

Concho Valley Chapter TASO – Basketball Constitution and By-Laws

**PREAMBLE**

We, the members of this Chapter, in order to improve officiating through a better understanding of the rules and officiating mechanics of basketball, do ordain and establish this Constitution.

CONSTITUTION AND BYLAWS OF THE  
CONCHO VALLEY CHAPTER OF THE  
TEXAS ASSOCIATION OF SPORTS OFFICIALS-BASKETBALL

October 26, 2011

**CONSTITUTION**

Article I: NAME

The name of this organization shall be the Concho Valley Chapter of the Texas Association of Sports Officials-Basketball.

Article II: PURPOSE

The purpose of this organization shall be the promotion and welfare of the Interscholastic game of basketball by:

- A. Developing and maintaining the membership of experienced and capable basketball officials whose integrity is above reproach and who are actively engaged each year in officiating basketball games.
- B. Fostering and encouraging a high standard of ethics, fair play, and sportsmanship while maintaining a close cooperation and better understanding among officials, coaches, players, athletic directors, fans, and the media.

Article III: GOVERNMENT

- A. The Government of this chapter shall consist of the Executive Officers and the Board of Directors.
- B. The officers of this chapter shall be: one President, one Vice-President, one Secretary, one Treasurer, and one Director of Training. These five shall be elected and shall hold office as prescribed in this Constitution and Bylaws.
- C. The Board shall consist of nine voting members: 5 officers, 3 members at large, an Assistant Secretary, and one non-voting member, the Immediate Past President. They shall be elected to their respective positions (except the Immediate Past President) and shall serve in these positions as prescribed in this Constitution and Bylaws. Any elected state board member from our district shall be an ex-officio member of the board without voting privileges.
- D. The qualifications for membership, and the duties of Officers and Representatives, and such regulations as may be necessary and proper for the conduct of the business and affairs of the Chapter, shall be provided for in the Bylaws of the Chapter Constitution, with such bylaws serving as an addendum to this Constitution.
- E. All meetings of this Chapter shall be using Robert's Rules of Order as a guide.

## Concho Valley Chapter TASO – Basketball Constitution and By-Laws

### Article IV: AMENDMENTS

This Constitution and Bylaws may be amended at any chapter meeting by an affirmative vote of three-fourths of the members present and voting provided that a copy of the proposed amendments shall have been made available at a regularly scheduled meeting or by some other means of delivery to the general membership at least two weeks prior to the chapter meeting at which the vote on the amendments is to be taken.

- A. The Constitution and By-Laws shall be reviewed every two years by a committee of three (3) members in good standing appointment by the President or earlier if a need arises.
- B. Proposed amendments to the Constitution shall be presented to the Board of Directors in written form. Proposals may be modified by the Board with the consent of the presenter.
- C. Action upon amendment requests shall not be taken prior to two weeks or one chapter meeting after the request is made.
- D. Any alterations to the proposed amendment at a chapter meeting constitute a new amendment proposal.

### Article V: ELECTIONS

The election of the Officers and Board Members shall be held each year during the last regularly scheduled meeting of the regular season with the new members taking office on 1 April of that year. Nominations and elections shall be conducted as follows:

- A. A nomination committee shall be appointed by the President and approved by the Board of Directors. The committee shall solicit nominations for upcoming vacancies on the Board of Directors.
- B. Nominees must be members in good standing with both TASO and the Chapter at the time of their nomination.
- C. The election of officers and representatives will be by secret ballot prepared by the Immediate Past President (or a member in good standing in the case of The Immediate Past President's absence). The Immediate Past President will be the election judge unless nominated for an office. Any nominated officer may not serve as election judge. Any officer or representative except the Secretary and the Treasurer may succeed themselves only once. All nominations for officers and representatives shall be made from the floor or conveyed to the nomination committee in writing or by telephone call prior to the election meeting. A member may be nominated for only one office and may hold only one office in the Chapter. In the event a member is nominated for more than one position, the member may decide which position to decline nomination. An officer or representative must resign his present office if elected to another position.
- D. The nomination of officers shall be held in the following order:
  - President (even numbered year elections)
  - Vice – President (odd numbered year elections)
  - Secretary (odd numbered year elections)
  - Assistant Secretary (odd numbered year elections)
  - Treasurer (even numbered year elections)
  - Director of Training (even numbered year elections)
  - 2 - Members at Large (even numbered year elections)
  - 1- Member at Large (odd numbered year elections)

