

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

Article I Name and Affiliation

This organization (herein referred to as “the Association” or “CPBOA”) shall be known as the Central Pennsylvania Basketball Officials Association (Chapter of PIAA Officials) and shall be an affiliated member of the Pennsylvania Interscholastic Athletic Association.

Article 2 Purpose

The purpose of the Association shall be:

- To provide opportunities for dialogue, education, advancement and improvement of all aspects of basketball officiating through meetings, clinics, publications and other activities.
- To maintain the highest standard of basketball officiating.
- To articulate and advocate the needs and interests of its members before school districts, or leagues.
- To encourage the spirit of fair play and sportsmanship.
- To promulgate policies and to conduct activities for the betterment of relations with schools, leagues, conferences or any person involved with basketball.
- To uphold the Constitution and Bylaws of the PIAA.

Article 3 Membership

Section 1 Association

This Association shall be composed of all duly qualified members currently in good standing with the Pennsylvania Interscholastic Athletic Association, hereinafter referred to as "PIAA," in a manner prescribed in this Constitution and in the PIAA Constitution and Bylaws. As used in this Constitution and Bylaws, words of gender shall be construed to include any other gender, and words in the singular number shall be construed to include the plural, unless the context otherwise requires.

Section 2 Classes of Members

Members shall be classified as follows:

Active: A member in good standing who has passed all required qualifications for membership as set forth in the Association's Bylaws and the PIAA's constitution.

Inactive: A member in good standing who is not presently officiating because of health, employment or other personal reasons.

While an official is inactive, he/she must continue to pay their annual dues to both the PIAA and CPBOA.

The member must submit a letter to the Secretary stating their intent to be inactive.

Upon desiring to return to active status, another letter must be submitted to the Secretary stating such intent. Email notification is acceptable.

In accordance with the established guidelines of the PIAA, officials may become inactive for a period not to exceed two (2) years. Under certain conditions, an official may remain inactive for a period to exceed two (2) consecutive years, subject to the approval of the Executive Director of the PIAA.

Inactive officials may not officiate any PIAA or Non-PIAA contests.

Officials must declare their inactive status no later than December 1st of the year in which they are applying for said status (e.g. Dec. 1, 09 for the 2009-10 basketball officiating season). If inactive status is necessary after the deadline, exceptions may be permitted on a case by case basis (e.g. sudden injury).

Inactive officials will not be required to attend the annual rules interpretation meeting or other association meetings.

Any person transferring from another Association shall be accepted by the Association when that person is PIAA certified.

Both PIAA dues and CPBOA dues must be current.

Any member will be considered retired once a written letter of intent is submitted to the secretary. However participation in the "Retiring Officials Recognition Program" will be determined by the following criteria:

- A retiring official must have been an active member of the CPBOA for a minimum of fifteen (15) years.

Members will be considered retired effective at the end of the current basketball season. In the event an official has completed fifteen (15) or more years of service with the PIAA, the Official will complete a retiring official's form and mail it to the secretary. The Association Secretary will sign it and mail to the PIAA.

Section 3 Resignation

Any member may resign by submitting a written letter of resignation to the Secretary. However, resignation does not relieve the member from liability for dues accrued and unpaid prior to the date of resignation.

Section 4 Expulsion

Any member may be expelled for adequate and documented reasons by a two-thirds (2/3) vote of the Executive Committee. Any member proposed for expulsion is given written notice advising them of the reason for the proposed expulsion, an opportunity to contest the proposed expulsion in writing or in person before the Executive Committee and a final written notice of the Committee's final decision.

Section 5 Membership Requirements

Acceptance of and adherence to all PIAA guidelines and regulations as stated in PIAA By-laws

Attend the annual mandatory PIAA rules and interpretation meeting. Failure to attend will result in suspension for the season following the year in which the official failed to attend the clinic.

New members will be expected to attend some form of schooling or instructional camp within one year of becoming a member. This will be monitored by the Secretary. Exceptions are granted to members who transfer into our association with more than one year of experience.

Section 6 Required Attendance

All active members are required to attend not less than six (6) meetings during a season. In addition, all active members must attend the annual PIAA interpretation meeting. Three (3) of the required six meetings must be Central Pennsylvania Basketball Officials' Association meetings or meetings approved by the executive committee.

