

BY-LAWS

ARTICLE I Terms of Office

- Section 1.*** All officers shall be elected for the terms of their office, or until successors are duly appointed.
- Section 2.*** If a vacancy occurs in an office, the President shall appoint a member of good standing to fill the unexpired term except in case of the President, which will result in the Vice President becoming President.

ARTICLE II Duties and Powers of the Officers

Section 1. Duties of the President

- A. Presides at all meetings of the organization, Executive Officers, and the Board.
- B. Appoints all committees and chairs except for the Program Committee.
- C. Is an ex-officio member of all committees except for the Election Committee.
- D. Is responsible for all negotiations on behalf of the Amarillo Basketball Officials organization.

Section 2. Duties of the Vice President

- A. Performs the duties of the President if the President is absent or incapable of serving.
- B. Serve as Program Chairman and is responsible for all programs conducted.
- C. Prepare test and make available for all members to take.

Section 3. Duties of the Varsity Secretary

- A. Maintain a complete roster of the members of the chapter. Make that roster available to such coaches, school officials, or other persons as directed by the Board by May 1st. A schedule from the coaches is requested at this time.
- B. Obtain from each school, whose schedule will be worked, a list of officials per that school's district policy. Send a follow-up notice to the coaches/schools requesting schedules from schools that have not yet sent their schedules. All this must be done by September 1st.

- C. Assist any coach or school official with their officiating needs, requests, etc.
- C. All requests for officials shall be kept in the files of the organization under the supervision of the Varsity Secretary. Officials will not be shown schools from which they have been scratched.
- D. Be responsible for making the changes in officials assigned to ball games when the initiative for the changes is originated by the coach or other authorized school official, or is originated by the Varsity Secretary himself due to a shortage of available officials, etc.
- E. The Varsity Secretary shall avoid, if possible, the use of Division V officials in Varsity games, unless requested by a coach.
- F. After schedules are received from the coaches and/or schools, the Varsity Secretary shall fill the schedules. The Board of the Chapter reserves the right to review the schedules.
- G. The Varsity Secretary shall communicate on a regular basis with the other scheduling secretaries.
- H. The Varsity Secretary will send a notice to the coaches/schools informing them of the Rules Interpretation Meeting and the fees to be charged. The scheduled game assignments will be available at or before the Interpretation Meeting.

Section 4. Duties of the Junior Varsity Secretary and Middle School Secretary

- A. Assign all non-varsity schedules.
- C. Assist the Varsity Secretary, as requested, with the preparation of the roster and accompanying materials to be provided to the coaches and with any notices.

Section 5. Duties of the Recorder

- A. Take and keep the minutes of each Board meeting and each regular meeting. Minutes of the previous meeting shall be approved at each regular meeting. Typed copies of the minutes must be made a part of the organization's permanent records, and must be available to any member in good standing upon request.
- B. Be the administrative officer of the attendance records and regulations for the organization, checks the roll at each meeting, and notifies the Board of the attendance records.
- C. Keep the Constitution and By-Laws current and provide copies of each to any member of the organization upon request.

D. Perform other duties as directed by the Board.

Section 6. Duties of the Treasurer

- A. Receive all applications for membership to the Amarillo Basketball Officials organization.
- B. Collect all dues, fines, and assessments of the Amarillo Basketball Officials organization.
- C. Be in charge of all funds for the Amarillo Basketball Officials organization.
- D. Draw up checks when presented with bills or expenses as authorized by the Board.
- E. Maintain a record of organization's funds and have it available on request by the Board.

Section 7. Duties of the Division Representatives

- A. Represent the members of their Division on the Board.
- B. Be the liaison and communicator between members of their Division and the Board.

ARTICLE III
Duties of the Board

Section 1. Enforce the Constitution and By-Laws of the Amarillo Basketball Officials organization.

- A. This includes but is not limited to:
 - 1. Enforce payment of dues, fines, and assessments of each member.
 - 2. Enforce attendance regulations.
 - 3. Enforce regulations governing uniforms and neat dress.
 - 4. Investigate any alleged violations or questionable actions, including but not limited, to requiring members of the organization to appear before the Board.
 - 5. To impose on a member, or recommend to the membership of the organization, any disciplinary action consistent with the Constitution and By-Laws.

Section 2. Quality Assurance Sampling

- A. Keep up-to-date the policies of the Amarillo Basketball Officials organization with regard to officiating games.
- B. Appoint a qualified experienced official or officials to conduct the observation and grading of working officials. Observations will be made based on the following list of priorities:
 - 1. Officials on whom there have been frequent and/or serious complaints.
 - 2. New officials.
 - 3. Other officials at random.
- C. The results of these observations and grading will be reported to the Board who shall take the appropriate action necessary to correct and/or improve poor officiating when required.
- D. The Treasurer will use designated funds to compensate the official or officials making such observations where necessary.

Section 3. Payment of Varsity, Junior Varsity, and Middle School Secretaries and Assistants

- A. For services rendered, a gratuity will be given to the assigning secretaries as determined and voted on by the Board.

Section 4. Disciplinary Actions

- A. Board Members (see Constitution, Art. IV, Section 2)
 - 1. Are accountable to the Board.
 - 2. Any time a Board member is not performing his/her duties satisfactorily, that member may be removed from office by a three-fourths (3/4) majority vote of the Board.
- B. Members
 - 1. Any member of the Amarillo Basketball Officials organization breaking any rules of the Constitution or By-Laws of the Amarillo Basketball Officials organization may be placed on probation for one year with a majority vote of the Board.
 - a. The member affected may appeal this decision to the membership of the Organization at the next scheduled meeting.
 - b. At that meeting,
 - 1) the charges will be read
 - 2) the recommendation(s) of the Board is/are reported
 - 3) discussion is held by the membership
 - 4) a vote is taken by the membership regarding the

recommendation.

- b. A majority vote of the members will sustain any recommendations of the Board.
2. The Board shall have the power to recommend to the membership of the organization that any member of the Amarillo Basketball Officials organization breaking any rules of the Constitution or By-Laws of the Amarillo Basketball Officials organization may be disciplined by suspension from membership in the organization for a period of one year or less.
 - A. The Board must notify any member charged with a violation for which suspension is recommended by certified letter. The notification shall state the charges and a request for the member to be present at the scheduled meeting in which:
 - 1) the charges will be read
 - 2) the recommendation(s) of the Board is/are reported
 - 3) discussion is held by the membership
 - 4) a vote is taken by the membership regarding the recommendation.
 - B. A majority vote of the members will sustain any recommendations of the Board except a two-thirds majority of the members present will be necessary in the case of suspension of any member.

ARTICLE IV

New members

Section 1. A new member of Amarillo Basketball Officials organization is a person officiating for the first time with the Amarillo Basketball Officials organization. This includes those who have previously officiated elsewhere.

Section 2. A new member of the Amarillo Basketball Officials organization must comply with the following:

- A. Be on a probationary status during his/her first year.
- B. Attend all training sessions conducted for new members. If they are unable to attend a scheduled training session, he/she must confer with those conducting the session(s) and make up the session(s) as soon as possible.
- C. Pass the written test on basketball rules and mechanics developed by the National Federation of State High Schools Association as modified by the Vice President of the organization.

- D. Work primarily sub-varsity games to gain experience.
- E. Keep an accurate record of all the games he/she works, noting the co-official, teams playing, score, and travel arrangements.
- F. Be in good physical condition.
- G. Adhere to all rules and regulations of the Amarillo Basketball Officials organization.

Section 3. At the end of the officiating season, the Board will:

- A. Review the officiating record of each new member for the year.
- B. Interview experienced officials with whom the new member has worked to get an appraisal of the new member's ability.
- C. Make one of the following decisions and inform the new member of its decision, provided all other qualifications have been met:
 - 1. The new member is removed from probationary status and becomes a full member of the Amarillo Basketball Officials organization.
 - 2. The new member is to continue on probationary status for another year with the Board advising him/her of a problem(s).
 - 3. The official's performance has been unacceptable and he/she can no longer be a member of the Amarillo Basketball Officials organization.

ARTICLE V

Regulations Governing Each Member

Section 1. All members are accountable to the Board and to the membership of the organization.

Section 2. All dues for each year shall be payable in advance before exams, except as set by special action of the Board.

Section 3. No official shall solicit a game or games from any coach or school officials. No official will take a schedule from any coach or school to make game assignments other than an assigning secretary. This does not include college schedules.

Section 4. Officials must wear the uniform prescribed by the Amarillo Basketball Officials organization.

Section 5. When an official accepts a game assigned by an assigning secretary, the official must fulfill the game assigned. Acceptance of the game or schedule will be considered a contract. Any change in scheduling must be approved by the Secretary that assigned that game or schedule. Failure to comply will result in disciplinary action by the assigning secretaries or the Board..

Section 6. Game and mileage fees shall be the maximum fee listed in the contest rules of the U.I.L.

Section 7. Any incident involving physical or extreme verbal abuse will be reported to the President or an assigning secretary of the Amarillo Basketball Officials organization as soon as possible after the incident occurs.

Section 8. The acceptance of membership in the Amarillo Basketball Officials organization obligates each member to observe all regulations as set forth in the Constitutions and By-Laws.

- A. Failure to do so can result in you being a member who is NOT in good standing with the organization and can result in punitive action.
- B. Examples of violations include but are not limited to:
 - 1. Failing to attend a minimum of 80% of the yearly meetings, not counting excused absences by the Reporter.
 - 2. Failing to pay his/her dues, fines, or assessments.
 - 3. Solicitations of games from school officials.
 - 4. Failure to give full cooperation to the Board in an inquiry or investigation of any matter.
 - 5. Conduct detrimental to the reputation of the Amarillo Basketball Officials organization. This includes an official attending a game as a spectator and criticizing officials calling a game.