## Concho Valley Chapter TASO – Basketball Constitution and By-Laws

- E. Each member in good standing will receive one ballot. If members are unable to attend the meeting on the night of the election, then the members must adhere to the following policy to have an absentee vote.
  - 1. Members must submit to the election judge, in writing at least 24 hours prior to published meeting time, written communication stating his or her intention to vote with an absentee ballot.
  - 2. An official ballot, or copy thereof, shall be submitted by hand, US Mail, electronic-mail or other approved means to the election judge no later than the published meeting time.
  - 3. Vote submitted in absentia must name only one candidate for each office. Absentee votes shall not be allowed to count for stated candidate in any run-off.
- E. Each member elected to the Board must have a clear majority of the votes on any ballot. If there is not a clear majority, a runoff election shall be held between the two candidates receiving the higher number of votes on the ballot.
- F. To fill a vacancy in any office the President will appoint a replacement and the Board will approve the replacement for the remainder of the said term.
- G. The term of office for Member's at Large shall be for two years.

### Article VI: OBLIGATION OF MEMBERS

- A. Required Meeting Attendance
  - 1. All members of the Chapter shall be required to attend meeting scheduled by the Board of Directors. A two dollar (\$2.00) fine shall be assessed for each meeting missed.
  - 2. Any member arriving 15 minutes after the scheduled starting time, or departing the meeting prior to the completion of game assignments, will be assessed a fine of two dollars (\$2.00).
    - a. A member living 25 miles or more from San Angelo (one-way) must attend at least two meetings per month.
    - b. Three unexcused absences during the season by a member or 1 failure to meet the 2 meetings per month requirement by out of town officials shall result in no game assignments, with action to be taken by the Board of Directors under the Code of Ethics provisions.

### Article VII: GENERAL MATTERS

The Chapter shall abide by the Association Constitution and the Bylaws, and all members in good standing shall receive full rights and privileges as provided by the Association and Chapter.

## CODE OF ETHICS

### Section I: POLICY

The designation "basketball official" must be a pledge of honesty, dedication, and fairness. Integrity and fidelity to the game of basketball and a sense of great responsibility to the players, coaches, fans, schools, and fellow officials must transcend the thought of material gain or recognition.

## Concho Valley Chapter TASO – Basketball Constitution and By-Laws

In the fulfillment of the purpose to which it is dedicated, this Chapter charges its membership with strict observance of this Code of Ethics. If an incident occurs which is beyond the scope of this Chapter's Code of Ethics, the Chapter shall refer to the TASO Code of Ethics and/or its current amendments to properly handle such an incident.

### Section II: VIOLATIONS

A member shall have violated the Code of Ethics by:

- A. Breach of contract by failure to fulfill his/her Chapter approved schedule without just cause.
- B. Falsification of reports in any manner.
- C. Verbal or physical abuse towards coaches, players, fans or fellow officials.
- D. Procurement of games by member solicitation with school officials.
- E. Open criticism of fellow officials in any manner outside of a discussion at a Chapter meeting.
- F. Any conduct which is contrary to or inconsistent with the Constitution or policies adopted by the Board or failure to report knowledge of such conduct.
- G. Falsification of application in any manner. Also the Board will not admit a member of poor standing from another chapter. The Chapter membership reserves the right to make the final decision.

