

**ALBERTA BASKETBALL OFFICIALS ASSOCIATION**  
**SOCIETIES ACT BYLAWS**  
**2017**

**NAME OF THE ASSOCIATION**

The name of the Association shall be the Alberta Basketball Officials Association and shall be incorporated under the Societies Act, Chapter 347 RSA 1970 and amendments thereto.

**1 OBJECTIVES OF THE ASSOCIATION**

The objectives of the Association shall be:

- to represent the interests of basketball officials in the province of Alberta
- to coordinate the programs of all local officials boards
- to recruit and train officials
- to assist in educating other groups interested in basketball
- to promote full enforcement of all rules of the game in both letter and spirit
- to negotiate rates or payment in province-wide leagues, provincial and inter-provincial games and to coordinate payments for such games
- to provide local boards with a neutral mediator if requested

## **2 INTERPRETATION**

### **2.1 Association**

The terms "Association", "Organization" or "ABOA" herein used throughout shall mean and include the Alberta Basketball Officials Association.

### **2.2 Board**

The term "Board" shall refer to an organized and recognized group of members in a particular community or district.

### **2.3 Executive**

The term "Executive" shall refer to the main governing body of the ABOA, consisting of

- five (5) elected officers which include: President, Vice President, Director of Finance, Director of Officiating and Director of Member Services and Events; and
- five (5) individual appointed members which include: Director of Performance and Assessment, Director of Education, Assignor, Director of Communication and Technology, and Director of Administration.

## **3 Fiscal Year**

The fiscal year of the Association shall commence on the first day of August and end on the thirty-first day of July.

## **4 MEMBERSHIP**

### **4.1 Members of the Association**

Any person may be considered for membership in the Association. To be accepted, a candidate must adhere to the Constitution and Bylaws and meet the requirements for membership listed herein.

### **4.2 Classes of Membership**

There shall be six (6) classes of membership in this Association, namely "Active", "Associate", "Dual Provincial", "Non-working Evaluators/Assigners", "Honorary Life" and "Corporate".

#### **4.2.1 Active Members**

4.2.1.1 An active member shall

- *have an interest in the game of basketball and the spirit of its rules.*
- *be prepared to continually assess and attempt to improve their knowledge of officiating.*
- *be prepared to continually assess and attempt to improve their ability as an official and/or as an evaluator.*

- *write the ABOA rules examination each year.*
- *be recommended for membership by their local board. If there is no board in the area, application is made to the ABOA.*
- *pay the appropriate annual membership fee.*

4.2.1.2 An active member shall be entitled to a vote at meetings of the Association and hold office as a voting member of the Executive.

4.2.1.3 The ABOA may establish special types of Active Membership, which have less benefits and responsibilities than a regular Active Member does, but still retain the right to vote and hold office. The membership fee for these categories may not be lower than the fee for Associate Membership or higher than that for regular Active Membership, and would be set in accordance with Article 5.I.

#### **4.2.2 Associate Members**

4.2.2.1 An associate member shall be any player, coach or manager who has registered for associate status and who shall:

- *have an interest in the game of basketball and the spirit of its rules.*
- *pay the annual membership fee.*

4.2.2.2 An associate member shall not be entitled to a vote at meetings of the Association nor hold office as a voting member of the Executive.

#### **4.2.3 Dual Provincial Membership**

4.2.3.1 A dual provincial member shall be an active member that has a split membership with two or more provinces.

4.2.3.2 A dual provincial member shall have the same rights and responsibilities of an active member and:

- *pay the appropriate annual membership fee as agreed by both provincial boards.*

#### **4.2.4 Non-Working Evaluator/Assigner Members**

4.2.4.1 A non-working member shall be any non-active official who is a provincial or local evaluator or assigner and who has registered for non-working evaluator/assigner status and who shall:

- *have an interest in the game of basketball and the spirit of its rules.*
- *pay the annual membership fee.*

4.2.4.2. A non-working evaluator/assigner member shall not be entitled to a vote at meetings of the Association nor hold office as a voting member of the Executive.