Article 4 Officers

Section 1 Titles

The elected officers of the Association shall be:

- (a) President
- (b) Vice-President
- (c) Secretary
- (d) Treasurer
- (e) Rules Interpreter

Section 2 Term of Office

The term of each elected officer shown above shall be one year. The term shall commence the first day of May.

Section 3 Vacancy

The President, with the two-thirds (2/3) approval of the Executive Committee, shall have the power to fill a vacancy in any office, except President, between election meetings. In case there is a vacancy in the office of the President, the Vice-President shall become President.

Section 4 Eligibility of Officers

Only Active members in good standing shall be eligible for election as officers.

Section 5 Bonded Officers

The Treasurer shall be bonded at least equal to the estimated yearly dollar business of the Association which shall be paid from funds of the Association.

Article 5 Duties of Officers

Section 1 Duties of the President

The President shall preside at all meetings of the Association and the Executive Committee. The President shall appoint the chairperson of each standing committee and be an ex-officio member of each committee. The President shall appoint the Parliamentarian. In any and all matters requiring immediate action, the President shall have the authority to act on behalf of the Association and the Executive Committee, reporting on any and all such actions at the next appropriate meeting.

Section 2 Duties of the Vice-President

In case of absence or disqualification of the President, the Vice-President shall assume the duties of the President for the remainder of the term. The Vice President shall be an ex-officio member of all standing committees.

Section 3 Duties of the Secretary

The Secretary shall be the principal administrative officer of the Association under the direction of the executive committee. In case of absence or disqualification of both the President and the Vice-President, the Secretary shall assume the duties of the President for the remainder of the term. The duties of the Secretary shall include, but not be limited to, the following:

- (a) Prepare the official correspondence pertaining to the Association and the Executive Committee.
- (b) Record the minutes of the Association meetings and decisions of the Executive Committee, reporting the same at the next meeting of the Association and Executive Committee, as appropriate.
- (c) Record attendance at all Executive Board meetings
Record and post attendance for all association meetings.
- (d) Present a Secretary's report at each Executive Board meeting and at all Business meetings.
- (e) Provide each member with all necessary publications of the Association under the direction of the Executive Committee.
- (f) Serve as the primary point of contact for individuals seeking to apply for membership in the Association.
- (g) Report annually to the Association on the number of new officials.
- (h) Report to the PIAA a listing of those members who failed to attend the minimum number of Association meetings as determined by the PIAA.
- (i) Establish and maintain the physical place of business of his/her office at own expense.
- (j) Deliver to the incoming Secretary all records of this Association; this shall be done in a timely, business-like, and efficient manner to assure effective continuity of the office.
Publicly post the minutes of all meetings in a timely manner.

Section 4 Duties of the Treasurer

The Treasurer shall be the principal financial officer of the Association under the direction of the President and the Executive Committee. The duties of the Treasurer shall include, but not be limited to, the following:

- (a) Present a Treasurer's report at each Executive Board meeting and at all Business meetings.
- (b) 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.
- (c) Disburse all monies, pursuant to the direction of the Executive Committee and shall present an annual written financial report.
- (d) Arrange for an annual review of accounts of the Association. With the approval of the Executive Committee shall determine the appropriate level of review.
- (e) Deliver to the incoming Treasurer all records and moneys of this Association; this shall be done in a timely, businesslike, and efficient manner to assure effective continuity of the office.
- (f) Be bonded by the Association in an amount at least equal to the estimated yearly dollar business of the Association.
- (g) Establish and maintain the physical place of business of his/her office at own expense.

Section 5 Duties of the Interpreter

The duties of the Interpreter shall include, but not be limited to, the following:

Qualify him/herself by attending the annual PIAA State Rules and Interpretation meeting for Association interpreters.

Hold interpretation meetings locally for the Association to assure uniformity in interpretations of the rules, mechanics, and techniques of good officiating, before and during the basketball season as a means of educating officials, coaches, players, and others interested in the fundamentals of good officiating.

Chair the Training and Education Committee unless specifically delegated to another member with the approval of the President..

Article 6 Executive Committee

Section 1 Members of the Executive Committee.

The Executive Committee shall consist of the five (5) elected officers and seven (7) Members-at-Large. Each of the seven (7) Members-at-Large shall be elected by the Association and shall serve two (2) year terms. There shall be no limited to the number of terms that can be served by any Member-at-Large. Four (4) members will be elected in even years (2002, 2004, etc.) and three (3) will be elected in odd years (2001, 2003, etc.) The Parliamentarian shall be appointed by the President subject to the approval of the Executive Committee. The Parliamentarian shall be a non-voting member of the Executive Committee. At the request of the President, the Parliamentarian shall provide interpretations of the Constitution and Bylaws and of parliamentary rules and procedures. Each member of the Executive Committee shall be entitled to one (1) vote.