### Section III: OFFENSES, DISCIPLINARY ACTION, AND PROCEDURES

If any member violates any of the rules or ethics of the Chapter or any of the provisions of the Constitution or Bylaws, or conducts himself/herself in a manner likely in the opinion of the Board, to injure or discredit the reputation or standing of this Chapter, or a formal complaint is made against a member in writing, upon review of an investigative committee and based on its recommendation, the Board shall have the power, by two-thirds vote of those Board members present and voting, to impose such member sanctions, and/or expel him/her from membership in the Chapter, subject to the following procedures:

- A. An Ethics Committee, chaired by the Vice-President, and consisting of at least two members at large appointed by the President, will meet with the member in question and verify the situation to determine if further action is necessary by the entire board. If a member of the Ethics Committee needs to be excused from the committee due to conflict of interest, another member will be appointed by the President. The Ethics Committee will present its findings and recommendations to the board for further action.
- B. Written notice of the charges and the time and place of the meeting of the Board to consider such charges shall be given to the accused member not later than one week prior to that meeting.
- C. At the hearing before the Board to consider such charges, the accused member may appear and/or have witnesses appear in his/her behalf.
- D. The decision of the Board shall be given to the accused member in writing by personal delivery, registered mail, or certified mail, not less than one week after the meeting at which the decision is rendered.

## Concho Valley Chapter TASO – Basketball Constitution and By-Laws

### Section IV: APPEALS

Any member disciplined by the Board for any reason may appeal the decision of the Board to the Chapter membership.

- A. In order to appeal to the Chapter, the disciplined member must give written notice of appeal to the President (or the highest ranking officer or Board member if the President is not available) within fifteen days after receiving written notice of the Board's decision.
- B. Any penalty imposed by the Board shall remain intact pending the result of the appeal.
- C. The President shall schedule a hearing of the appeal before the Chapter membership at the soonest possible regularly scheduled Chapter meeting after notice of the appeal is received.
- D. A two-thirds majority of the members present and voting is necessary to overturn and rescind a decision of the Board regarding a matter of discipline.

## **BYLAWS**

### Article I: BOARD OF DIRECTORS

- A. The Board of Directors shall have full power to act and pass on all matters of business. The minutes of the board meeting shall be made available to the general membership during any regular (or special) general meeting. If a member in good standing proposes something to the Board and the Board decides not to act on it, the member may request a vote by the general membership. However, should any action of the Board receive a call for a vote by any member, a vote must be taken with a simple majority necessary for the approval of the Board action.
- B. The Board of Directors may remove any board member who misses two consecutive unexcused regular board meetings or three in one year by a two-thirds vote of members present and voting.
- C. The President shall be directed by and report all Chapter business to the Board.
- D. The Board shall provide documented copies of the latest revision of the Constitution each year. Availability on the website shall meet this requirement.

### Article II: MEMBERSHIP

- A. All members of the Concho Valley Chapter will become members of TASO.
- B. Only paid members in good standing will be allowed to vote regarding matters concerning the Chapter. Good standing is defined as having no sanctions, outstanding dues or fines, and having met all membership requirements.
- C. A quorum for holding an official meeting of this Chapter shall be two-thirds of the Board of Directors or two-thirds of the membership.
- D. All classifications used by the Concho Valley Chapter shall be according to TASO-Basketball guidelines and regulations.

