



**CBOA**

CALGARY BASKETBALL OFFICIALS ASSOCIATION  
CONSTITUTION & BY-LAWS



## CBOA Constitution (By-Laws)

### [Article 1: Name](#)

### [Article 2: Terms of Reference](#)

### [Article 3: Objectives](#)

### [Article 4: Membership](#)

#### [4.3 Code of Conduct](#)

#### [4.4 Meeting Performance Standards](#)

#### [4.5 Membership](#)

##### [4.5.1 Active Membership](#)

##### [4.5.2 Tenure of Membership](#)

##### [4.5.3 Associate Membership](#)

##### [4.5.4 Honorary Membership](#)

##### [4.5.6 Life Membership](#)

#### [4.6 Representation](#)

### [Article 5: Discipline and Grievance](#)

#### [5.1 Disciplinary Action](#)

#### [5.2 Grievance of Disciplinary Action](#)

#### [5.3 Membership Committee](#)

### [Article 6: Executive](#)

#### [6.1 Officers](#)

#### [6.2 Powers](#)

#### [6.3 Meetings](#)

#### [6.4 Special Meetings](#)

#### [6.5 Election of Officers](#)

#### [6.6 Tenure](#)

#### [6.7 Resignation of Officer](#)

#### [6.8 Removal of Officer](#)

#### [6.9 By-elections](#)

### [Article 7: Duties of the Executive](#)

#### [7.1 President](#)

#### [7.2 Past President](#)

#### [7.3 Vice President](#)

#### [7.4 Secretary](#)



## CBOA Constitution (By-Laws)

[7.5 Director of Finance](#)

[7.6 Director of Performance and Assessment](#)

[7.7 Director of Referee Development](#)

[7.8 Director of Member Services](#)

[7.9 Assignor](#)

[7.10 Digital Services Coordinator](#)

### [Article 8: Committees](#)

[8.1 Standing Committees](#)

[8.2 Constitution Committee](#)

[8.3 Education Committee](#)

[8.4 Evaluation Committee](#)

[8.5 Finance Committee](#)

### [Article 9: General Meetings](#)

[9.1 General Meetings](#)

[9.2 Annual General Meeting](#)

[9.3 Special Meetings](#)

[9.4 Notices of Meetings](#)

[9.5 Procedure](#)

[9.6 Attendance](#)

### [Article 10: Fiscal Year](#)

### [Article 11: Finances](#)

[11.1 Responsibility](#)

[11.2 Banking](#)

[11.3 Signing Authority](#)

[11.4 Liability](#)

### [Article 12: Emblem](#)

### [Article 13: Rules of Order](#)

### [Article 14: Amendment of Constitution](#)

### [Article 15: Amendment of Policies](#)

[Appendix of Definitions](#)



## Article 1: Name

The name of the Association shall be the Calgary Basketball Officials Association which herein may be referred to as the Association or the CBOA.

## Article 2: Terms of Reference

This Constitution outlines the basic principles of the CBOA. Operating policies are appended.

## Article 3: Objectives

3.1 The objectives of the CBOA shall be to:

- represent basketball officials in the City of Calgary.
- coordinate activities with other basketball organizations.
- recruit and train basketball officials.
- promote consistent, professional behaviour by all officials.
- assign qualified officials to games upon request.
- coordinate payments for games assigned.



## Article 4: Membership

4.1 Any person of good character may be considered for membership.

4.2 To maintain membership, a member must each year:

- abide by the Constitution and policies of the Association, including the CBOA Code of Conduct (4.3).
  - be active in the affairs of the Association.
  - maintain membership in the ABOA.
  - pay the annual membership fee.
  - attempt to improve their ability as an official.
  - be approved by the membership committee.
  - sign an annual membership agreement.

### 4.3 Code of Conduct

4.3.1 The role of the official does not begin and end with entry on to and exit from the basketball court. We have an obligation to the game of basketball, our peers and ourselves to conduct ourselves in a certain manner at all times.