Section 2 Quorum

A quorum shall consist of at least seven (7) Executive Committee members eligible to vote; at least three (3) of the seven (7) must be elected officers.

Section 3 Authority

The Executive Committee, under the direction of the President, shall conduct and execute all business of the Association as provided in the Constitution and Bylaws. They shall have the authority to act on behalf of the Association at any time between business meetings.

Section 4 Duties

The duties and responsibilities of the Executive Committee shall include, but not be limited to, the following:

- (a) Approve the budget of the Association by at least a two-thirds (2/3) affirmation affirmative vote of those Executive Committee members present and eligible to vote.
- (b) Authorize payment of expenditures made by the Treasurer, Secretary and members of the Executive Committee necessary to conducting the business of the Association over \$300.00 and not to exceed \$1500. Any single expenditure exceeding \$1500 must be approved by the general membership with a two-thirds (2/3) affirmative vote.
- (c) Hear and adjudicate all grievances and appeals from any member.
- (d) Examine the records of the Non-PIAA Assignor upon receiving a written request from any member or upon the order of the President. If the records are not in order, the Executive Committee shall report the case to the Association for action. Under no circumstances shall any Executive Committee member divulge to anyone any information obtained from the records of the Non-PIAA Assignor. Any Executive Committee member found to have divulged such information shall be subject to suspension by a two-thirds (2/3) vote of the Executive Committee members present and eligible to vote.
- (e) Investigate all written and signed complaints received by the Chairperson of the Grievance
- (f) Committee and recommend appropriate action.
- (g) Shall not be eligible for assignments by the Non-PIAA Assignor during sessions of the Executive Committee except in emergency situations.
- (h) Shall meet at least quarterly at a time and place to be determined by the Secretary.

Section 5 Voting Procedures

Each eligible officer shall be permitted to cast one vote. Such vote may be entered into the record either verbally or via electronic means (i.e. email). Electronic votes shall be submitted to the President prior to an established deadline. Abstentions shall be considered as a vote cast.

Section 6 Mid-Penn Assignor

If a member of the Association, shall be a non-voting member of the Executive Committee. In addition, the Parliamentarian and Non-PIAA Assignor are non-voting members of the Executive Committee.

Section 7 Non-PIAA Assignor

If an active member of the Association, the non-PIAA Assignor shall be a non-voting member of the Executive Committee.

Section 8 Confidentiality

All business conducted at Executive Committee meetings of a sensitive nature, such as grievances, will be kept confidential. All other meeting minutes will be available for members to view upon request. Any Executive Committee member shall be suspended if found to have violated the confidentiality of business not to be discussed with the general membership. The punishment for this individual will be determined on a case by case basis and will not occur until a hearing is held.

Article 7 Committees

Section 1. Standing Committees

The President and the Vice President are both ex-officio members of all committees. The chairperson of each committee shall be appointed by the President. The following shall be the Standing Committees of the Association:

- (a) Audit
- (b) Public Relations
- (c) Awards
- (d) Ratings
- (e) Banquet
- (f) Recruiting
- (g) Constitution
- (h) Training and Education
- (i) Grievance and Ethics
- (j) Ways and Means
- (k) History
- (l) Women's Equity
- (m) Nominating

Section 2 Other Committees

Other committees may be appointed when deemed necessary. Appointments shall be made in accordance with Article V, Section I.

Article 8 – Rules of Procedure

Section 1 Robert's Rules of Order

Robert's Rules of Order shall be used as the parliamentary guide.

Section 2 Quorum

Quorums for the transactions of business shall be thirty (30) percent of the Active membership.

Section 3 Required Meetings

The Association shall conduct a minimum of eight (8) meetings during the season, not including the PIAA Mandatory Rules Interpretation Meeting. At least six (6) of the meetings shall include rules study, interpretation and officiating procedures.

Section 4 Audit

The Association shall have its financial accounts audited annually.

Section 5 Fiscal Year

The fiscal year of the Association shall be from May 1 through April 30.

Section 6 Governing Authority

The Association shall be subject to the jurisdiction and authority of the PIAA. Where provisions of the Association's Constitution and Bylaws are in conflict with the Constitution of the PIAA, the PIAA Constitution shall be followed.

Section 7 Bond

Bond for all signature authorities shall be paid from the funds of the Association.

Section 8 Dissolution

In the event of dissolution of the Association, all assets of the Association shall be dedicated to a charity of the Association's choosing by a majority two thirds (2/3) vote at the last official meeting of the organization.

Section 9 Confidentiality

All business conducted at business meetings of the Association is to be considered confidential. If any member is found to have discussed sensitive matters with non-association members, particularly news media representatives and other associations, there shall be an investigation. If the member is found to have violated this confidentiality agreement, a appropriate disciplinary action will be determined by the executive committee.

Article 9 Non-Discrimination

Section 1

It shall be the policy and practice of the ASSOCIATION to treat all members of the association equally regardless of their race, color, religious creed, ancestry, age, sex, national origin, non-job related handicap or disability, and to safeguard their right to obtain and hold assignments without such discrimination, and to assure equal opportunities to all individuals.

The ASSOCIATION shall neither make nor continue any policy or practice regarding the assignment of sports officials which has or will have the effect of unlawfully discriminating against any individual because of his/her race, color, religious creed, ancestry, age, sex, national or non-job related handicap or disability.

The ASSOCIATION shall continuously monitor its policies and practices to determine whether any given policy or practice has resulted in the discrimination of individuals because of their race, color, religious creed, ancestry, age, sex, national origin, or non-job related handicap or disability. Should any such discriminatory practices or policies be discovered the ASSOCIATION will immediately discontinue such practices and policies if the ASSOCIATION cannot demonstrate that there is a legal mandate or requirement that those practices and policies continue.

Section 2

The Association, and any officers, agents, and employees thereof, who participate in the evaluation of officials or the assignment of officials to regular season games involving a PIAA member school or post-regular season PIAA contests, shall not refuse to assign an official based on the gender of the official or the gender of the participating student-athletes, shall not discriminate against any official on the basis of gender with respect to the level, quality, or number of assignments, and shall not otherwise discriminate against any official on the basis of gender.

Section 3

If the Association, or any officer, agent or employee thereof, creates or maintains a system of evaluating officials for the purpose of influencing the assignment of officials to regular season games involving a PIAA member school or post-regular season PIAA contests, the evaluation system must be fair and equitable, must use gender-neutral evaluation criteria and procedures, and must include women among the persons performing the evaluations wherever it is practicable to do so. No person or entity listed in the immediately preceding sentence may participate in any such evaluation system if the person or entity knows that such system is not fair and equitable, does not use gender-neutral evaluation criteria, or does not include women among the persons performing the evaluation wherever it is practicable to do so.

Section 4

An official may report an alleged violation of the nondiscrimination provisions of this Nondiscrimination Policy on the Evaluation of Officials to the Officials' Representative(s) of the PIAA District in which the official resides, or to the Associate Executive Director of PIAA, in writing, describing the alleged violation in such detail as is known to the official. The Officials' Representative will forward a copy of any such report to the Associate Executive Director of PIAA. In either case, the Associate Executive Director will circulate any such report in

summarized form to the officers of PIAA and to the PIAA Board of Directors. PIAA, and any officers, agents, or employees thereof, and Chapters of Registered Sports Officials, and any officers, agents, or employees thereof who participate in the evaluation of officials for regular season games involving a PIAA-member school or post-regular season PIAA contests, shall not retaliate against any person because of the filing of a report with the Officials' Representative or the Associate Executive Director, or because of any person's involvement in the resolution of the report, or because of participation in any capacity in the case of Noreen P. Kemethere v. PIAA.

Section 5

In those instances in which a PIAA-member school or group of member schools enters into a contract by which responsibility for the evaluation of officials is given to another person or entity, PIAA recommends that PIAA-member schools include contract language that is identical to or similar to the nondiscrimination provisions of this Policy. PIAA also recommends that, in those instances in which the responsibility for the evaluation of officials is given to another person or entity by a PIAA-member school or group of member schools in a document that is less formal than a contract (such as, for example, an annual letter), the document include equivalent language.

Article 10 Amendments

This Constitution may be amended by a two-thirds (2/3) majority vote of the Active members present 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) days in advance of the impending vote on said amendments and that a quorum is present.

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.