#### **4.2.5 Honorary Life Members**

4.2.5.1 An honorary life member shall be any current or formerly active member who has been a member in good standing for a significant period of time and has been elected according to the following:

- The Association may elect an honorary life member by a unanimous vote of those present at an Annual General Meeting regularly called, provided at least five (5) days notice of the name of the person to be elected has been given each member.
- A person may be nominated at an Annual General Meeting by their local board of the ABOA. Such a nomination is to be presented by a board representative at the meeting. The board representative should be prepared to provide copies of the minutes of the executive or general meeting of their board where this nomination was approved. No seconder is required.
- A person may be nominated at an Annual General Meeting by any member of the assembly. The nomination must be seconded by five (5) members and approved by a unanimous vote of those present.

4.2.5.2 An honorary life member shall have all rights and privileges of active members but shall not be required to pay any membership fees.

#### **4.2.6 Corporate Members**

4.2.6.1 A corporate member is any organization, which does not participate in the sport but supports the Association financially by means of a cash donation, goods or services.

4.2.6.2 A corporate member shall not be entitled to a vote at meetings of the Association nor hold office.

#### **4.3 Application for Membership**

4.3.1. All applications for membership shall be made to any local board of the ABOA or to the Executive of the ABOA.

#### **4.4 Good Standing**

4.4.1 Any member of the Association, who has paid the respective fees for the current financial year of the Association, and who complies with the bylaws, policies and code of ethics shall be held in 'good standing'.

4.4.2 Any member of the Association who is found guilty of intentionally violating the Constitution or Bylaws shall no longer be considered to be in good standing.

#### **4.5 *Withdrawal for Membership***

4.5.1 Any person may withdraw from the Association by submitting the intention to withdraw in writing to the President of the Association. Such withdrawal shall take effect upon receipt by the Association of such notice.

4.5.2 A person who withdraws is still liable for any debts to the Association but shall not be entitled to any of the privileges offered by the Association. No refunds will be provided for unused portions of the membership fees.

#### **4.6 *Suspension or Expulsion from Membership***

4.6.1 Any member of the Association who is found guilty of gross neglect of duty or of behavior that is likely to bring discredit to the Association may be suspended or expelled by a two thirds affirmative vote of the Executive. The member shall receive written notification from the Director of Administration.

4.6.2 The member who is the subject of the proposed resolution for expulsion shall be given an opportunity to be heard at the Executive meeting before the resolution is put to a vote.

4.6.3 The member may appeal their suspension to the Grievance Committee provided written notice of this appeal is presented to the President within 30 days of notification of suspension, supported by the signatures of three members in good standing.

### **5 MEMBERSHIP FEES**

#### **5.1 Annual Fees**

The annual fees for the respective classes of membership shall be those in force and as adopted by the Association at a General Meeting called in accordance with these bylaws.

### **6 PRIVILEGES AND OBLIGATIONS OF MEMBERS**

#### **6.1 Voting Rights**

Each active member shall have the right to vote and only active members shall hold office as an executive member and only active members ~~and dual provincial~~ shall have any interest in the funds of the Association.

#### **6.2 Liability of Members**

No member of the Association is liable for any debt or liability of the Association in an individual capacity.

## **7 BOARDS**

### **7.1 Formation of a Board**

- 7.1.1 A group of officials in a given community or area may apply to the ABOA for a board membership for the current year by submitting a written request to the Director of Administration. This request should include a list of the local officers and their titles.
- 7.1.2 The Executive will review the application and written notification of the acceptance will be sent to the president or commissioner of the local board.
- 7.1.3 To be recognized by the ABOA as a board, each board must contain a minimum of six active ABOA members.
- 7.1.4 To be recognized by the ABOA as a board, all board executive members must be ABOA members.
- 7.1.5 To be recognized as a board, the board must agree to assign games only to ABOA members meeting all of the criteria (as stated in this Constitution and the Policy Manual) of the level being assigned.

### **7.2 Individual membership**

Officials may hold membership in the ABOA as individuals or as members of a local board. If there is an organized board in their area, the official must be a member of that board.

### **7.3 Dual Membership**

- 7.3.1 A member may hold membership in two different boards if approved in writing by both local executives. There is no extra charge for such dual membership.
- 7.3.2 The ABOA executive must be notified in writing by each local executive of all such dual memberships.