4.3.2 Officials of the CBOA shall:

- not make any remarks that would cause the reputation of the CBOA or ABOA any damage;
- put forth their best effort in each game, regardless of the level;
- always show respect for the rights and privileges of the players, coaches and fans;
- study and continue to improve their knowledge of the rules for each league that they officiate;



- be unquestionably impartial and always represent themselves and the rules of the game as fairly and as accurately as possible;
- represent themselves as professionally as possible in physical appearance and conditioning;
- understand that the use of alcohol and recreational use of drugs is totally unacceptable on game days before the games;
- be respectful and supportive of other CBOA members on and off the court whether an official, spectator, player or coach;
- accept the fact that they will make mistakes. They will do all that they can to prevent this learning process from frustrating them, or affecting their performance and professionalism;
- do all that they can contribute to the growth of the CBOA and its officials through support, encouragement and a positive attitude.
- Respect constructive feedback received from the evaluation committee and assignor;
- Work with the evaluation committee and the assignor to maintain a mutually accepted rating level;
- not solicit or accept games from any coach, league, or league representative without CBOA clearance;
- not accept games from outside CBOA /ABOA approved sources that will interfere with their CBOA assignments.

4.3.3 Membership in the CBOA indicates acceptance of this code of conduct.

- Breach of this code of conduct is cause for disciplinary action with the understanding that such action will be performed with the same level of respect and dignity that is implied within the code. It is understood that officials are people too, and they are subject to the same emotional and physical influences as anyone. The fact that we are paid for our expertise while officiating leads to the understanding that we must do all that we can to not allow these influences to diminish the level of conduct anticipated by and expressed in the above code of conduct.



## 4.4 Meeting Performance Standards

4.4.1 Concerns raised to the CBOA Executive directly, or via the Assignor regarding an individual member's ability to successfully officiate games, the concern will be addressed by the Director of Performance and Assessment.

4.4.2 The Director of Performance and Assessment will investigate if the concerns are deemed significant or if there are repeated concerns raised. The Director of Performance and Assessment may seek input from the President, Vice President or Assignor to confirm if the concerns raised are related to performance (which the Director of Performance and Assessment will investigate) or concerns related to professionalism or conduct (which the Vice President will investigate).

4.4.3 The Director of Performance and Assessment shall complete the following steps regarding performance related concerns:

- The official will be notified in writing that there is a concern with their performance.
- The Director of Performance and Assessment shall make arrangements for the official to have a formal evaluation completed.
- The results of the evaluation will be communicated to the official. If there are concerns raised, the Director of Performance and Assessment will outline improvements that are required by the official, and a date for a re-evaluation will be set. If appropriate, the official may be referred to the Director of Referee Development for supplementary training or mentoring.
- A second formal evaluation will be completed within 6 months of the official receiving the results of their initial evaluation.
- If the performance issue has been resolved, no further action is required.
- If the identified performance issues persist, and the official is not meeting performance standards, the official may be referred to the



Director of Referee Development for further training or mentoring, or brought forward to the Membership Committee for review.

## 4.5 Membership

### 4.5.1 Active Membership

privileges of active membership are:

- attendance at Association meetings.
- voting at Association meetings.
- holding elected office in the Association.
- assignment to games by the Association.

### 4.5.2 Tenure of Membership

The membership year shall be the calendar year. Privileges begin immediately when all membership requirements are met. A member may withdraw from membership at any time by writing to the Secretary. Privileges may be suspended for cause, pending review. Privileges may be withdrawn permanently after consideration by the Membership Committee and approval by the Executive. Grounds shall be the same as for suspension, usually offences of a recurring nature, or when the member cannot satisfy the committee that their behaviour will change. Any member that is suspended by the ABOA at any level(s), the CBOA will extend that suspension to include all games at (those) level(s) assigned by the CBOA. Said suspension would end upon reinstatement by the ABOA.

