**BY-LAWS**

**ARTICLE I**

**Officers, Board, Executive Board, and Terms of Office**

**Section 1 -**Officers shall be elected for terms of office and fulfill the duties of the Board,

 Executive Board, and Division Representatives

1. Board will consist of:
	1. President
	2. Vice President
	3. Varsity Assigning Secretary
	4. Sub-Varsity Assigning Secretary
	5. Recorder
	6. Treasurer
	7. All Division Representatives
	8. Immediate Past President (non-voting)
2. Executive Board will consist of:
	1. President
	2. Vice President
	3. Varsity Assigning Secretary
	4. Sub-Varsity Assigning Secretary
	5. Recorder
	6. Treasurer
3. Division Representatives will consist of:
	1. Division 1 Representative
	2. Division 2 Representative
	3. Division 3 Representative
	4. Division 4 Representative
4. Executive Board Member terms will be two consecutive years or until duly

 appointed

1. Executive Board nominations and elections will be alternated every two

years as indicated below:

* 1. President, Sub-Varsity Assigning Secretary, Recorder, Division 2 Representative, and Division 4 Representative will be elected in even years

(example: 2019-2020 season).

* 1. Vice President, Varsity Secretary, Treasurer, Division 1 Representative, and Division 3 Representative will be

elected in odd years (example;2020-2021 season).

1. Division Representatives will be elected every two (2) years. If a Division Representative position become vacant an appropriate replacement shall be appointed by the President.
2. If an unexpected vacancy occurs in an office position, the remaining

Executive Board members will appoint a replacement for the remainder of the term. In the case of an unexpected vacancy of the President, the Vice President will assume the duties of the President

**ARTICLE II**

**Duties of Officers**

**Section 1 -President Shall:**

1. Preside at all meetings of the organization, Executive Board, and Board
2. Appoint all committees and chairs excluding Training Program Committee
3. Act as ex-officio member of committees except for the Election Committee
4. Responsible for negotiations on behalf of the Amarillo Basketball Officials organization
5. Appoint a Rules Interpreter
6. Appoint a THSBOA Representative
7. Appoint a chapter Ethics Committee

**Section 2 -Vice President Shall:**

1. Perform duties of the President if absent or incapable of serving
2. Serve as Training Program Chairman
3. Organize Rules Interpretation Meeting. Communicate with officials and coaches/schools to inform them of the date, time, and fees associated with the meeting.

**Section 3 -Varsity Assigning Secretary Shall:**

1. Contact and register new members in assigning software
2. Maintain a current roster of active chapter members
3. Assist coaches and schools with officiating needs and requests
4. After schedules are received from the coaches and/or schools, assign officials in good standing to fulfill schedule needs. The Chapter President and Vice President reserve the right to review schedules and game assignments
5. Communicate and assist Junior Varsity and Junior High secretaries with their schedule assignments
6. Make changes to officials’ assignments when the initiative for changes is originated by the coach or other authorized school official, or is originated due to requirements of available and qualified officials

**Section 4 –** **Sub-Varsity Assigning Secretary Shall:**

1. Assign officials in good standing to sub-varsity schedules
2. Assist the Varsity Secretary, as requested, with
	1. Preparation of the roster
	2. Assigning varsity schedule
	3. Varsity tournaments assignments

**Section 5 -Recorder Shall:**

1. Take minutes of each board meeting and regular meeting. Minutes of the previous meeting shall be approved by the President at the next regular scheduled meeting.
2. Record and maintain electronic or paper copies of the organization’s minutes.
3. Record and maintain attendance of meetings
4. Keep the Constitution and By-Laws current and available on the organization’s website.
5. Record, maintain, and make available to the Board a current list of approved camp attendance
6. Maintain and make available to the Treasurer a list of first- and second-year members.

The Recorder’s information will be stored electronically on an ABO organization hard drive or other electronic devices.

**Section 6 -Treasurer Shall:**

1. Collect all local dues, fines, and assessments of the organization
2. Make available to the Board current standings of local dues and Interpretation meeting payments
3. Manage funds for the organization
4. Deliver checks when presented with bills or expenses as authorized by two Board members
5. Maintain a record of the organization’s funds and make available on request by the Board or any member in good standing.
6. Record and maintain a current list of members that have attended the Interpretation meeting for the current season
7. Monitor payments of state and local dues by each chapter member.

**Section 7 -Division Representatives Shall:**

1. Represent the members of their division:
	1. Division 4 Representative will represent first to third year officials
	2. Division 3 Representative will represent fourth to seventh year officials
	3. Division 2 Representative will represent eighth to twelfth year officials
	4. Division 1 Representative will represent greater than twelfth year officials
2. Be the liaison and communicator between members of their Division and the Board

**Section 8 – Representative to UIL State Approved Association Shall:**

1. Monitor required and non-required testing results for 2-man and 3-man eligibility, varsity contest eligibility and playoff eligibility.
2. Represent the organization at meetings of the UIL state approved organization.

**ARTICLE III**

**Chapter Member Responsibilities and Expectations**

**Section 1 -*All* Members Shall:**

1. Remain a member in “Good Standing”
	1. State and Local dues are paid and current.
	2. Attend required meetings including the Rules Interpretation Meeting.
	3. Not be on probation for disciplinary reasons
	4. Successfully complete all required testing and training at the necessary level for games officiated.
	5. Be a member of the UIL state approved association.
2. Not be assigned games if not a member in good standing.
3. Accept or reject game assignments in assigning software. Games not accepted or rejected in this time frame may be unassigned.
4. Be a member in good standings to vote on Board positions or by-law changes.
5. Be a member in good standings to be nominated for or appointed to a position on the Board.

