an office for which no one has been previously nominated. If there is

- more than one candidate for an office, the Nominations Committee shall prepare written ballots for the election and shall serve as Tellers.
- G. An individual shall hold only one office at a time. If a current officer is elected to a different office, he/she will need to vacate the previously held office.
  - H. An officer may be removed from office, with good cause, upon the recommendation of the Executive Committee and a majority vote of the eligible voting membership.
  - I. In the event of a vacancy in the office of President, the Vice-President shall assume the Presidency. In the event of a vacancy in any other office, the President, in consultation with the Executive Committee, may appoint an eligible Board member to fill the unexpired term of office.

### Section 3 – Duties of the Officers

The duties of the President shall be:

- 1. To assume the responsibility for directing the general business of the membership.
- 2. To conduct and preside over all Executive Committee and Board meetings.
- 3. To appoint a chairperson to all standing and special committees, upon approval of the Executive Committee.
- 4. To act as a liaison with other organizations.
- 5. To receive a copy of all NYSGBOA material for the Utica Board and see that said information is shared with the Board.

The duties of the Vice-President shall be:

- 1. To preside at meetings in the absence of the President.
- 2. To succeed the President for the unexpired term of office in the event that the President is unable to complete said term.
- 3. To serve on the Executive Committee.
- 4. To act as Parliamentarian at all Board meetings.

The duties of the Secretary shall be:

- 1. To record and distribute, to all Board members, minutes of the Executive and Board meetings.
- 2. To be responsible for all written correspondence related to any Board matters.
- 3. To serve on the Executive Committee.
- 4. To take attendance at all meetings.
- 5. To record the outcome of votes at meetings.
- 6. To be responsible for presenting all letters regarding an official's excuse for missing a meeting to the Executive Committee for final approval.

The duties of the Treasurer shall be:

- 1. To collect dues from all members.
- 2. To collect all fines.

3. To keep an accurate record of receipts and expenditures of the Board. Board members seeking reimbursement for appropriate expenditures must submit receipts for the expenditures to the Treasurer.
4. To prepare and submit an annual operating budget to the Executive Committee, prior to the end-of-year meeting, for the coming fiscal year.
5. To submit a financial report to the Executive Committee and the membership at the first regular business meeting.
6. To serve on the Executive Committee.
7. To register officials with the State organization, including payment of said dues.

The duties of the Assignor shall be:

1. To contact all schools served by the Board regarding schedules of contests, sites, times, etc.... prior to the beginning of the season.
2. To make all officiating assignments for the Board. Consideration will be given to availability, distance, rating, and acceptability.
3. To keep an accurate record of each individual's availability, assignments, etc.
4. To prepare a report for the membership regarding assignments, problems, recommendations, etc. for the pre-season meeting.
5. To serve on the Executive Committee.
6. To submit a list of all officials of the Board to the NYSGBOA Executive Secretary, the Section III Executive Secretary, and the schools served by the Board.
7. To distribute a schedule of game assignments to Athletic Directors.
8. To be available to make necessary assignment changes.

## **ARTICLE VII – EXECUTIVE COMMITTEE**

- A. The Executive Committee shall consist of the five (5) elected officers, the Chairperson of each Standing Committee and the Section III representative.
- B. The Executive Committee shall have the power and authority over the affairs of the Board during the interim between meetings.
- C. The Executive Committee shall handle all disciplinary actions of members who violate the philosophy of policies of the Board, as outlined in the Constitution and By-Laws.
- D. Executive Committee members are exempt from paying Board dues.

## **ARTICLE VIII – STANDING COMMITTEES**

There shall be three (3) Standing Committees of the Board – Membership Committee; Interpretation Committee; Assignor's Committee. Primary duties of each committee are outlined below:

#### Membership Committee –

- A. The committee will consist of a chairperson and four (4) members.
- B. Keep an up-to-date listing of the membership classification of all members.
- C. Provide “mentoring” for members with Jr. High classification.
- D. Discuss and recommend whether Jr. High officials (probationers) should be “upgraded” to Jr. Varsity status. If not, develop a plan for working with them.
- E. Provide methodology for evaluating candidates wishing to upgrade to Varsity classification, once they have passed the Upgrade test.
- F. Discuss and recommend whether candidates should be upgraded to Varsity status. If not, develop a plan for working with them.
- G. Development and coordination of a protocol to meet the requirements of the 5 Point Program.
- H. Coordination with the Interpretation Committee in the recruitment of new members and “refresher” classes for Varsity Upgrade candidates.

#### Interpretation Committee –

- A. The committee will consist of a chairperson and two (2) members. The Chairperson will serve as the Board Interpreter. The Chairperson will be the liaison between the State Interpreter and the Board.
- B. The chairperson and/or a designated member of the committee will attend rules and mechanics interpretation session(s) provided by the NYSGBOA.
- C. Responsible for mandatory Board interpretation of Rules and Mechanics.
- D. Responsible for providing a Coaches’ Interpretation.
- E. Responsible for the administration and grading of all tests.
- F. Responsible for training classes for new members.

#### Assignor’s Committee –

- A. The committee will consist of a chairperson and two (2) members.

- B. The committee will handle any individual/group complaints with regard to problems/situations dealing with game assignments providing the complaints are presented to the chairperson in writing.
- C. Once a written complaint has been received, the Chairperson will attempt to mediate and/or rectify the issue between the assignor and the complainant(s) in such a way that both parties are satisfied. In the event that the complaint is not resolved, the committee will hold a hearing in which both parties may express their respective rationales and points of view. Following the hearing, the chairperson of the committee will share its findings and recommendations with the Executive Committee. The Executive Committee will make a final decision on the matter. The Assignor should not participate in the Executive Committee discussion and decision relating to this matter.
- D. To assist the Assignor in making appropriate assignments, the chairperson of the committee is responsible for selecting 8 Varsity members of the Board who will meet in order to identify our strongest Varsity officials.

## **ARTICLE IX – DUES**

- A. The annual dues for all but inactive members shall be equal to one varsity game fee. Annual dues for Inactive members shall be \$25.00. Should unusual circumstances exist, upon recommendation of the Executive Committee, the dues for a given year may be modified by members of the Board.
- B. Dues must be paid by April 1, for the following season. Members who do not pay dues by this deadline shall be fined an additional \$5.00 per month up to the first meeting of the season.
- C. Failure to pay dues by the first meeting of the season shall be considered as a discontinuation of membership on the Board. (See requirements for possible reinstatement in the Inactive Members section of Article IV.A.).
- D. In addition to dues, members will be assessed for assigned games according to rates established in the By-laws.
- E. The following stipends will be allocated by the Board and paid at the end-of-the-year meeting:
  - 1. \$200.00 payable to the President.
  - 2. \$100.00 payable to the Secretary.
  - 3. \$100.00 payable to the Treasurer.

## **ARTICLE X – DISCIPLINE OF MEMBERS**

For failure to comply with the basic standards and philosophies of the Board, members will face disciplinary action as determined by the Executive Committee.

### **Section 1 – Officiating**

The following are considered infractions:

- A. An official fails to show up for an assigned contest.

B. Reporting for any assignment under the influence of alcohol or drugs.

Penalties: First offense – Game fee commensurate with his/her rating.

Second offense – Loss of assignments

Further incidences – Suspension from the Board

## Section 2 – Meetings

The following are considered infractions:

A. Failure to attend Interpretation Meeting or receive an Interpretation.

Penalty – Ineligible to work games for the season.

B. Failure to attend the minimum number of meetings and the mandatory meetings (Interpretation, one “mid-season”, end-of-year).

Penalty – A fine equivalent to one varsity game fee and forfeiture in voting status for one (1) year, providing he/she maintains Board requirements for that time (active officials only).

Note: A member requesting to be excused from a meeting due to illness, job responsibilities, death in the family, or other extenuating circumstances, must notify the Secretary in writing or by e-mail. The request should be made prior to the missed meeting, whenever possible, and within one week of the meeting when a last minute circumstance exists. Such requests will be considered by the Executive Committee.

## Section 3 – Appeals

A. Any misconduct of members shall be handled at the discretion of the Executive Committee.

B. A Board member may appeal to the Executive Committee if the individual believes the action taken is unfair because of situations not under his/her control.

C. The decision of the Executive Committee is final.

## **ARTICLE XI – PROCESS OF AMENDING**

- A. All proposed amendments to this Constitution must be presented, in writing, to the Board President.
- B. The President shall read or provide printed copies of the proposed amendment at that time to the membership, for consideration.
- C. At the following regular meeting of the Board, the amendment shall be re-read, discussed, and voted upon. A 2/3 vote of eligible voting members attending the meeting is required for adoption.
- D. All changes to the Constitution will be in effect immediately upon adoption, unless otherwise specified in the amendment.