## **8 MEETINGS**

### **8.1 General Meetings**

- 8.1.1 The Annual General Meeting of the Association shall be held in the month of April or May in each year at such a place and time as may be determined by the Executive.
- 8.1.2 The Executive may call other general meetings as deemed necessary.

### **8.2 Special General Meetings**

- 8.2.1 A Special General Meeting may be held to challenge an amendment made to the policies of the ABOA at an Executive Meeting. In order for a Special General Meeting to be called, a written request must be submitted by fifteen (15) % of the active members of the ABOA, stating the policy or policies to be considered.

- 8.2.2 The Special General Meeting shall be called for a date not more than forty-five (45) days after receipt of the request (proper notice of meeting is required – see Article 8.3.1).
- 8.2.3 No other business may be considered at a Special General Meeting, other than that presented in the written request or in the notice calling the meeting.
- 8.2.4 Such a request may only be granted if no General Meeting is scheduled within sixty (60) days of receipt of the request.
- 8.2.5 Requests received from the time of adjournment of the Annual General Meeting until (and including) August 31 shall be deemed to be received on September 1 for purposes of this section (8.2).

### **8.3 Notice of Meeting**

- 8.3.1 Notice of the time and place of all meetings of the Association and general nature of the business to be transacted shall be communicated to voting members in writing at least twenty-one (21) days before the holding of any ordinary or extraordinary general meeting; provided always and subject to the provisions of the "Societies Act" that meeting of members either ordinary or extraordinary may be held at any time or place without such notice if each of the active members either consents to the holding of the meeting or is present thereat. Members may also by writing, waive notice of ordinary and extraordinary meetings of the members.
- 8.3.2 No error or omission in giving notice of any annual or other general meeting or any such adjourned meeting shall invalidate such meeting or may void proceedings taken thereat and any member may at any time waive notice of any such meeting and may ratify, approve and confirm any or all proceedings take or had thereat.

### **8.4 Adjournment**

- 8.4.1 Any meetings of the Association or the Executive may be adjourned to any time and such business may be transacted at such adjourned meeting as might have been transacted at the original meeting from which such adjournment took place. No notice shall be required of any such adjournment or adjourned meeting.

### **8.5 Quorum**

- 8.5.1 A quorum for the transaction of business at any meeting of members shall consist of not less than ten (10) % of the active members of the Association present and not less than three (3) executive members of the Association present at any duly called meeting.
- 8.5.2 If at least three Boards are represented at a meeting where any of the criteria in a) are not met, the Chair may, at their discretion, rule that a cross-section of ABOA members is present and that this is sufficient to meet the requirements of a quorum. Such a meeting would proceed as if all the requirements in a) had been met.

## **8.6 Cancellation**

If after thirty (30) minutes of the proposed time of the commencement of the meeting, a quorum of the meeting is not present, the meeting shall be cancelled. If at the next meeting a quorum is not present after thirty minutes, the meeting should proceed. The quorum for this meeting shall be fifty (50) % of those members present.

## **9 EXECUTIVE**

### ***9.1 Members of the Executive***

9.1.1 The affairs of the Association shall be managed by an Executive which shall include President, Vice President, Director of Finance, Director of Officiating, Director of Member Services and Events, Director of Administration, Director of Performance and Assessment, Director of Education, Director of Communication and Technology, and Assignor.

9.1.2 The Executive may appoint any number of members of the Association to the Executive as non-voting members for any reason to assist with the affairs of the Association. All such members will serve at the pleasure of the Executive until the next Annual General Meeting.

### **9.2 Qualification of Directors**

The qualification for an Executive member shall be coincident with qualifications for active membership in the Association.

### **9.3 Remuneration of Executive Members**

Members of the Executive shall receive such remuneration for services rendered, as the members of the Association shall decide upon at a general meeting regularly called.

### ***9.4 Resignations and Vacancies***

9.4.1 If any member of the Executive shall resign office, or without reasonable excuse is absent from three (3) or more executive meetings or be expelled from the Association, the Executive may declare the position vacant and may appoint a successor to hold office until the next Annual General Meeting. Procedures for removing an executive member shall be the same as Article 4.6.

9.4.2 Vacancies on the Executive, however caused, may so long as a quorum of executive members remains in office be filled by the Executive from among the active members of the Association, if they shall see fit to do so; otherwise such vacancy shall be filled at the next Annual General Meeting, but if there is not a quorum of executive members, the remaining executive members shall forthwith call a meeting of the members to fill the vacancy.