### 4.5.3 Associate Membership

An official may be granted associate membership on the recommendation of the Membership Committee if they have not yet met all of the



membership requirements. Associate members may receive assignments only if no qualified member is available. They may attend general meetings but may not vote. They may participate in committees but may not hold elected office.

#### 4.5.4 Honorary Membership

Honorary membership may be granted to any person whose interest in basketball warrants recognition by the Association. Such membership will be granted for a one year term by the Executive. An honorary member has the same privileges as an associate member but may not receive assignments.

#### 4.5.6 Life Membership

Life membership may be granted to any person who has been a member of the Association for a minimum of five years, who has made an outstanding contribution to its affairs, and who has not actively officiated for at least one season. Such membership will be granted upon passage of a motion at any general meeting. A life member shall have the same privileges as an associate member but may not receive assignments.

### 4.6 Representation

No member shall enter into negotiation or correspondence as a representative of the CBOA with any person or group regarding officiating without the express consent of the President or the Executive.



## Article 5: Discipline and Grievance

### 5.1 Disciplinary Action

The Vice President, with input from the Executive, may take disciplinary action against a member within the bounds of the Constitution and subject to review by the Membership Committee. If deemed necessary, the President may take interim disciplinary action against a member until the next executive meeting. Disciplinary action shall be communicated in writing to the member within twenty-four (24) hours of confirmation by the Executive.

### 5.2 Grievance of Disciplinary Action

A member may request a grievance review of any disciplinary action taken by the Executive. The member must first notify the Vice President verbally or in writing of their intent to request a review within 72 hours of being informed of disciplinary action. The member filing the grievance must confirm the request in writing, with this document being received by the Vice President within seven days of being informed of disciplinary action.

The Membership Committee shall commence a hearing on the grievance within two (2) weeks of the grievance being confirmed. The member in question is entitled to attend the hearing, with assistance from the CBOA Director of Member Services as needed. The Membership Committee shall make recommendations to the Vice President within five (5) days after the hearing. Ratification of that recommendation by the Executive shall occur within two weeks of receiving it.

### 5.3 Membership Committee

The Membership Committee shall consist of no fewer than three (3) CBOA members who are not currently serving on the Executive, appointed by the Vice President, with the approval of the Executive.



## Article 6: Executive

### 6.1 Officers

The executive officers shall be:

- President,
- Past President,
- Vice President,
- Secretary,
- Director of Finance,
- Director of Performance and Assessment,
- Director of Referee Development,
- Director of Member Services
  
- Assignor,
- Digital Services Coordinator.

### 6.2 Powers

The Executive shall, subject to the Constitution and Policies or directions given it by a motion passed at a general meeting, have full control of the affairs of the Association.

### 6.3 Meetings

Meetings of the Executive shall be open to the general membership.

Meetings shall be held as required by the business of the Association and notice of the Executive meetings shall be conveyed to the membership in a timely manner.

The minimum shall be one Executive meeting in each calendar quarter (Jan.-Mar., April-June, July-Sep., Oct.-Dec.). To the extent that it is possible,



both Executive and General meetings should be scheduled for the year at the first Executive meeting following the Annual General Meeting elections.

Executive meetings shall be called by the President. At least five days notice must be given to each executive member.

Meeting procedure shall be the same as for general meetings unless otherwise specified.

A quorum shall be five (5) executive members.

## 6.4 Special Meetings

A special meeting of the Executive may be called upon the written request of five members of the Association, stating the business to be considered.

The meeting shall take place not later than two weeks after receipt of the request.

At least three days notice must be given each executive member.

## 6.5 Election of Officers

Elections shall be held at the Annual General Meeting of the Association. The Executive shall appoint a Nominating Committee, which shall prepare a list of nominees for each position to be published in the notice of meeting. Further nominations may be accepted from the floor.

Voting shall be by secret ballot.

Positions (with the exception of Past President, Assignor, Digital Services Coordinator) shall be voted in the order listed in article 6.1.



The winner shall be the nominee who first receives in excess of fifty percent (50%) of the votes cast.