## Concho Valley Chapter TASO – Basketball Constitution and By-Laws

### Article III: MEMBERSHIP REGISTRATION AND DUES

- A. March 1 of each year shall be the deadline for paying dues to the Concho Valley Chapter. Payment of dues to TASO shall be governed by the regulations of the parent association. Names of members who have not paid their dues will not be on any list sent to coaches for the coming year. No members will be assigned any games by the Secretary or placed on any mailing list unless his/her dues and applicable fines have been paid and is a member in good standing.
- B. All members must take and pass by a score of 70 or better the basketball rules test specified by TASO.
- C. Chapter dues are \$20.00 per year, payable by the first meeting in November. If no games are assigned during the season, the \$20.00 will be refunded at the end of the year. Dues for Chapter membership shall be set by the Board.
- D. Be at least 16 years of age. (those still in high school shall not officiate high school games)
- E. Attend a preseason clinic sanctioned by this Chapter. This clinic will have a time period of 2 hours or less and no other business related to the Chapter will be discussed. New members or transfers from other TASO chapters or transfers from other states must;
  - 1. Provide written recommendation from their past association President or Secretary.
  - 2. Meet TASO membership requirements prior to officiating any games for the Chapter.
- F. The membership of any member who fails to comply with the provisions of this Constitution shall terminate at the end of that year with the exception that the Board of Directors may expel any member at any time for gross violation of rules and ethics of the Concho Valley Chapter. Reinstatement of any expelled member shall be possible only by written request to the Board of Directors and favorable action on that request by the Board of Directors.
- G. At the discretion of the Board of Directors, any member, regardless of tenure, may be designated to be floor tested. Any applicant of member failing a floor test will be given another opportunity to retest within 30 days or in the event of no scheduled game availability, at the next earliest opportunity.

### Article IV: PRESIDENT

- A. Qualifications: Must have been a member in good standing of the Chapter and the Association for the three previous consecutive years prior to his/her election.
- B. Shall preside at all meetings of the Chapter and of the Board of Directors. Shall serve as program chairman for all Chapter meetings.
- C. Shall appoint all committees as directed by the Board.
- D. Shall execute the will of the Board in all matters pertaining to the Chapter.
- E. Shall, along with the Vice-President, conduct an annual audit of the financial books and associated accounts of the Chapter and shall submit an annual budget to the Board prior to September 1.
- F. Shall hold office for two years beginning after the last scheduled chapter meeting following his/her election.

## Concho Valley Chapter TASO – Basketball Constitution and By-Laws

- G. Shall be a signatory back-up on the Chapter bank account.

### Article V: VICE-PRESIDENT

- A. Qualifications shall be the same as the President.
- B. Shall preside at all Chapter and Board meetings in the absence of the President.
- C. Shall succeed the President without reservation whenever, for any reason, the office of President is vacated.
- D. Shall be responsible for keeping the minutes of each Board meeting and each Chapter meeting. Minutes shall be approved at each Chapter meeting. Typed copies shall be made a part of the Chapter's permanent records and must be available to any member of the Chapter upon request. Availability on the web (if available) shall satisfy this requirement.
- E. Shall keep the Constitution and Bylaws current.
- F. Shall, along with the President, conduct an annual audit of the financial books and associated accounts of the Chapter.
- G. Shall hold office for two years beginning after the last scheduled chapter meeting following his/her election.
- H. Shall be a signatory back-up on the Chapter bank account.

### Article VI: SECRETARY

- A. Qualifications:
  - 1. Must have been a member in good standing of the Chapter and the Association for the three previous consecutive years prior to his/her election.
  - 2. Shall live in San Angelo during the entire term of office. (Exception: may live in a surrounding community of San Angelo whose telephone service to San Angelo is not long distance.)
  - 3. Shall maintain a continuous designated telephone number.
- B. Shall hold office for a term of two years beginning after the last scheduled regular season UIL game following his/her election. Outgoing secretary shall assign all playoff games for the current term.
- C. Shall maintain a complete roster of members of the Chapter, and shall mail this roster to such coaches, school officials, or other persons as directed by the Board of Directors.
- D. Shall present to the Board all documented grievances pertaining to working relationships of members with schools, coaches, and/or fellow officials.
- E. Shall, upon request of school officials, assign members to officiate at specified games.
- F. Shall maintain a master schedule of all games assigned to the Chapter and of members assigned to those games for the current season.