### **9.5 Quorum**

Any six (6) executive members present at a properly called meeting of the Executive shall constitute a quorum.

### **9.6 Administration**

The members of the Executive may administer the affairs of the Association in all things and make or cause to be made for the Association, in its name, any kind of contract which this Association may lawfully enter into and may exercise as this Association is by its Constitution or otherwise authorized to exercise and do.

### **9.7 Executive Meetings**

9.7.1 The Executive shall meet in conjunction with any General Meeting and at such times as are necessary to manage the affairs of the ABOA.

9.7.2 A Special Executive Meeting may be held by submission of a written request signed by ten (10) members of the ABOA, stating the business to be considered. In such cases, the Executive shall meet within fourteen (14) days.

### **9.8 Questions**

Questions at any meeting of the Executive shall be decided by a majority of votes. In the event of a tie vote, the President shall cast the deciding vote.

### **9.9 Resolution**

A resolution in writing signed by all members of the Executive shall be valid and effectual as if it had been passed at a meeting of the Executive duly called and constituted.

### **9.10 Borrowing Powers**

No money shall be borrowed by this Association without the sanction of a resolution of the Executive, which must be passed unanimously by those executive members in attendance at a properly called meeting. In the event that a Borrowing Resolution is passed unanimously, the resolution must be brought back to the next meeting of the Executive at which time the majority decision of the Executive in favor of the Borrowing Resolution shall be satisfactory.

### **9.11 Banking**

The Executive shall decide upon the Bank or Trust Company in which the funds of the Association shall be deposited, and execute the necessary banking authorization.

### **9.12 Signing Officers**

The signing officers of the Association shall be any two of the following: President, Vice President, and Director of Finance.

### **9.13 Bonding**

The Director of Finance shall, if required by the Executive, be bonded in such amount as may be required by the Executive. Other members may be bonded, as the Executive may consider necessary cost of all such bonds shall be paid by the Association.

### **9.14 Liability**

The Executive and each of them shall not be liable for any action taken or omitted by them in good faith or for the acts of any agent, employee or attorney selected by the Executive with reasonable care.

## **10 VOTING**

### **10.1 Eligibility**

Every Active member of the Association may possess one vote in the affairs of the Association.

### **10.2 Method**

Voting at all meetings of the Association shall be by show of hands. However any member may demand, on election, that a secret ballot be taken and upon such a demand, the Chairperson shall ensure it is carried out. Proxy voting is not permitted.

### **10.3 Majority**

In all affairs of the Association, other than amendments to the Constitution and special resolution and elections, a simple majority is sufficient to confirm any motion or resolution.

## **11 ELECTION OF OFFICERS**

### **11.1 Vacancies**

Any vacancies occurring amongst the offices of the Associations will be filled by an appointment by the Executive and ratified at the next General Meeting. In the case of the death, resignation or expulsion of the President, the Vice President shall assume the office until the end of that term.

### **11.2 Office**

The elected officers shall assume office at the conclusion of the voting and close of the meeting.

### **11.3 Nominations**

11.3.1 A nominating committee shall be appointed by the President before the Annual General Meeting and be chaired by the Vice President. This committee shall prepare a slate of officers for the coming election. This list of officers shall be circulated to the members along with the notification of the meeting.

11.3.2 Nominations will be accepted from the floor at the Annual General Meeting if duly seconded.

### **11.4 Positions to be filled**

In an Association year ending in an even numbered calendar year the members shall elect a Director of Officiating and a Director of Member Services and Events. In an Association year ending in an odd numbered calendar year the members shall elect a President, a Vice President and a Director of Finance.

### **11.5 Terms of Office**

All terms of office shall be for two (2) years.

### **11.6 Lack of Nomination**

If there are no nominations forthcoming for a certain position, the retiring officer may be asked to assume the position for another year. If that is not possible, the Executive may appoint some member to the office.

### **11.7 Separate Election**

11.7.1 There shall be a separate election for each vacant position and the candidate to receive a majority of the votes shall be declared elected. If this does not occur on the first ballot, the person with the fewest votes will be dropped for the next ballot. Balloting will continue under this procedure until some person has majority of the ballots cast.