If there are three or more nominees and no nominee receives more than 50% of the votes cast, then the nominee receiving the fewest votes shall be removed from the next ballot. This procedure shall be repeated until a winner is declared.

The Assignor will be appointed by the Executive at the first executive meeting following the Annual General Meeting.

## 6.6 Tenure

The elected officers shall assume office at the conclusion of the voting and close of the meeting. The term of office ends at the conclusion of the voting and close of the Annual General Meeting two years hence.

A member may not hold more than one elected executive position at any one time.

An individual may only serve in one office for a maximum of three consecutive terms (6 years).

An individual may be on the Executive for more than three consecutive terms, but not in the same position for more than six years.

## 6.7 Resignation of Officer

A member of the Executive may resign by notifying the President in writing. The President may resign by notifying the Vice President in writing.

## 6.8 Removal of Officer

A motion to remove an executive member for cause will be considered at the next general meeting upon receipt by any executive member of a letter signed by



at least ten members. If a vacancy is created, a by-election will not occur until the next general meeting.

## 6.9 By-elections

Vacancies in an executive position shall be filled at the next annual general meeting. Proper notice of motion is required.

The President may appoint a member to assume the duties of the vacated position in the interim.

Persons elected via by-election shall complete the term of the officer they are replacing.

If more than one by-election is called for a particular general meeting, the positions shall be voted in the order listed in article 6.1.



## Article 7: Duties of the Executive

The general duties of the members of the Executive are as outlined below:

### 7.1 President

Must have been a member of the Association for at least two years and must have been a member of the Executive for at least one year. The President is the chief executive officer of the Association, who is responsible for the overall direction of its affairs, shall preside at all meetings, and is a voting member of all committees.

### 7.2 Past President

Shall advise the President when requested. If the position is vacant, it shall remain vacant until a new President is elected. The President may appoint a member to assume the duties of the position.

### 7.3 Vice President

Must have been a member of the Association for at least two years, shall preside at meetings in the absence of the President, and shall assist the President in the management of the affairs of the Association. Should the President resign, the Vice President must assume the role of President for the remainder of their term. The Vice President is the primary supervisor regarding the Code of Conduct, and is responsible for all matters of discipline and grievance, including the CBOA Membership Committee. The Vice President is also primary liaison to clients on game-related incidents.



## 7.4 Secretary

Shall keep detailed, accurate minutes of all meetings of the Association or Executive, shall keep a record of attendance at all meetings and shall manage general correspondence of the Association, receiving copies of all correspondence sent on behalf of the association that is not specifically covered by the duties of other executive members. The Secretary shall also supervise the recording and keeping of the CBOA Membership Agreement, as well as records of disciplinary actions taken by the association.

## 7.5 Director of Finance

Shall be in charge of the financial affairs of the Association and shall keep the funds of Association in a bank account approved by the Executive. The Director of Finance shall prepare financial reports, budgets and arrange for audits as required. They shall arrange the collection of fees from leagues and the payment of fees to officials. The Director of Finance may, with the consent of the Executive, engage (an)other member(s) to assist in managing the financial affairs of the Association, for training/mentoring, or other purposes. The Director of Finance may, with the consent of the Executive, hire a third-party financial consultant. In cases where the Director of Finance wishes to discontinue use of a third-party financial consultant, such action will require majority approval of the Executive.

## 7.6 Director of Performance and Assessment

The Director of Performance and Assessment establishes the NOCP level of CBOA members, and coordinates with the Assignor regarding the advancement of officials according to their NOCP level. The Director of Performance and Assessment supervises the Evaluation Committee which selects referees for ASAA Provincial assignments, City Championships, and consideration for the ACAC Panel; this includes ensuring the accessibility and safekeeping of evaluations done within the previous five years. The Director of Performance and Assessment may also coordinate with the Director of Referee Development to identify officials who seek to advance their NOCP level or the level of games they are eligible to officiate.



