

# CONSTITUTION

## Article I Title

**Section 1** This organization shall be known as the West Virginia Southern Board of Approved Basketball Officials.

## Article II Purpose of Organization

**Section 1** The purpose of this organization is to secure uniform interpretation of the playing rules of basketball, to establish and maintain high standards, and render officiating service to schools participating in basketball. Further, the purpose of this organization is to promote congenial working relationships with any organization having supervision or control of schools and institutions participating in the sport.

## Article III Membership

**Section 1** New applicants may apply for associate membership in this organization upon successful completion of established training programs and meeting all of the requirements of this Association and the West Virginia Secondary School Activities Commission, hereinafter referred to as WVSSAC.

Applicants who have met the proper qualifications for Associate membership must receive the majority vote of the members present at the first business meeting of the Association. Associate membership is a prerequisite for active membership. After a probationary period of one full officiating year, associate members may apply for active membership.

Information pertaining to fees, dues, assessments, application forms and other essential data shall be provided by the Secretary/Treasurer.

**Section 2** Applicants having met the requirements for active membership shall be accorded all rights and privileges of an active member.

**Section 3** An active member in good standing shall be defined as one who has attained active membership as specified in Sections 1 and 2 of this Article and who has met the minimum requirements for active status established by the WVSSAC.

## Article IV Officers and Election

**Section 1** The elected officers of this association shall consist of a President, 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> Vice Presidents and Secretary/Treasurer. The Vice Presidents shall be moved up to office of President in the following order each year. 1<sup>st</sup> Vice President promoted to President, 2<sup>nd</sup> Vice President promoted to 1<sup>st</sup> Vice President, 3<sup>rd</sup> Vice President promoted to 2<sup>nd</sup> Vice President. The vacancy of the office of 3<sup>rd</sup> Vice President shall be filled by ballot. The Secretary/Treasurer and Member at Large shall be elected for a term of one year and shall be eligible for re-election.

The elected officers, the Immediate Past President and one elected Member at Large shall comprise the Executive Committee which shall expedite the program and policies of the organization and exercise general interim authority. The Member at Large shall serve as the representative in matters relating to any Assignment Commission that uses the services and involvement of officials in this Association.

**Section 2** The election of officers shall be held at the annual spring business meeting. Only active members are eligible for election. Vacancies shall be filled by the Executive Committee until the next annual spring business meeting.

In the case of the resignation of the President, the 1<sup>st</sup> Vice President, or the 2<sup>nd</sup> Vice President, the offices are filled using the promotion order specified in Section 1 of this Article and the 3<sup>rd</sup> Vice President is chosen by the Executive Committee. Vice Presidents selected by the Executive Committee are not promoted as in Section 1. Instead, these offices are filled by ballot at the next annual spring business meeting.

## **Article V Duties of Officers**

**Section 1** It shall be the duty of the President to preside at all meetings of the Association, to call special meetings, appoint all committees not otherwise provided for and to transact such other business as may pertain to this office.

**Section 2** In the absence of the President, the senior Vice President shall preside at meetings and shall have the same authority as the President at such meetings. In the case of temporary or total disability of the President, the Executive Committee shall appoint the Senior Vice President to be acting President during such disability.

**Section 3** It shall be the duty of the Secretary/Treasurer to keep an accurate record of the proceedings of the Association. He/she shall conduct correspondence for the Association. He/she shall discharge all financial obligations on being duly authorized to do so by the Association. At the expiration of his/her term of office, he/she shall submit a final report and deliver to his/her successor all funds or properties belonging to the Association in his/her possession. He/she shall be exempt from paying dues during his/her term of office and the Association shall assume this obligation.

## **Article VI Dues**

**Section 1** Dues shall be used to pay required national, state, and local obligations. The amount of such dues shall be established by the membership.

**Section 2** All dues must be paid to the Secretary/Treasurer on or before the established deadline, which shall be the same deadline as that of the WVSSAC. The Secretary/Treasurer shall notify each member either by letter or email of the amount of dues and the established deadline. Members who withdraw prior to December 1 of the current season shall be refunded all dues under the control of the Association. (National dues and insurance premiums cannot be refunded.)

**Section 3** A member in good standing with this organization shall not be assessed any dues or fees by this organization while on active military duty in a combat zone with prior notification to the President. The President, with Executive Committee approval, shall direct the

Secretary/Treasurer to pay that member's state inactive/active dues to the WVSSAC during this period. The member will reimburse this organization for the state inactive/active dues at the appropriate time of his return from active military service in order to maintain his/her status as a member in good standing.