11.7.2 The order of voting shall be President, Vice President and Director of Finance when these positions are contested and Director of Officiating and Director of Member Services and Events when these positions are contested.

### **11.8 Election by Acclamation**

If there is only one candidate for a position, that candidate will be declared elected.

### **11.9 Appointment**

11.9.1 Upon being elected, the President shall appoint an active member of the Association to serve as Director of Administration.

11.9.2 The Assignor and Director of Education shall be appointed in even numbered years as soon as possible after the Annual General Meeting.

11.9.3 The Director of Performance and Assessment and Director of Communication and Technology shall be appointed in odd numbered years as soon as possible after the Annual General Meeting.

## **12 DUTIES AND POWERS OF OFFICERS**

### **12.1 The Executive**

12.1.1 The responsibilities of the Executive include, but are not limited to:

- Promoting the objectives of the Association.
- Making policies for managing and operating the Association.
- Overseeing skills development and certification of members.
- Managing the day-to-day business and financial matters of the ABOA prudently.

- Maintaining the financial and other records and correspondence of the ABOA.
- Approving all contracts with provincial associations for the provision of officials and other contracts as required.
- Liaising with Basketball Alberta, Canadian Association of Basketball Officials (“CABO”) and Canadian Basketball Officials Commission (“CBOC”) and other organizations as required.
- Selecting and/or nominating officials to provincial and national championships and other inter provincial special events.
- Issuing charters for each local board and settle any jurisdictional disputes that may arise between boards.
- Maintaining a register of the membership and promoting membership in the Association.
- Appointing three (3) executive members to be signing officers of the ABOA and assuring double signing of all expenditures.
- Communicating the affairs of the ABOA to the membership.
- Managing the risks of the ABOA and its members.

12.1.2 The members of the Executive are responsible for the activities of their area as outlined below and as such they shall chair all meetings related to the area and ensure that minutes of these meetings are made.

12.1.3 If necessary they will also establish committees to administer the affairs of their area (committee members are to be selected by the executive member and approved by the Executive).

12.1.4 See to the recruiting of volunteers to fulfill positions on the committee.

12.1.5 Ensure that all major decisions are presented to the Executive for ratification.

12.1.6 Deliver to their successor in office, all books, records, documents and any such property belonging to the ABOA for which they may be accountable.

12.1.7 Be responsible for undertaking any reasonable duties the Executive may request of him/her.

## **12.2 Duties of the President**

The President will:

12.2.1 Preside over all meetings of the Association and, in association with the Director of Administration, call and prepare the agenda for all meetings.

12.2.2 Be an ex-officio member of all committees.

12.2.3 Follow the overall interests of the Association.

12.2.4 Be the official spokesperson for the Association and act as its official representative, or designate another executive member as required, to all other related organizations to represent the affairs of the Association.

12.2.5 Facilitate regular communications with local board representatives.

12.2.6 See that the several provisions of the Constitution and Bylaws are enforced.

12.2.7 Be responsible for ensuring that all resolutions or motions passed by the membership or Executive are carried out.

### **12.3 Duties of the Vice President**

The Vice President will:

12.3.1 Assume the duties of the President in their absence.

12.3.2 Succeed the President in case of the formers' resignation or death for the remainder of the term.

12.3.3 Address grievances between officials, players and coaches, and clients and officials, and implement dispute resolution as required.

12.3.4 Acts as chair of any discipline or Grievance Committee as necessary.

12.3.5 Regularly review the Constitution and Bylaws and ensure that these documents reflect the current purposes and satisfy the present requirements of the ABOA.

12.3.6 Acts as chair of the Nominating Committee to search for suitable individuals to run for executive positions.

12.3.7 Oversee the annual ABOA awards selection and presentation, ABOA educational scholarship process, and honorary life member recommendations.

### **12.4 Duties of Director of Finance**

The Director of Finance will:

12.4.1 Keep the financial records of the Association in order.

12.4.2 Oversee all financial operations, recording, collection and payment of revenues and expenses of the Association.

- 12.4.3 Prepare and present a full detailed account of receipts and disbursements to the Executive as requested, and to the Association membership at the Annual General Meeting.
- 12.4.4 Be responsible for ensuring that funds are used in accordance with any spending restrictions that are placed upon them by granting or funding agencies or institutions.
- 12.4.5 Be responsible for investing funds in conservative and secure instruments as may be determined by the Executive.
- 12.4.6 Ensure that the annual audit of the Association is carried out by the individual or company appointed by the Executive within sixty (60) days of the end of the financial year.
- 12.4.7 Lead contract negotiations with stakeholders and oversee development of fee schedules with clients/leagues.
- 12.4.8 Act as a consultant in establishing the annual budget, and notify the Executive as to the funds spent or income generated in each portfolio to assist with forecasting.

### **12.5 Duties of the Director of Officiating**

The Director of Officiating will:

- 12.5.1 Oversee education, training, and development pathways of ABOA officials.
- 12.5.2 Administer and guide the ABOA officiating standards of excellence.
- 12.5.3 Lead and coordinate ABOA performance and assessment strategy.
- 12.5.4 Set the framework for all ABOA assignments and supervise their delivery.
- 12.5.5 Support and maintain records for any national official's certification programs.
- 12.5.6 Oversee the writing of the annual recognized accreditation exam.
- 12.5.7 Represent ABOA's interest to national bodies and organizations.

### **12.6 Duties of the Director of Member Services and Events**

The Director of Member Services and Events will:

- 12.6.1 Serve in an advisory position to the Executive.
- 12.6.2 Promote ABOA services to its membership and other stakeholders.
- 12.6.3 Enhance services to the membership.

12.6.4 Organize and handle event logistics.

12.6.5 Facilitate member engagement and foster positive relationships.

12.6.6 Manage membership recruitment and retention.

12.6.7 Promote the ABOA brand, as well as manage all promotional materials.

### **12.7 Duties of the Director of Administration**

The Director of Administration will:

12.7.1 Serve in an advisory position to the Executive.

12.7.2 Prepare and distribute all meeting notices and agendas in consultation with the President.

12.7.3 Keep record of all meetings.

12.7.4 Take and distribute the minutes of all meetings of the Association.

12.7.5 Be in charge of the correspondence of the ABOA.

12.7.6 Maintain and manage all Association records, documents, signing authorities, list of members of the Executive, website domain and administration, usernames and passwords.

12.7.7 Maintain official register of the Association.

### **12.8 Duties of the Director of Performance and Assessment**

The Director of Performance and Assessment will:

12.8.1 Serve in an advisory position to the Executive.

12.8.2 Manage and carry out ABOA performance and assessment strategy.

12.8.3 Train and coordinate ABOA assigners, evaluators, and observers from across the province.

12.8.4 Act as chair of the Assignment/Evaluation Committee including three or more evaluators from across the province.

12.8.5 Oversee the selection and recommendation of ABOA appointments for all provincial and national tournament assignments under ABOA jurisdiction to be ratified by the ABOA Executive.

12.8.6 Assign tournament commissioners for all tournaments under ABOA jurisdiction.

12.8.7 Represent ABOA's interest to national organizations and bodies.

### **12.9 Duties of the Director of Education**

The Director of Education will:

12.9.1 Serve in an advisory position to the Executive.

12.9.2 Deliver ABOA's educational programs and materials.

12.9.3 Liaise with the provincial and national stakeholders.

12.9.4 Facilitate the writing of the annual recognized accreditation exam.

### **12.10 The Duties of the Director of Communication and Technology**

The Director of Communication and Technology will:

12.10.1 Serve in an advisory position to the Executive.

12.10.2 Prepare and execute communications to members, prospective members and other stakeholders.

12.10.3 Utilize and maintain technology, social media, and web-based systems.

### **12.11 Duties of the Assignor**

The Assignor will:

12.11.1 Serve in an advisory position to the Executive.

12.11.2 Assign Alberta Colleges Athletic Conference ("ACAC") pre-season, regular season, and playoff game officials under the framework set forth by the Director of Officiating in conjunction with the Director of Performance and Assessment.

12.11.3 Maintain accurate records for billing and reporting to the Executive.

## **13 COMMITTEES**

### **13.1 Standing Committees**

The standing committees of the ABOA shall be appointed by the President with the approval of the Executive. The size of each committee is at the discretion of the President but must be ratified by the Executive at its next meeting.

The standing committees may include the Assignment/Evaluation Committee, the Nominating Committee, the Grievance Committee and other Special Purpose Committees as necessary.

### **13.2 Duties of Committees**

The duties of the standing committees shall be as outlined in the attached Policies of the Association.

## **14 ASSIGNMENTS**

### **14.1 Responsibility**

Assignments of members to all provincial tournaments, province-wide league playoff and out-of province games including inter-provincial and national games shall be arranged through the Assignment/Evaluation Committee subject to approval in principle by the Executive. Requests for Alberta officials for the above-mentioned games shall be made by means of a written request addressed to the Director of Performance and Assessment.

### **14.2 National Appointments**

To be nominated for national appointments, a member must meet the requirements as set out by CABO and/or CBOC.

### **14.3 Unauthorized Assignments**

Any member of the ABOA who accepts a game assignment other than through his local board or authorized by the ABOA shall be liable to disciplinary action that may include suspension of membership privileges.

## **15 PROVINCIAL EXAM**

### **15.1 Provincial Exam**

15.1.1 The ABOA shall conduct a written examination each year as a means of assessing officials.

15.1.2 This examination is one of the criteria of membership.

## **16 PROVINCIAL CLINICS**

### **16.1 Provincial Clinic and Webinars**

The ABOA shall hold an official's clinic and/or webinar on rules and floor mechanics as required and/or requested.

### **16.2 Local Clinics**

16.2.1 Local boards may hold their own clinics as they see fit.

16.2.2 The ABOA may assist local boards in arranging clinics, providing knowledgeable officials to lead them and providing teaching materials.

### **16.3 Requests for Clinics**

- 16.3.1 Any member of the ABOA who arranges a clinic without the written permission of the President or Director of Officiating shall be liable to disciplinary action including suspension of membership. This does not apply to clinics conducted by local boards in their own district
- 16.3.2 The Director of Officiating shall approve all requests for clinics out of the province of Alberta. Any member who is asked to hold such a clinic is responsible for notifying the Director of Officiating in writing or is liable to disciplinary action including suspension of membership.
- 16.3.3 Requests for clinics should be directed to the ABOA who will then arrange the clinic with the requesting party using clinicians supplied by the ABOA.

## **17 GRIEVANCES AND DISCIPLINE**

### **17.1 Responsibility**

Grievances by officials or leagues shall be handled by local boards in matters of local concern and by the ABOA Executive on matters of provincial concern.

### **17.2 Procedure**

- 17.2.1 Grievances should be in the form of a letter to the Vice President, outlining the pertinent facts.
- 17.2.2 The Vice President, in consultation with the Executive, shall make a ruling and notify the plaintiff in writing as soon as possible.

## **18 RECOMMENDED RATES OF PAYMENT**

### **18.1 Game Fees**

- 18.1.1 The ABOA is responsible for establishing rates for ACAC games as well as provincial high school playoffs and any Basketball Alberta sponsored tournaments.
- 18.1.2 The Executive shall present recommended rates to the Annual General Meeting.

### **18.2 Travel Expenses**

The Executive shall present a list of recommended payments for meals, mileage and accommodation to the Annual General Meeting.

### **18.3 Clinicians Fees**

The Executive shall present a list of recommended payments for clinician's fees to the Annual General Meeting.

## **18.4 Approval**

All recommended rate and fees must be endorsed at the Annual General Meeting by the membership.

## **19 RELATIONSHIP TO OTHER ASSOCIATIONS**

### ***19.1 Relationship to Basketball Alberta ("BA")***

19.1.1 BA is the official representative body for the sport of basketball in Alberta. It is the only body recognized by the government in terms of financial support.

19.1.2 The President shall be the representative of the ABOA to BA. They may appoint another member to take their place at BA meetings if they are unable to attend.

### ***19.2 Relationship to Canadian Association of Basketball Officials (CABO) and Canada Basketball Officials Commission (CBOC)***

19.2.1 All active members of the ABOA shall automatically be members of CABO and their CABO membership fee is included in the ABOA membership fee. By privilege of CABO membership all active members of the ABOA will automatically be members of Canada Basketball and CBOC.