## 7.7 Director of Referee Development

The Director of Referee Development shall supervise the Education Committee and act as the Rules Interpreter for the CBOA, as well as liaison with provincial and national bodies in the implementation of the annual Rules Exam. (S)he shall coordinate all activities involving the training of CBOA referees, including rules and mechanics clinics, mentorship initiatives, and education-related updates at meetings. The Director of Referee Development may also coordinate with the Director of Performance and Assessment in identifying officials who seek to advance their NOCP level or the level of games they are eligible to officiate.

## 7.8 Director of Member Services

Shall represent the membership in areas not covered by the other executive positions and shall be the liaison between the Executive and members of the Association, with emphasis on the concerns of newer officials. The Director of Member Services shall also coordinate the booking of space for CBOA meetings, and, when applicable, any social events approved by the Executive. The Director of Member Services shall act as a liaison to officials undergoing any kind of disciplinary action by the association. The Director of Member Services shall also assist other executive members with their duties as needed.



## 7.9 Assignor

Shall be appointed by the Executive to supervise all game assignments, using, if applicable, the assigning software designated by the association. The Assignor is hired for a one-year term, with the option to renew that one-year term annually, for a maximum of six consecutive years. It would be possible for an Assignor to be re-appointed after vacating the position for a minimum of one year. Due to the demands of the position, the assignor's schedule should accommodate the time commitment of the role.

The position of Assignor cannot be held concurrently with any other position on the Executive.

Duties of the Assignor include:

- Ensuring that all league/tournament coordinators complete CBOA's Client Agreement
- Entering game schedules and coordinating changes to schedules into the assigning software, and supervising technical issues with the assigning software
- Ensuring all CBOA referees are registered on the assigning software and are eligible as members in good standing to receive game assignments
- Assigning referees based on NOCP qualifications, coordinate with the Director of Performance and Assessment on evaluations, assigning City Championships, and appointments to ASAA Provincials
- Ensure appropriate data is entered into assigning software regarding league sites, payroll "Bill To's", and payroll "Game Fees", and ensure all games are verified monthly for accounting purposes.

The Assignor may designate an individual or individuals to assist with the above duties, with the approval of the Executive

## 7.10 Digital Services Coordinator

Shall be appointed by the Executive to oversee, if/when applicable, the association's website, as well as the content of any internet and social media accounts, subject to direction by the Executive. The Digital Services Coordinator position shall be renewed by the Executive on an annual basis.



## CBOA Constitution (By-Laws)

7.11 Appointed members of the Executive (including the Assignor[s]) and any individuals appointed to temporarily fill a vacant Executive position shall attend meetings, but be unable to vote.



## Article 8: Committees

### 8.1 Standing Committees

The standing committees of the Association shall be:

- Constitution
- Education
- Evaluation
- Finance

They shall be appointed at the Annual General Meeting or soon thereafter. All committees shall consist of at least three members. The size of the committee may be expanded at the discretion of the Executive.

The President is a voting member of all committees.

The Executive may appoint other committees as necessary.

The first listed executive member shall be the chairman of the committee unless the Executive decides otherwise.

### 8.2 Constitution Committee

Shall consist of the Past President, Vice President and at least one other member. It shall review the Constitution and Policies and make recommendations as appropriate prior to the Annual General Meeting each year and at other times as necessary.



### 8.3 Education Committee

Shall consist of the Director of Referee Development and two other members. It shall coordinate the educational programs of the Association. It shall organize and conduct training sessions for all levels of officials. It shall report to the Executive quarterly on its activities.

### 8.4 Evaluation Committee

Shall consist of the Director of Performance and Assessment, Assignor and at least one other member. It shall receive and review all game reports, observation reports and formal evaluations. It shall assign officials to do formal evaluations as required. It shall meet prior to the Annual General Meeting and make recommendations to the Executive regarding the ranking for the next season for each active member. It shall report to the Executive quarterly on its activities.

### 8.5 Finance Committee

Shall consist of the Director of Finance, Vice President and at least one other member. It shall review the financial affairs of the Association and shall report to the Executive quarterly on its activities. It shall meet prior to the Annual General Meeting and make recommendations to the Executive regarding any changes in financial policy for the next season.



## Article 9: General Meetings

### 9.1 General Meetings

The Association shall hold general meetings as required to conduct its business. The minimum shall be one in each calendar quarter. Meetings will be open to the public unless closed by a motion passed at the time of the meeting.

### 9.2 Annual General Meeting

The general meeting in the second quarter (April-June) shall be designated as the Annual General Meeting of the Association. Elections shall be held at this time. All minutes of general and executive meetings and the financial records shall be available for inspection by the members at this meeting.

### 9.3 Special Meetings

Special meetings may be called upon the order of the President, and upon a motion of the Executive, or upon the receipt by the Secretary of a written request signed by at least ten members of the Association. The request shall indicate the purpose of the meeting otherwise it shall be without effect. No other business may be considered at a special meeting other than that presented in the written request or in the notice calling the meeting. The meeting must take place not later than thirty days after the Secretary receives the request.

### 9.4 Notices of Meetings

Notice of general meetings shall be sent to the last known address (e-mail or post office) of all members at least fourteen days before the scheduled date. This shall be a written notice listing the date, time and place of the meeting. The notice shall contain any appropriate notices of motion.



## 9.5 Procedure

The President shall chair the meeting. The Vice President shall take the chair in the President's absence. If neither officer is present, a chairperson may be elected from the floor.

A quorum for any general meeting shall be thirty percent of the members in good standing on the Secretary's records as of the date of the meeting.

With the exception of the election of officers which shall be done by secret ballot, voting shall be by show of hands unless a secret ballot is requested by any member.

A motion requires a simple majority of the votes cast to pass, unless otherwise stated in the Constitution.

## 9.6 Attendance

Members are expected to attend all meetings of the Association.

Members will be regularly instructed to notify the Secretary as to their reason for missing any meeting.

Chronic failure to attend meetings without cause shall be grounds for suspension of membership privileges.



## Article 10: Fiscal Year

10.1 The fiscal year of the Association shall begin on September 1st and end on August 31st of the following year.

## Article 11: Finances

### 11.1 Responsibility

The Executive of the Association shall have responsibility for administering the finances of the Association.

### 11.2 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.

### 11.3 Signing Authority

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

### 11.4 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 selected by the Executive with reasonable care.



## Article 12: Emblem

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

## Article 13: Rules of Order

13.1 On any procedural matter not dealt with in this Constitution, the President shall refer to and be guided by the provisions of Robert's Rules of Order, latest revised edition.

## Article 14: Amendment of Constitution

14.1 The Constitution may be amended only after written notice of motion has been presented to the members at least two weeks prior to the general meeting at which the matter is to be discussed. A majority of two-thirds of the quorum present and voting is necessary to pass the motion. Approved amendments will be filed with Alberta Corporate Registry within two weeks of the General Meeting and will take effect immediately after being received and registered by Alberta Corporate Registry unless otherwise noted.

## Article 15: Amendment of Policies

15.1 Policies may be amended at an executive or general meeting. All policies changed by the Executive are subject to ratification by the members at the next general meeting. A simple majority of the quorum present and voting is necessary to pass the motion.

CBOA Constitution (By-Laws)



Title	Name	Signature
President	Patrick Cabel	
Vice President	Grant Hoe	
Secretary	Ian Pollard	
Director of Finance	Andrew Poetker	
Director of Referee Development	Doran Davidson	
Director of Performance and Development	Devan Seal	
Director of Member Services	Justin Weir	



Appendix of Definitions

CBOA	Calgary Basketball Officials Association
ABOA	Alberta Basketball Officials Association
CABO	Canadian Association of Basketball Officials
CBOC	Canadian Basketball Officials Commission
ASAA	Alberta Scholastic Athletic Association
ACAC	Alberta Colleges Athletic Association
CCAA	Canadian Collegiate Athletic Association
NOCP	National Officials Certification Program