## **Article VII Uniforms**

**Section 1** The uniform shall be worn as recommended by the appropriate governing bodies.

## **Article VIII Amendments to the Constitution**

**Section 1** This constitution may be amended only at the spring business meeting by a two-thirds vote of the active members present and voting. Notice of an intended amendment shall be given either by letter or email to the membership by the Secretary/Treasurer at least two weeks prior to the meeting in which action on the Constitution takes place.

**Section 2** A request to amend this Constitution shall be submitted in writing to the Executive Committee at least thirty days prior to the annual spring meeting.

## **BY-LAWS**

### **Article I Meetings, Quorum and Voting**

**Section 1** All regular meetings shall be scheduled at the discretion of the Executive Committee. At least two business meetings shall be held by the Association each year, one of which shall be the annual spring meeting. The Secretary/Treasurer shall notify the membership of all meetings, including the time and place, either by letter or email. The meetings will also be listed on the Association's website, if any.

**Section 2** Special meetings shall be called by a majority of the voting members of the Association or at the discretion of the President subject to the approval of the Executive Committee or by the majority of the Executive Committee members.

**Section 3** Members shall be required to be present at least one hour to qualify for attendance.

**Section 4** A quorum shall consist of one-fourth of the active members in good standing as provided in Article III, Section 3 of the Constitution.

**Section 5** Each member in good standing as provided in Article III, Section 3 of the Constitution is entitled to a vote on all matters that come before the Association for a decision and majority vote is required for positive action except as provided in Article VIII, Section 1, of the Constitution.

### **Article II Nominations and Elections**

**Section 1** The nomination and election of officers shall take place at the annual spring business meeting.

**Section 2** Only active members shall be nominated for or hold any office of the organization.

**Section 3** All voting during elections shall be by secret ballot unless elected by acclamation. The candidates securing the highest number of votes cast for an office shall be declared elected. All terms of officers shall commence upon completion of the installation and shall terminate at the next such installation.

**Section 4** The President shall appoint a committee of three to conduct the election. They shall receive and count the votes and announce the results to the Chair.

### **Article III Suspension of Members and Grievance Procedure**

**Section 1** Members shall be suspended for not complying with the requirements of the state and/or national association or commission or Section 2 of this Article.

**Section 2** Any association member shall be subject to appropriate disciplinary action for failing to comply with the mandates and policies of this organization, for incompetence or for any behavior unbecoming of a representative of this association. Complaints against any member shall be submitted to the Executive Committee in writing and signed by the complainant.

The Executive Committee shall provide a hearing, if requested, for any member so charged at the next meeting called for the purpose of the hearing, and call such witnesses and demand such written material and testimony as the Committee deems relevant to the case. If the Committee, after due consideration, finds the member guilty in whole or in part of the offense charged, it shall be empowered to recommend or reprimand, suspension or expulsion of such member from the Association.

The member so charged shall have the right to appeal any Committee decision to the general membership at any following meeting of the association. The member so charged shall be notified by certified mail, return receipt requested, and make his/her decision of appeal known in writing to the Executive Committee within 15 days of his/her notification of the committee decision.

The decision of the general membership is final. Providing the decision of the general membership is based upon a violation of a WVSSAC rule, the member so charged shall have the right to appeal to the WVSSAC Board of Appeals in accordance with the WVSSAC Handbook. Expelled members may be reinstated to membership status by majority vote of the general membership after the period of expulsion expires. A majority vote shall be required by the Executive Committee or general membership for any decision rendered under this section.

### **Article IV**

**Section 1** For the purpose of conducting the business affairs of this association, the Pocket Primer of Parliamentary Procedures shall be used as a guide.

**Section 2** The President shall appoint a Parliamentarian and a Clinician for the Association.

### **Article V Training Program**

**Section 1** The Executive Committee shall be authorized to establish a training program for new and beginning officials. If a training program is provided, it shall be in compliance with the suggested training program of WVSSAC with regard to (1) a college course, (2) adult education, (3) an in-board training program or a combination of any of these three options. The Executive Committee shall select the instructors for the training program and shall establish the fees to be charged the trainees and the amount of payment for instruction.

*Amended March 10, 1985; Amended March 12, 2001; Amended March 7, 2005; Amended March 4, 2008*