**Section 2 -**All members are accountable to the Board and to the membership of the organization

**Section 3 -**No official shall solicit a game or games from any coach or school officials or take a schedule from any coach or school to make game assignments other than an assigning secretary.

**Section 4 -**When an official accepts a game assigned by an assigning secretary, the official must fulfill the game assigned. Acceptance of the game or schedule will be considered a contract. Any change in scheduling shall be approved by the secretary that assigned that game or schedule. Failure to comply will result in disciplinary action.

**Section 5** -Game and mileage fees shall be the maximum fee listed in the contest rules of the UIL. Game fees and expenses will not be negotiated between a member and the school/coach.

**Section 6 -**Any incident involving physical or extreme verbal abuse by a coach, player, or fan will be reported to the President and Assigning Secretary as soon as possible after the game. A UIL incident report shall be completed within the appropriate time.

**Section 7 –**Should attend 80% of the scheduled meetings.

**Section 8 –**All player, coach, or fan ejections by an official of that contest will be reported to the President and Assigning Secretary as soon as possible after the game. A UIL incident report shall be completed within the appropriate time.

**Section 9 -**The acceptance of membership in the Amarillo Basketball Officials organization obligates each member to observe all regulations as set forth in the Constitution and By-Laws and Policy and Procedures.

Failure to do so can result in the official being a member who is NOT in good standing with the organization and can result in disciplinary action.

Examples of violations include but are not limited to:

1. Failure to attend scheduled meetings
2. Failing to pay his/her dues, fines, or assessments.
3. Solicitation of games from school officials.
4. Failure to give full cooperation to the Board in an inquiry or investigation of any matter.
5. Conduct detrimental to the reputation of the Amarillo Basketball Officials organization. This includes but is not limited to an official attending a game in any sport as a spectator and criticizing officials calling a game.
6. Abuse of Social Media policy

**Section 10 -New Member (1st and 2nd Year) / New Official**

1. A **New Official** is a Division 4 official that is new to officiating at any level with any officiating organizations and will be exempt from paying Local Chapter Dues.
2. A **New** **Member** is an official that is officiating for the ABO for the first time. This will include those who have officiated in other chapters or officiating organizations.
3. Both shall:
	1. Be on a probationary status during their first year.
	2. Attend all training sessions conducted for new officials or members. If they are unable to attend a scheduled training session, he/she must confer with those conducting the session(s) and make up the sessions as soon as possible.
		1. New Members may receive an exception to this subsection with participation documentation from an organized camp.
	3. Primarily be assigned sub-varsity games to gain experience

**Section 11 –Dual Membership**

A Dual membership is when an official wants to be part of the ABO and a part of another officiating organization

1. A Dual Member shall abide by all Constitution, By Laws, and Policy Procedures.
2. A member who deems ABO as secondary chapter shall pay dues.

**ARTICLE V**

**Duties of the Board**

**Section 1 -Enforce the Constitution, By-Laws, and Policies and Procedures of the Amarillo Basketball Officials organization.**

1. This includes but is not limited to:
2. Enforce payment of dues, fines, and assessments
3. Enforce training and meeting attendance requirements
4. Enforce regulations governing uniforms and neat dress
5. Investigate any alleged violations or questionable actions, including but not limited to, requiring members of the organization to appear before the Board
6. To impose on a member, or recommend to the membership, any disciplinary action consistent with the Constitution and By-Laws
7. Determine and vote on a gratuity to be given to the assigning secretaries

**Section 2 –Enforce Disciplinary Actions**

**Board Members:** (see Constitution, Art. IV, Section 2)

1. Are accountable to the Board
2. Anytime a Board member is not performing his/her duties satisfactory, that officer may be removed from office by a three-fourths (3/4) majority vote of the Board

**Members:**

 **Probation:**

1. Any member of the Amarillo Basketball Officials organization violating any portion of the Constitution, By-Laws, or Policy and Procedures of the Amarillo Basketball Officials organization may be placed on probation for the remainder of the current season or up to one full season with a majority vote of the Board of Directors.
	* + 1. The member affected may appeal this decision.
			2. Method of appeal:
				1. The Board President shall appoint an Appeals Committee
				2. Recommendation(s) of the Board of Directors will be reported to the Appeals Committee
				3. Affected member may appear before the Appeals Committee to have their due process.
				4. A vote is taken by the Appeals Committee regarding the Board’s recommendations.
				5. The vote of the Appeals Committee will either uphold or amend the Board’s recommendations.

**Suspension:**

1. Any member of the Amarillo Basketball Officials organization breaking any rules of the Constitution, By-Laws, or Policy and Procedures of the Amarillo Basketball Officials organization may be disciplined by suspension from membership of the organization, for a period to be determined, with a majority vote of the Board of Directors.
	1. The Board of Directors must notify any member charged with a violation for which suspension is recommended by a certified letter signed by the Board of Directors. A copy shall beplaced in the organization’s files.
		* 1. The member affected may appeal this decision.

4. Method of appeal:

* + - * 1. The Board President shall appoint an Appeals Committee
				2. Recommendation(s) of the Board of Directors will be reported to the Appeals Committee
				3. Affected member may appear before the Appeals Committee to have their due process.
				4. A vote is taken by the Appeals Committee regarding the Board’s recommendations.
				5. The vote of the Appeals Committee will either uphold or amend the Board’s recommendations.

Revision Notes: