

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

Revised December 2016

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

Table of Contents

ARTICLE I: NAME	3
ARTICLE II: PURPOSE.....	3
ARTICLE III: ORGANIZATION.....	3
ARTICLE IV: MEMBERSHIP.....	3
ARTICLE V: FEES, DUES, BUDGET	4
ARTICLE VI: OFFICERS AND DUTIES	6
ARTICLE VII: EXECUTIVE COMMITTEE	8
ARTICLE VIII: COMMITTEES.....	9
ARTICLE IX: CHAPTER MEETINGS.....	10
ARTICLE X: NOMINATIONS AND ELECTIONS	11
ARTICLE XI: CONDUCT OF BUSINESS.....	12
ARTICLE XII: RELATIONSHIP BETWEEN THE ASSOCIATION AND ITS MEMBERS... 	13
ARTICLE XIII: MEMBER CONCERNS.....	13
ARTICLE XIV: MEMBER GRIEVANCES	13
ARTICLE XV: EXECUTIVE COMMITTEE AND OFFICER LIABILITY	14
ARTICLE XVI: ASSIGNMENTS	15
ARTICLE XVII: NON-DISCRIMINATION	15
ARTICLE XVIII: PROPOSED AMENDMENTS TO BYLAWS	15
ARTICLE XIX: DISSOLUTION	15
APPENDIX A: PIAA REGISTERED SPORTS OFFICIALS’ MANUAL.....	16

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

ARTICLE I: NAME

Section 1 The name of this organization of registered Pennsylvania Interscholastic Athletic Association Sports Officials shall be the Central Pennsylvania Basketball Officials Association (CPBOA), Chapter of PIAA Registered Basketball Officials hereafter referred to as the "ASSOCIATION" or "CPBOA".

ARTICLE II: PURPOSE

Section 1 In addition to the CPBOA Constitution, Article II, the ASSOCIATION will endeavor to:

- a) Recruit prospective individuals to become PIAA registered officials.
- b) Train prospective and qualified officials.
- c) Retain registered officials.

ARTICLE III: ORGANIZATION

Section 1 The ASSOCIATION is chartered and recognized by the PIAA.

Section 2 Fiscal Year: The budget, audit and membership fiscal year shall begin on May 1 and end on April 30.

Section 3 The ASSOCIATION is considered a 501(c)(3) of the Internal Revenue Code

ARTICLE IV: MEMBERSHIP

Section 1 Becoming a Member: Refer to PIAA Sports Official's Manual (Appendix A).

Section 2 Membership Status:

The ASSOCIATION shall recognize classes of membership: Active, Inactive, and Honorary.

Section 2.1 Active Member, in addition to Appendix A:

Section 2.1.1 Active Member's Requirements:

- a) Must have passed all required qualifications for membership set forth in the PIAA Constitution and Bylaws.
- b) Must have paid their annual PIAA dues.
- c) Must have paid their annual CPBOA dues.
- d) Must have attended the annual PIAA Rules Interpretation Meeting.
- e) Must have attended the required number of Chapter meetings.

Section 2.1.2 Active Member's Privileges:

- a) May vote in elections and all CPBOA business items brought before the membership.

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

- b) May hold office.
- c) May be eligible for post season assignments.

Section 2.2 Inactive Member, in addition to Appendix A:

Section 2.2.1 Inactive members:

- a) Are not presently officiating for any reason except suspension by the PIAA.
- b) Are required to pay dues to the PIAA and CPBOA.
- c) Cannot vote or hold office or be a member of the Executive Committee.
- d) May not remain on INACTIVE status for a period not to exceed two (2) years, unless certain extenuating conditions are present and the Executive Director of the PIAA has made approval.

Section 2.2.2 To become INACTIVE, a member must submit the "Inactive Status Form" to the ASSOCIATION Secretary, stating their intent, no later than December 1 for the upcoming basketball season.

Section 2.2.3 An INACTIVE official automatically becomes active on July 1 for the succeeding school year. If they wish to remain inactive, they must file another Inactive Status Form.

Section 2.3 Honorary Member, in addition to Appendix A:

Section 2.3.1 Upon written notification, HONORARY Membership may be granted, by Executive Board action, to any member who voluntarily ceases to be active, provided the member has served a minimum of fifteen (15) years on active status.

Section 2.3.2 HONORARY members shall be permitted to attend all social functions of CPBOA.

Section 2.3.3 HONORARY members shall not be required to attend any meetings of the PIAA or CPBOA, nor shall be required to pay dues to the PIAA or CPBOA.

Section 2.3.4 HONORARY members may not vote, nor hold office or be a member of the Executive Board.

ARTICLE V: FEES, DUES, BUDGET

Section 1 Budget:

The Treasurer, with input from the President, shall prepare an Annual Budget prior to the final Executive Committee meeting of each Fiscal Year. Upon presentation to the Executive Committee at this final meeting, the Budget will either be accepted as presented or amended and accepted. Throughout the year, the Budget may be amended by a majority vote of the Executive Committee. The Budget will be posted within ten (10) days of acceptance.

Section 2 Honorarium:

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

An annual honorarium may be given for the following positions: Secretary, Treasurer, and Interpreter. The amount of the honorarium shall be recommended by the President, and presented to the general membership at a regularly scheduled Chapter meeting for vote by simple majority of the ACTIVE members present.

Section 3 **Loans:**

The right to secure any loans or other indebtedness shall rest with the general membership, and require a majority vote of those present at a properly called Chapter meeting prior to execution.

Section 4 **Annual Dues:**

The Executive Committee shall recommend the Annual Dues for each year based on the needs of the ASSOCIATION and the approved Budget. Any recommended changes will be presented to the members for a majority vote at a regularly scheduled Chapter meeting. The approved dues will be for the subsequent fiscal year.

Section 5 **Payment of ASSOCIATION Dues:**

Section 5.1 Membership shall pay annual dues, in advance, for the succeeding year on or before December 31.

Section 5.2 Any Member whose payment is received after December 31 will be assessed late fees in accordance with the following schedule:

- a) January 1 – 31: \$10 in addition to the Annual Dues.
- b) February 1 – 29: \$20 in addition to the Annual Dues.
- c) March 1 – 31: \$30 in addition to the Annual Dues.
- d) April 1 or later: The ASSOCIATION Secretary shall recommend, in writing, the suspension of the official. This notice will be delivered to the Executive Director of the PIAA for action.

Section 5.3 **Refund of Dues:**

Section 5.3.1 The Executive Committee may refund dues for the current season for a member after review of the circumstances.

Section 5.3.2 Dues are paid one year in advance; those who retire, resign, or transfer shall be refunded their dues paid in advance.

Section 6 **Yearly Audits:**

The Treasurer shall, within 30 days of the close of a fiscal year, produce the Financial Statements of the ASSOCIATION and present them to the Audit Committee to examine the ASSOCIATION's financial records and meeting minutes. The Treasurer shall cooperate and assist the Audit Committee in their work by providing all information and documents needed. Upon completion of their examination, the Audit Committee shall provide a signed report to the Executive

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

Committee, no later than 60 days from the close of the fiscal year. Once the Audit Committee has approved the Final Financial Report, the report shall be posted.

Section 7 Records:

Financial Records are to be maintained by the Treasurer in accordance with good business practices, with all receipts, bank statements and records maintained for a minimum of five (5) years. The books of account shall be available for review by all members upon reasonable request to the President.

ARTICLE VI: OFFICERS AND DUTIES

Section 1 In addition to Appendix A, the officers of CPBOA shall be registered PIAA officials who are on active status and shall be: President, Vice President, Secretary, Treasurer, and Interpreter.

Section 2 The term of each office shall be for one year, beginning May 1 and concluding April 30. Each officer must be elected.

Section 3 The officers shall serve without compensation.

Section 4 Vacancies:

The President, with the majority approval of the Executive Committee, shall have the power to fill any vacancy on the Executive Committee, except President, prior to the next scheduled election.

Section 4.1 If there is a vacancy in the office of President, the Vice-President shall become President for the duration of the term, and the Vice-President position shall be declared vacant.

Section 4.2 If there are vacancies in both the offices of the President and the Vice-President, the Secretary shall assume the duties of the President for the remainder of the term.

Section 5 Duties of the President:

- a) Be the official representative of the ASSOCIATION.
- b) Preside at all Chapter Meetings, the PIAA Rules Interpretation Meeting and all special meetings.
- c) Call special meetings as necessary.
- d) Preside at all Executive Committee meetings.
- e) Serve as an ex-officio member of all standing and/or ad-hoc committees, except the Nomination and Election Committee.
- f) Fill vacancies of the officers as in Article VI, Section 4.
- g) Appoint the Chairperson and members of all committees.
- h) Recommend honorariums.
- i) May appoint a Parliamentarian.
- j) Perform other duties or functions for the good of the ASSOCIATION.

Section 6 Duties of the Vice-President:

- a) Assume the duties of the President in his or her absence.

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

- b) Serve as an ex-officio member of all standing and/or ad-hoc committees, except the Nomination and Election Committee.
- c) Perform other duties as assigned by the President.

Section 7

Duties of the Secretary:

- a) Keep the records (non financial) of the ASSOCIATION.
- b) Record the minutes of Executive Committee Meetings and the business portion of all Chapter meetings.
- c) Maintain the membership roll and keep the Executive Committee advised of changes in membership. Report annually at a regularly scheduled Chapter meeting the number of new officials.
- d) After each Chapter Meeting, submit the names of attendees to the PIAA.
- e) Serve as the primary point of contact for individuals seeking to apply for membership in the ASSOCIATION.
- f) Correspond on behalf of the ASSOCIATION.
- g) Submit to the PIAA Office, an "End of Year Chapter Summary Report", no later than seven (7) days after the last Chapter meeting.
- h) Sign "Inactive Status Forms" to verify an official's desire to declare an inactive status.
- i) Sign "Chapter Affiliation Forms" to verify a newly registered official's membership in the ASSOCIATION.
- j) Submit the Chapter meeting dates for the ASSOCIATION for the subsequent year along with the "End of Year Chapter Summary Report".
- k) Perform other duties assigned by the President or when requested by the PIAA Office.
- l) Record, online, within seven (7) days following the date of the Rules Interpretation Meeting:
 - 1.) Names of persons that were in attendance from the Association.
 - 2.) Names of persons that were in attendance from other chapters.
 - 3.) Names of schools/coaches that were in attendance.

Section 8 Duties of the Treasurer:

- a) Maintain a full and accurate account of all monies received and shall deposit the same in the name of and to the credit of the ASSOCIATION and in such depository as may be designated by the Executive Committee.
- b) Disburse all monies, pursuant to the direction of the Executive Committee, and under the approved annual budget.
- c) Prepare and present a detailed Treasurer's Report at all Executive Committee Meetings and at a regularly scheduled Chapter meeting.
- d) Prepare an annual budget.
- e) Produce financial statements in preparation of the annual audit.
- f) Be bonded by the ASSOCIATION.
- g) Perform other duties as assigned by the President.

Section 9

Duties of the Interpreter:

- a) Attend the annual PIAA State Rules and Interpretation meetings for interpreters.
- b) Conduct a PIAA Rules Interpretation meeting annually for the ASSOCIATION.
- c) Notify the PIAA Assistant Executive Director as to the date, time, and site of the ASSOCIATION's annual PIAA Rules Interpretation meeting.
- d) Ensure that an accurate list of officials and coaches who attended the annual Rules Interpretation meeting has been sent to the PIAA Office within seven (7) days of the

Central Pennsylvania Basketball Officials Association
(Chapter of PIAA Officials)

Bylaws

meeting. With this list are the names of members of the ASSOCIATION who were absent and members of other chapters who were present.

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

meeting. With this list are the names of members of the ASSOCIATION who were absent and members of other chapters who were present.

- e) Ensure officiating mechanics and rules interpretation topics are addressed during Chapter meetings.
- f) Prepare a schedule of the officiating mechanics and rules interpretation topics to be discussed at each Chapter meeting, and present this for approval by the Executive Committee at its third quarterly meeting of the calendar year.
- g) Chair the Training and Education Committee unless specifically delegated to another member with approval from the President.
- h) Perform other duties as assigned by the President.

ARTICLE VII: EXECUTIVE COMMITTEE

- Section 1 The Executive Committee shall consist of:
- a) Five (5) elected Officers.
 - b) Seven (7) elected Members-at-Large.
 - c) The immediate CPBOA Past President may serve as a non-voting member of the Executive Committee. The position will remain vacant should the immediate past president be elected to another Board position. The immediate Past President does not need to be an active member of the CPBOA Chapter.
- Section 2 Members-at-Large shall serve a one (1) year term, beginning May 1 and terminating on April 30.
- Section 3 Duties of the Executive Committee shall include:
- a) Conduct all necessary business of the ASSOCIATION.
 - b) Approve the annual budget.
 - c) Recommend the ASSOCIATION dues for approval by members.
 - d) Amend the budget and authorize additional expenditures as necessary for the operations of the ASSOCIATION.
 - e) Approve filling any vacant Officer position(s).
 - f) Approve the time, dates, location, and the officiating mechanics and rules interpretation topics of Chapter meetings.
 - g) The Executive Committee shall authorize and direct the President to appoint such standing and special committees, as it may deem necessary or desirable for the efficient operation of the chapter.
 - h) Hear and adjudicate members' concerns and grievances
 - i) Grant Honorary Membership to CPBOA.
- Section 4 Each eligible Executive Committee member shall be entitled to one (1) vote.
- Section 5 The Executive Committee shall serve without compensation.
- Section 6 The Executive Committee should hold quarterly meetings.
- Section 7 Special Meetings of the Executive Committee may be called by the President, or by a written/email request by at least four (4) members of the Executive Committee.
- Section 7.1 Special meetings require five (5) days advance notice to all Executive Committee members of the meeting time and location. Email notification to the registered email address of the members is sufficient to meet the notification requirement.

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

- Section 8 A quorum shall consist of a majority of Executive Committee members, of which three (3) must be Officers.
- Section 9 All business conducted at Executive Committee meetings of a sensitive nature will be kept confidential.
- Section 10 Any Executive Committee Member may be removed from the Executive Committee by a three quarters (3/4) super majority vote of the Executive Committee members for any of the following reasons:
- a) Failure to fulfill his/her fiduciary responsibilities.
 - b) Acts or omissions not in good faith.
 - c) Intentional misconduct or a knowing violation of the law.
 - d) Violation of the confidentiality provision of Article VII, Section 9 above.

This action may occur at any scheduled Executive Committee meeting or a properly called Special Meeting of the Executive Committee whereas a quorum is present, but only after due process is afforded to the Executive Committee member being considered for removal.

ARTICLE VIII: COMMITTEES

- Section 1 The Standing Committees of the Association shall be:
- a) Audit
 - b) Awards
 - c) Banquet
 - d) Historian
 - e) Nominations and Elections
 - f) Public Relations
 - g) Training and Education
- Section 2 The President shall appoint the Chairperson and all members of each Standing and Ad Hoc Committees.
- Section 3 The Audit Committee shall consist of a Chairperson and two (2) additional members. Each must be Active Members of the ASSOCIATION and cannot be currently serving on the Executive Committee.
- Section 4 The Nominations and Elections Committee shall consist of a Chairperson and a minimum of four (4) members. Each must be Active Members of the ASSOCIATION.
- Section 4.1 Committee members will not be Officers or Executive Committee Members. They will not be nominated for the upcoming election.
- Section 4.2 The President and Vice-President will not act as ex-officio members of this committee.
- Section 5 The Chairperson of the Training and Education Committee will be the ASSOCIATION's Interpreter, unless a substitute is requested to and approved by the President. The Mentor Program is part of this committee.

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

Section 6 The Grievance Committee shall be an Ad Hoc Committee to adjudicate disputes as they arise. The committee shall consist of a Chairperson and three (3) members. Each must be Active Members of the ASSOCIATION and cannot be currently serving on the Executive Committee.

Section 7 The Bylaws Committee shall be an Ad Hoc Committee to review the Bylaws and make recommendations to the Executive Committee as needed. The committee shall consist of a Chairperson and three (3) additional members. Each must be an Active Member of the ASSOCIATION.

ARTICLE IX: CHAPTER MEETINGS

Section 1 In addition to the information regarding meetings in Appendix A, the ASSOCIATION will conduct two (2) types of meetings:

- a) Chapter Meetings.
- b) PIAA Rules Interpretation Meeting.

Section 2 Chapter Meetings:

Section 2.1 The PIAA mandates attendance at a minimum of six (6) regular meetings. CPBOA strongly recommends that each member attend at least four (4) CPBOA sponsored meetings.

Section 2.2 It is the responsibility of the member who attends another Chapter's regular meeting to notify that Chapter's Secretary of their attendance for submission to the PIAA.

Section 2.3 In order to receive attendance credit at a CPBOA meeting, members must arrive no later than fifteen (15) minutes after the meeting has been called to order, and must stay for the entire meeting. Working a basketball assignment does not qualify for an excused absence.

Section 2.4 The ASSOCIATION shall conduct business at a minimum of two (2) regularly scheduled Chapter meetings.

Section 2.5 The ASSOCIATION may conduct business during any of the Chapter meetings.

Section 2.6 A quorum necessary to conduct business at any ASSOCIATION meeting shall be thirty (30) percent of the ACTIVE membership.

Section 2.7 Special Meetings of the ASSOCIATION may be called:
(1) by the President
(2) by a written request to the President by a majority of the Executive Committee
(3) by a written request to the President from an active Member with the signatures of 30 active Chapter Members.

Special meetings require five (5) days advance notice to all ACTIVE members of the meeting time and location. Email notification to the registered email address of the members is sufficient to

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

meet the notification requirement.

Section 3 PIAA Rules Interpretation Meeting:

Section 3.1 The ASSOCIATION shall sponsor an annual PIAA Rules Interpretation meeting that will be open to the public.

Section 3.2 This meeting shall occur PRIOR to the start of the REGULAR PIAA basketball season.

Section 3.3 PIAA requires either attendance at a PIAA Rules Interpretation meeting (Chapter sponsored or at the PIAA Convention) or completion of an online survey for an additional fee (PIAA.org).

ARTICLE X: NOMINATIONS AND ELECTIONS

Section 1 Active members wishing to be considered for a position as an Officer or Member-at-Large, shall submit a written or email request to the Chairperson of the Nominations and Election Committee. Written or Email requests should be received by the second to last Chapter meeting in December of the current year.

Section 1.1 Whenever one CPBOA Member nominates another CPBOA Member for an Office or Executive Committee position, the Chairperson of the Nominations and Election Committee will contact the nominee to confirm his/her willingness to accept the nomination prior to the last Chapter meeting in December of the current year.

Section 2 The Chairperson of the Nomination and Election Committee, or his/her Designee, shall announce the names of the Candidates, and the positions they are seeking at the last Chapter meeting scheduled in December of the current year.

Section 3 Additional Nominations:

The President, or his/her Designee, following the report from the Nominations and Election Committee, shall open the floor for additional nominations. Any active member may be nominated at this time.

Section 3.1 Additional nominees must be in attendance and verbally consent their willingness to accept the nomination prior to their name being placed on the election ballot.

Section 4 When no further nominations are made, the President shall close the Nomination process.

Section 5 The Nominations and Election Committee shall prepare the ballot for all nominated members and the positions they are seeking.

Section 6 All Candidates whose name will be on the ballot shall be afforded the opportunity to write a brief statement of their vision and qualifications. This statement will be posted on CPBOA website for review by all members prior to the election.

Section 7 Elections:

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

- Section 7.1 The Election will occur at the last 2 regularly scheduled Chapter meeting of the current season.
- Section 7.2 All votes during the election for Officers and Members-at-Large shall be by written ballot.
- Section 7.3 Only ACTIVE members present shall be entitled to vote, and only on one (1) ballot. Voting “by proxy” or “absentee” voting will not be permitted.
- Section 7.4 Officers:

Members may only vote for one person per Officer position. A majority vote will decide each position, unless three (3) or more nominees are on the ballot for the same Officer position, when a plurality vote will determine the outcome. In the event of a tie, a second vote will be taken of those affected nominees in order to determine the outcome.
- Section 7.5 Members-at-Large:

There will be seven (7) positions to be voted on. The seven (7) elected will be those who received the highest votes (plurality). In the event of a tie, a second vote will be taken of those affected nominees in order to determine the outcome.
- Section 7.6 The Nominating and Elections Committee shall count the votes. The Secretary shall be informed, and record the results.
- Section 7.7 The Chairperson of the Nominating and Elections Committee shall hold the ballots securely for 30 days, after which the ballots shall be destroyed.
- Section 7.8 The results of the election shall be made available to the membership when the Nominations and Election Committee deem the results official.

ARTICLE XI: CONDUCT OF CHAPTER MEETINGS

- Section 1 Order of Business at each Chapter meeting:
- a) Call the meeting to order by the President or designee.
 - b) Approval of the minutes from the previous Chapter meeting in which business was conducted.
 - c) Approval of the Treasurer’s Report.
 - d) Reports by Committee Chairpersons.
 - e) Unfinished business.
 - f) New business.
 - g) Adjournment by the President or designee.
- Section 2 Roberts Rules of Order–Newly Revised shall be used as the parliamentary guide.
- Section 3 CPBOA Bylaws may not in any way be in contradiction to, or in violation of, the PIAA Constitution and Bylaws. If any Article, Section, Sub-section, or Attachment is proved to be in violation, the PIAA Constitution and Bylaws shall prevail in cases where there may be disputes or claims.

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

ARTICLE XII: RELATIONSHIP BETWEEN THE ASSOCIATION AND ITS MEMBERS

- Section 1 The ASSOCIATION is not an employer and does not hire or pay any member for officiating basketball games; each member pursues this avocation as an independent contractor.
- Section 2 The ASSOCIATION does not intend to make a profit. Any monies held by the ASSOCIATION is for the benefit and use of its members and for the payment of expenses as authorized by these Bylaws.
- Section 3 The ASSOCIATION does not furnish to its members any Social Security, State Worker's Compensation, Unemployment Compensation, health insurance or other similar benefits common to an employer-employee relationship.
- Section 4 It is the responsibility of each member to keep his/her own records of his/her revenue and expenses and pay any applicable federal, state and/or local taxes.

ARTICLE XIII: MEMBER CONCERNS

- Section 1 Any ASSOCIATION member(s) may file a written concern with the Executive Committee if they feel an act by the ASSOCIATION is not in the best interest of the member or ASSOCIATION. In the event a member of the Executive Committee is named in the concern, the member shall recuse themselves from participation.
- Section 2 It should be noted that the Executive Committee is only obligated to hear concerns that deal directly with Central Pennsylvania Basketball Officials' Association business, not with any other league or the PIAA. The President may allow for a hearing if it is felt to be in the best interest of the ASSOCIATION and may act as an advocate in addressing disputes with other entities.
- Section 3 The Executive Committee will review the concern at its next scheduled meeting and will communicate its findings back to the member.

ARTICLE XIV: MEMBER GRIEVANCES

- Section 1 Any ASSOCIATION member may file a grievance if they feel the ASSOCIATION has violated an article(s) or section(s) in either the ASSOCIATION's Constitution or Bylaws.
- Section 2 All grievances must be presented in writing to the President.
- Section 2.1 If the grievance concerns the actions of the President, the grievance must be presented in writing to the Vice-President.

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

- Section 3 The grievance must contain:
- a) Members name, mailing address, email address and phone number.
 - b) A brief description of the complaint citing specific article(s) and section(s) of either the ASSOCIATION's Constitution or Bylaws in which the grievance is based.
 - c) A list of any witnesses, dates, locations and other information that is pertinent to supporting the member's grievance.
 - d) A description of action taken, if any, against the member(s) by the ASSOCIATION based on the grieved violation.

- Section 4 Filing a Grievance:
- a) The grievant must file the complaint in writing within thirty (30) days of recognition of the alleged violation via US mail or Email.
 - b) The President will schedule within thirty (30) days a hearing with the grievant and the Executive Committee.
 - c) Extensions by either party may be granted upon a written request and acceptance by both parties.
 - d) The President will communicate the decision by the Executive Committee in writing to the grievant within thirty (30) days of the conclusion of the hearing.

Section 5 If the member is not satisfied with the decision by the Executive Committee, the member may request a hearing in front of the ASSOCIATION Grievance Committee. This request must be submitted in writing via US mail or Email to the President within thirty (30) days from the date the grievance decision was delivered.

- Section 6 Grievance Committee Hearing:
- a) The Chairperson will distribute to the committee members the complaint as filed and establish a meeting with the grievant in a timely manner.
 - b) The grievant will detail each point and may call witnesses to support his or her testimony.
 - c) In the event there is a respondent, that party will address the committee following the presentation of the grievance by the member.
 - d) At any time during the hearing the committee may ask questions and/or call upon members to provide definitive policy.
 - e) Each party will then have an opportunity to make a closing statement.

Section 7 Upon completion of the hearing, the Grievance Committee Chairperson will render the committee's decision to the President who will notify both the grievant and Executive Committee in writing via Email or US mail within thirty (30) days of the conclusion of the hearing.

ARTICLE XV: EXECUTIVE COMMITTEE AND OFFICER LIABILITY

Section 1 The ASSOCIATION shall indemnify any member of the Executive Committee, or any member of a Standing or Ad Hoc Committee of the ASSOCIATION, against any liability or legal expense actually and reasonably incurred by such person on account of a claim or legal action arising out of the good faith performance by such person of his or her duties as a member of the above mentioned committees.

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

ARTICLE XVI: ASSIGNMENTS

Section 1 Assignments for Mid-Penn PIAA contests shall be made by the Mid-Penn Assignor per Appendix A.

Section 2 District / State Playoff Assignments:

Following any guidelines and/or restrictions set forth by the District Three Official's Representative and/or the PIAA, ACTIVE members who are VARSITY officials are eligible to have their name placed on a list of approved officials, in rank order from the approved rating system adopted by CPBOA. This list shall be presented to the PIAA for consideration to officiate in the post season PIAA District and State Basketball Tournaments. The PIAA District Assignors and the PIAA State Assignors shall make all assignments using their own discretion per Appendix A.

ARTICLE XVII: NON-DISCRIMINATION

Section 1 The ASSOCIATION is open to all persons who are approved as basketball officials and registered with the PIAA. The ASSOCIATION adheres to the non-discrimination regulations as outlined in the ASSOCIATION Constitution, Article XV as well as any applicable regulations in the PIAA Constitution and Bylaws.

ARTICLE XVIII: PROPOSED AMENDMENTS TO BYLAWS

Section 1 These Bylaws may be amended by a majority vote of the members present at a regularly scheduled, or properly called Special meeting.

Section 2 Written notice of any proposed change shall be made available to each member from the ASSOCIATION website not less than seven (7) days prior to the meeting.

Section 3 The member proposing the amendment shall submit it in writing to the Executive Committee, which shall then give the proper notice to the members.

ARTICLE XIX: DISSOLUTION

Section 1 Upon dissolution of this ASSOCIATION, after paying or making provision for the payment of all the liabilities of the organizations assets, assets shall be distributed for one or more exempt purposes within the meaning of section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

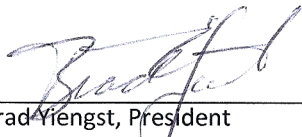
Central Pennsylvania Basketball Officials Association
(Chapter of PIAA Officials)
Bylaws

APPENDIX A: PIAA REGISTERED SPORTS OFFICIALS' MANUAL


Please refer to the PIAA Registered Sports Officials' Manual located on the Pennsylvania Interscholastic Athletic Association Web Site (www.piaa.org).

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

The undersigned hereby certifies that the above Bylaws were presented to the membership at the (date) Chapter meeting. Said passage is duly recorded in the ASSOCIATION's Chapter meeting minutes. These amended and restated Bylaws shall supersede all previous versions of same.



Brad Yengst, President Date 12/11/16



Barbara Kistler, Secretary Date 12/11/16