## Concho Valley Chapter TASO – Basketball Constitution and By-Laws

### Article VII: TREASURER

- A. Qualifications: Shall have been a member in good standing of the Chapter and the Association for the three previous consecutive years prior to the election.
- B. Shall collect all dues and fines of the Concho Valley Chapter.
- C. Shall be in charge of all funds of the Concho Valley Chapter and shall maintain a record of Chapter funds and have it available on request.
- D. Shall draw up checks when presented with bills (phone, stamps, and other miscellaneous expenses) from the Secretary, or when expenses have been approved by the Board of Directors. These signatures will be either President, Vice-President, or Treasurer.
- E. Shall be the administrative officer of the attendance records and regulations of the Chapter, check the roll at each meeting, notify each member when his/her absenteeism begins to be excessive, and notify the Board of the same.
- F. Shall work with the Secretary and Assistant Secretary to maintain a complete roster of Chapter members.

### Article VIII: DIRECTOR OF TRAINING

- A. Will be in charge of training the Chapter members in the mechanics and application of rule interpretations as to game situations.
- B. Shall preside as the official rules interpreter for the Chapter in all matters. Shall make decisions on the manner of enforcement until such time as an official interpretation can be obtained from higher authority.
- C. Shall be responsible for all pre-season clinics to comply with chapter requirements.
- D. Will conduct, review, and evaluate all critiques at their discretion or with the help of a review committee appointed by the Board of Directors.
- D. Will review and evaluate any game assignment disputes, then present evaluation to the Board of Directors for final decision.
- E. Shall administer all examinations as required by the Association.

### Article IX: IMMEDIATE PAST PRESIDENT

- A. Shall serve as a non-voting member of the Board of Directors in an advisory capacity.
- B. Shall serve as elections judge.

### Article X: ASSIGNMENT OF GAMES

- A. Procedures
  - 1. The Secretary shall prepare a pre-season letter, approved by the President, to all schools serviced or which may be serviced by the Chapter. The letter shall solicit the schedule for the coming season and have attached a list of all Chapter members. Copies of the letter will be sent to each boy's and girl's varsity coach and athletic director.
  - 2. Individual assignments shall be made at the discretion of the Secretary with the oversight of the Board of Directors. Assignments are made using the Zebra-Ware software and posted online under the Chapters web-link.

## Concho Valley Chapter TASO – Basketball Constitution and By-Laws

3. At the time the schedule is posted by the Secretary, if a member is not present at the meeting without an excused absence, has not accepted their assignment(s) on Zebra-Ware, or has not contacted the Secretary directly prior to the meeting, they shall be removed from that particular game and replaced by a member in good standing who is present at the meeting.
  4. First-year, non-transfer officials shall not be assigned to varsity games except under unique situations and approved by the Board of Directors. Unique situations shall be limited to that rare occurrence whereby a new officials natural abilities improve his/her skill level at a rapid rate and the Chapter is would not be able to cover the varsity game otherwise. Note: A one-time use of a 1<sup>st</sup> year official should not automatically raise that official to varsity status without approval of the Board of Directors.
- B. Tournaments
1. The Secretary shall prepare a separate letter to solicit tournament games for the Chapter.
  2. The Secretary will notify the President upon receipt of any tournament. The President will adjourn a special meeting with the Board of Directors whereby game assignments will be made.
  3. Members may accept tournaments on an individual basis. However, every attempt shall be made to induce coaches to use the Chapter as a group with assignments made by the Chapter.
  4. No member of this association may accept or officiate any high school or junior high tournament that pays less than UIL, or Chapter voted on single game fees per official. Fees for tournaments other than the aforementioned will be established by the Board of Directors.
  5. Members placed in charge of a tournament will coordinate with the Secretary on game assignments made, travel consideration and any problems that may arise.
- C. Playoffs
1. Post-season assignments, other than those specifically requested by name from the coaches, will be handled by a playoff committee comprised of the Board of Directors and 2 members in good standing.
  2. To be eligible for playoff assignment, members must have paid their state/local dues by March 1<sup>st</sup> prior to the current season.
  3. Playoff listings submitted to the state shall be made available upon request from a member of the Chapter.
- D. Top-25 List
1. The Board of Directors will utilize the “Preparation of the Top-25” Policy to rank the Top-25 percent of the Chapter’s officials.
  2. The Board will forward the Top-25 List to the UIL as prescribed by the above mentioned policy.