19.2.2 CABO or CBOC is responsible for selection of all officials for national appointments. These assignments are requested through ABOA and recommendations are made to CABO or CBOC respectively, through the Assignment/Evaluation Committee of the ABOA.

## **20 FINANCES OF THE ASSOCIATION**

### **20.1 Responsibility**

The Director of Finance will be responsible for the financial operation of the Association.

### ***20.2 The Audit***

20.2.1 The Association shall prepare an annual Audit for presentation to the membership and the Registrar of Companies within 60 days of the end of the fiscal year.

20.2.2 The Executive will appoint auditors for the ensuing year. Such appointment is for a one year term.

20.2.3 After presentation of the Audited financial statements at the Annual General Meeting, it must be submitted to the Registrar of Companies within twenty-one (21) days.

### ***20.3 Disposal of Funds***

20.3.1 All monies received by or on behalf of the Association shall be deposited in the accounts of the Association, which should be housed in chartered banks or trust companies.

20.3.2 Cheques signed by two of the following shall make all disbursements: the President, the Vice President or the Director of Finance.

## **21 BORROWING POWERS OF THE ASSOCIATION**

### **21.1 Borrowing of Funds**

The Executive may, with the approval of a majority of the members present at a General Meeting of the Association, borrow funds for the benefit and further development of the Association.

### **21.2 Exercise of Borrowing Power**

For the purpose of carrying out the objects of the Association, the Executive may borrow money on the credit of the Association.

21.2.1.1 issue, sell or pledge securities of the Association.

21.2.1.2 charge, mortgage, hypothecate or pledge all or any part of the real and personal property of the Association including book debts, rights, powers, franchises or undertaking, to secure any securities or any monies borrowed or other debt, or any other obligation or liability of the Association.

## **22 FUNDS OF THE ASSOCIATION**

### **22.1 Application**

All monies shall be applied towards carrying out the objects of the Association, in accordance with the direction of the Executive.

### **22.2 Dissolution**

In the event of dissolution of the Association, all net funds of the Association shall be returned to the member Boards of the Association on a pro rated basis by membership

## **23 BANKING**

### **23.1 Accounts**

Accounts in the name of the ABOA shall be opened up in such banks and trust companies as may be determined by the Executive and all monies received on behalf of the Association shall be forthwith deposited under the direction of the Director of Finance.

## **24 EMBLEM**

### **24.1 Emblem**

The Executive may from time to time adopt any mark, design, device or symbol or emblem for use by the Association.

## **25 SEAL AND EXAMINATION OF BOOKS AND RECORDS**

### **25.1 Seal**

The Executive may adopt a seal, which shall be the common seal of the Association and may by resolution provide for its custody and use.

### **25.2 Time and Place**

The Executive shall determine whether and to what extent and at what times and places and under what conditions or regulation the accounts and books of the Association shall be open to inspection of members not on the Executive, and no member (not on the Executive) shall have any right of inspecting any account or book or documents of the Association except as conferred by a bylaw or authorized by the Executive or by resolution of the members whether previous notice thereof has been given or not.

## **26 CONDUCT OF AFFAIRS OF ASSOCIATION**

### **26.1 Rules of Order**

All meetings of the Association will be conducted in accordance with Robert's Rules of Order, Newly Revised.

## **27 AMENDMENTS**

### **27.1 Amendments to the Constitution**

27.1.1 The bylaws of the Association shall not be rescinded, altered or added to except by special resolution of the Association.

27.1.2 "Special resolution" means:

27.1.2.1 a resolution passed at a General Meeting of which not less than twenty-one (21) days notice specifying the intention to propose the resolution has been duly given, and by the vote of not less than 75% of those members who, if entitled to do so, vote in person..

27.1.2.2 a resolution proposed and passed as a special resolution at a General Meeting of which less than twenty-one (21) days notice has been given, if all the members entitled to attend and vote at the General Meeting so agree, or,

27.1.2.3 a resolution consented to in writing by all the members who would have been entitled at a General Meeting to vote on the resolution in person.

## **28 POLICIES**

### **28.1 Policies**

The appendices attached to these bylaws are the working policies of the ABOA. They shall be considered binding on all members.

The policies of the ABOA may be amended by a majority vote of the Executive subject to ratification at the next General Meeting.