

Central Pennsylvania Basketball Officials Association  
(Chapter of PIAA Officials)  
Bylaws

Article 1 Meetings

Section 1

The formal business meetings of the Association shall be held at the first and last meetings of the current season with the specific dates, times, and place(s) to be recommended by the Secretary and approved by the Executive Committee. Other business meetings shall be held as necessary throughout the course of the season.

Section 2

A special meeting may be called by the President, or upon the written request of ten (10) active members submitted directly to the President.

Section 3

There shall be at least eight (8) meetings during each season with as many as are desirable. The mandatory Pennsylvania Interscholastic Athletic Association (PIAA) rules interpretation meeting will not count as one (1) of the required mandatory PIAA meetings.

Section 4

The Association will sponsor an annual PIAA rules interpretation meeting open to the public to be held on the first Monday of November at 7:30 p.m. at a place to be determined by the Secretary.

Section 5

If a member is unable to attend the Association's mandatory PIAA rules interpretation meeting, he/ she may attend another association's meeting. However, he/she must request that the association secretary provide the attendance record to the CPBOA secretary. Members who fail to attend the mandatory PIAA interpretation meeting may be suspended by the PIAA. In addition, members who fail to meet the minimum meeting requirement of six (6) will be referred to the PIAA for suspension.

Section 6

Members are required to attend six (6) meetings each season. Three (3) of these meetings must be CPBOA meetings or meetings approved by the executive committee. The meetings can be a combination of business and interpretation meetings. However, the PIAA rules interpretation meeting will not count as one (1) of the required meetings. In order to receive credit for meeting attendance, members must arrive no later than fifteen (15) minutes after the meeting has been called to order and stay for the entire meeting to receive credit.

## Section 7

It is recommended that meetings will be held for a minimum of 90 minutes.

## Article 2 Voting Privileges

### Section 1

Each Active member in good standing in the Association is entitled to one (1) vote.

### Section 2

An Active member in good standing may vote by a written proxy submitted to the chairperson of the Nominations and Elections Committee prior to the announced business meeting. Such a written proxy shall be in a sealed envelope and mailed or hand carried by the voting member to the chairperson and received by him/her prior to the meeting. The sealed envelope shall be opened and counted only by the chairperson at the time that all ballots are being counted.

### Section 3.

Inactive members are eligible to attend all business meetings. They do not have the power to vote nor the right to hold elective or appointed office.

### Section 4.

Abstentions shall count as votes cast.

## Article 3 Nominations and Elections

### Section 1

A Nominations and Elections Committee consisting of a chairperson and a minimum of two members shall be appointed by the President each year. Committee members must have been Active members of the Association for at least five (5) years. This committee shall submit a slate of nominees at least fourteen (14) days prior to the scheduled elections.

### Section 2

Elections shall take place no earlier than January 1st and no later than January 31st. The newly elected officers and Members at Large shall assume their duties May 1st. Regardless of the expiration of term, all officers are required to assist in a businesslike manner in the smooth and timely transition of the office.

### Section 3

A majority vote by ballot of those present and eligible shall be required to decide the election for President, Vice President, Secretary, Treasurer and Interpreter. Abstentions shall count as votes cast.

### Section 4

The seven (7) Members at Large to the Executive Committee shall be determined by the nominees receiving the highest number (not necessarily a majority) of votes.

### Section 5

In the event any member of the Executive Committee is unable to complete his/her term of office, he/she shall notify the President immediately. As determined by the President, an election shall be held at the most convenient regular business meeting to fill the vacancy for the unexpired term. The President shall instruct the Secretary to inform the membership of the impending election through a special mailing.

### Section 6

All nominations must be received not less than two weeks prior to the business meeting that is scheduled for the purpose of conducting the elections for the association.

### Section 7.

Write in votes will be permitted.

## **Article 4 Fines and Suspension**

### **Section 1**

Any member of the Association who violates the provisions of the following items may be suspended by the Executive Board when conclusive facts are presented to that body that a member has directly or indirectly solicited games from a coach, school, or organization, makes assignments at any level without prior approval from the Executive Board.

### **Section 2.**

The member shall be notified in writing by the President of the nature of the charge(s). The member must contact the President in writing within five (5) business days of the date of the Secretary's letter. The President will notify the Executive Committee within five (5) business days and notify the member that a special meeting of three executive committee members who shall be selected by the President will be held to discuss the case. The entire Executive Committee will be notified within five (5) business days of the findings and recommendations of the panel of three. The Executive Committee may elect to modify the suspension at this time. The member shall be notified in writing by the President of the final decision of the Executive Committee. A minimum fine of \$50.00 is to be paid to the Treasurer within ten (10) business days of the President's second letter. A suspension shall not be longer than two (2) years. Upon payment of the fine and/or completion of a suspension, the member shall be reinstated and eligible for assignments. As a further right of appeal, the member may appeal to the entire Association and then the PIAA. Appeals under Article V shall be the same except that the process being with the fined member contacting the President in writing.

### **Section 3**

Any member whose actions are detrimental to the best interests of the Association is subject to suspension and/or expulsion from the Association by a two-thirds (2/3) vote of the present and eligible members of the Executive Committee at any meeting. Abstentions shall count as a vote cast. Failure to notify the Assignor of any undesirable action by a member immediately following a game, and the failure to file a written report to the President concerning such an incident within forty-eight (48) hours, is considered grounds for suspension and/or expulsion under this section.

## **Article 5 Budget and Finances**

### **Section 1**

The budget, audit and membership years shall be defined to be from May 1st through April 30th of the succeeding year.

### **Section 2**

The Executive Committee shall approve the budget by an affirmative vote of two-thirds (2/3) of those members present and voting.

### **Section 3**

Any expense in excess of the approved budget line item must be reviewed and approved by a two-thirds (2/3) vote of those members of the Executive Committee present and voting.

### **Section 4**

The Executive Committee by a two-thirds (2/3) vote of those members present and voting may authorize reprogramming of the moneys within the approved budget provided that the total budget is not exceeded.

### **Section 5**

The Executive Committee by a two-thirds (2/3) vote of those members present and voting shall have the authority to exceed the approved total operating budget by not more than five (5) percent provided that sufficient cause can be demonstrated and that sufficient moneys are available for the expense.

### **Section 6**

No cash advance may be made to any member of the Association without a two-thirds (2/3) approval of the Executive Committee present and voting.

### **Section 7**

The President is authorized to make expenditures not to exceed \$300.00. Any expenditure over \$300.00 must be approved by the Executive Committee by a two-thirds (2/3) vote of those members present and voting.

### **Section 8**

Statements, bills of lading, and receipts must be presented to the President for approval before a check is issued for payment. The Treasurer shall indicate in writing whether this expense (check) is within the appropriate budgetary constraints before submitting it to the President for approval. Should the President not be available, the Vice President shall have the authority to approve the expense. If the Vice President approves the expense, the Treasurer shall notify the President in writing of said approval within seven (7) calendar days.

#### Section 9

Members shall pay dues in advance for the succeeding year, plus any applicable fines and assessments on or before December 31st.

#### Section 10

An honorarium shall be given for the following positions: Secretary, Treasurer, Interpreter, Assistant Secretary, and Assistant Interpreter. The amount of the honorarium will be recommended to the general membership by the President and voted upon and approved by a simple majority of the general members present at the last business meeting for the current season.

#### Section 11

The annual dues shall be at a rate determined by the Executive Committee and approved by a majority of the general membership. Members shall pay a \$25.00 annual membership fee. The payment of dues shall be made in advance of the next scheduled season and shall be received by the treasurer on or before December 31st of the current basketball season.

#### Section 12

Any member whose payment is received after December 31st will be fined in accordance with the following schedule:

January 1 – 31; dues and late fee are payable in the total amount of \$35.00

February 1 – 29; dues and late fee are payable in the total amount of \$45.00

March 1 – 31; dues and late fee are payable in the total amount of \$55.00

April 1 and later: If dues and late fees are not received by the last day of March, the delinquent member forfeits all rights and privileges of membership and is suspended.

#### Section 13

No dues shall be refunded for the current season. Since dues are paid one year in advance, those who retire, resign or transfer shall be refunded their dues in full.

## **Article 6. Order of Business**

### Section 1

At each business meeting, the order of business shall be as follows:

- Call the meeting to order by the President or designee
- Reading of the minutes by the Secretary or designee
- Review of the financial report by the Treasurer
- Reports by committee chairpersons
- Unfinished business
- New business
- Adjournment by the President or designee

## Article 7. Miscellaneous

### Section 1 Rules

The Executive Committee may establish rules that are consistent with this constitution and bylaws for the policies, procedures, and programs of the Association.

### Section 2 Retiring Officials Recognition Program

This program exists for any active member who has served fifteen (15) or more years in the Association:

- 15 years – 19 years, a gift commensurate with the number of years of active service in the Association and a reduced lifetime banquet rate
- 20 years or more, a gift commensurate with the number of years of active service to the Association and free lifetime admission to the banquet

### Section 3 Crawford Hunter Sportsmanship Award

This award is given to the school who exhibits good sportsmanship throughout the basketball season. One award will be given to both a girls' and a boys' basketball teams.

Procedure:

- A ballot will be sent to all active members prior to the Association's banquet.
- The ballot will list all the schools in the Mid-Penn Conference, Tri-Valley League and independent schools serviced by the Central Pennsylvania Basketball Officials' Association.
- Votes will be tallied by the awards committee.
- In the event of a tie, multiple awards will be given.

Criteria for this award should include but not be limited to:

- bench decorum
- game administration
- player and coach conduct

### Section 4 Mulligan Award

This award is given to an Association member who meets the following criteria:

- Has ten or more years of active service with the Association
- Has served as an Association officer or has been a member of the executive board
- Has demonstrated the willingness to improve the Association

A list will be provided to the Association members of eligible candidates.

A ballot will then be distributed to all members prior to the Association banquet.

Members will choose a candidate for the award and give a brief statement on

why that person should win the award. This award can only be won once in the lifetime of the member. Votes will be tallied and the person receiving the most votes shall be declared the winner. In the event of a tie, a secret ballot vote will be taken by the Executive Board to determine the winner. If a member of the Executive Committee is one of the candidates involved in the tie, he/she will be ineligible for voting in the tie-breaker.

#### Section 5 Acknowledgement of Births, Deaths, and Illnesses

In the event of a death or illness for an association member, their spouse, parents, or children, flowers or another appropriate gift will be sent to the association member. The same also applies to births.

#### Section 6 Uniforms and Attire.

All officials working PIAA shall wear the appropriate uniform as defined by the National Federation Rules Book and supplemented by the PIAA Athletic Officials' Manual. Failure to do so may result in no further game assignments, suspension, and/or fine, as deemed appropriate by the Executive Committee. In addition, members may forfeit the right to work in District and State Playoffs, if so qualified. All officials working non-PIAA contests shall wear the appropriate uniform as defined by the National Federation Rules Book. Failure to do so may result in no further game assignments, suspension, and/or fine, as deemed appropriate by the Executive Committee. Exception: Summer leagues, during which shorts may be worn along with white socks.

There are two acceptable styles of dress for all scheduled games.

For all recreation summer games officials may arrive dressed in his/her officials' uniform. This also applies to all junior high, middle school games and freshman games.

For all junior varsity and varsity games:

Casual business attire (no jeans or sneakers).

Note: Sweatsuits are never acceptable attire for dress to a junior varsity or varsity game.

Exceptions: Any school that does not have shower facilities for the officials is an assignment in which you can come dressed to the game.

## **Article 8 Non-PIAA Assignments**

### **Section 1**

The Executive Committee shall appoint an assignor to assign all non-PIAA games. This individual is a non-voting member of the Executive Committee.

### **Section 2**

The Executive Committee is responsible for oversight of the non-PIAA assignor and its operations. Standard operating procedures will be established by the Executive Committee and furnished to the non-PIAA assignor in writing. The non-PIAA assignor is responsible for reviewing the procedures and signing the document.

### **Section 3**

The Executive Committee shall set the fee to be paid to the assignor. In no case shall the amount be less than the amount that was previously set.

### **Section 4.**

The appointment shall be for a period not to exceed one year.

### **Section 5.**

The Executive Committee shall approve all league game fees on an annual basis.

### **Section 6**

Only active members of the Association are eligible to receive non-PIAA assignments. However, the non-PIAA Assignor may assign games to non-CPBOA members only if and when there are no eligible and/or qualified CPBOA members available.

### **Section 7**

Members are prohibited from engaging in the assignment of contests for any purpose unless specifically approved by the Executive Committee. Members who violate this section may be suspended, fined, and/or expelled from the Association.

### **Section 8**

Members who desire to make assignments, must request an exemption in writing to the President. If the request is approved by the Executive Committee, it shall be only for the specific event and will be terminated at the end of the event.

### **Section 9**

All phone bills associated with the assigning of Non-PIAA games shall be the sole responsibility of the non-PIAA Assignor.

## **Article 9 - Amendments**

These By-Laws may be amended by a two-thirds (2/3) majority vote of the Active members present and voting at a legally constituted Association meeting provided that all proposed amendments have been submitted in writing to the Secretary to be presented to the membership in writing at least ten (10) calendar days in advance of the impending vote on said amendments. The undersigned hereby certifies that the above Bylaws were passed by the membership at the duly assembled General Membership Meeting of October, 2009. Said passage is duly recorded in the minutes of the Association.