## Concho Valley Chapter TASO – Basketball Constitution and By-Laws

### Article XI: GENERAL

- A. All officials shall work games on the maximum fee basis as established by the University Interscholastic League. Each member will provide the Chapter Secretary with his/her current address, telephone number, and game schedule or availability for posting into the master schedule. It shall be the responsibility of each member to communicate to the Secretary regarding his/her specific schedule—in particular toward the end of the season during playoff time. (This pertains to varsity games.)
- B. Game fees shall be assessed as follows;
  1. A flat fee of \$60.00 will be paid by each official with payment made to the CVC Treasurer no later than the last day of December midway through the basketball season.
  2. It is the responsibility of the official to pay his/her game fees.
  3. Failure to pay game fees in a timely manner may result in removal from the game schedule until the fees are paid. This could also result in a member having to meet the Ethics Committee if the board so chooses.
- C. The Secretary's salary shall be a flat rate stipend of \$2,520.00 per basketball season. Secretarial scheduling errors resulting in a member reporting to a game-site without a game, shall result in the game fee and travel fee being deducted from the Secretary's salary and paid to the affected member.
- D. The Treasurer's salary shall be \$540.00 per basketball season.
- E. Fines are as follows; Members who have accepted games shall pay the following fines for game turn-backs; A fine of \$5.00 shall be levied for a turn-back within 7 days of an accepted, scheduled game. A fine of \$10.00 shall be levied for a game turned back within 48 hours of the game. A fine of \$20.00 shall be levied for a game turned back on the day of the scheduled game. Only one fine for each turn-back shall be levied as the fines are not cumulative. An official who no-shows for a game shall pay their scheduled partner(s) the equivalent to the UIL game fee for each game missed through the Treasurer. Exceptions to this rule can only be approved by the Board of Directors and shall only be approved for verifiable emergency situations (i.e, a death in the family, etc)
- F. Each year the President, Secretary and Director of Training shall attend the general meeting of TASO-Basketball with per diem and travel expenses paid by the Concho Valley Chapter as approved by the Board of Directors. In the event that one or both are unable to attend, the President shall appoint appropriate substitutes with the approval of the Board. Substitutes shall be responsible for imparting any pertinent information gathered at the state meeting to the general membership.
- G. Members who have served in good standing for twenty or more years shall be honored with a lifetime membership. Lifetime members shall have their local chapter dues paid by the chapter.
- H. All Chapter members shall conform to the uniform requirements of TASO while representing the Chapter in any official capacity requiring the use of the officiating uniform. Each member shall keep his/her uniform clean and neat and shall replace worn items as necessary to maintain a professional appearance.
- I. All members will notify the President and the Secretary of the ejection of any player, coach, or fan from any game officiated by that member. Notification must take place no later than 9:00 a.m. the morning following the game. TASO/UIL notification procedures will be followed as well.

## Concho Valley Chapter TASO – Basketball Constitution and By-Laws

- J. All Board meetings will be open to the general membership. Exception; the discussion of Code of Ethics violations or other subject matters deemed sensitive in nature will be held privately unless under provisions of the appeals process. To protect the privacy of Chapter members, ethics violations should be discussed near the end of the meeting and non-board members shall be asked to leave prior to the discussion taking place.
- K. The Secretary or Treasurer shall have the authority to contact area athletic directors or representatives regarding fees and travel allowances for sub-varsity basketball games.
- L. Decisions of the Board of Directors which affect the Chapter, other than those specifically covered by the Constitution and Bylaws, are binding upon the entire membership until such time as they are either accepted or rejected as amendments/bylaws to this constitution.