

THE CONSTITUTION AND BY-LAWS OF
THE UPPER ARKANSAS VALLEY BASKETBALL OFFICIALS'
ASSOCIATION

Adopted February 16, 1998

Amended October 4, 2023

CONSTITUTION

ARTICLE I - NAME

The name of the association shall be the Upper Arkansas Valley Basketball Officials Association.

ARTICLE II - PURPOSE

The purpose of the association shall be to promote the welfare of the game of basketball by maintaining an association of highly qualified basketball officials.

ARTICLE III – MEMBERSHIP

Section 1. Association

The association shall be composed of all duly qualified and approved active, provisional, and associate members.

Section 2. Classification of Members

- **Active-** working members in good standing who are in this association and have earned a passing score on the IAABO written exam are considered **registered officials**.
- **Associate-** working members who participate in association activities without meeting IAABO standards (**have not taken or passed written exam**) who only work sub-high school contests.

Section 3. Rights of Members

Members shall wear the official uniform, officiate with other members of this association and share in other benefits that may be provided by the association.

Section 4. Financial Obligations

Members of this association shall be required to pay all dues and fees that may be assessed by the association on or before the dates designated for such payments to remain in good standing of the association

Section 5. Governing Authority

Members shall comply with the requirements of this Constitution and its By-Laws, as well as those of Colorado Board #4.

Section 6. Attendance Requirements

All active and provisional members, as well as training and associates, shall be required to attend a prescribed number of association meetings. These meetings include regularly scheduled study session meetings, special meetings as set by the board, and master clinics.

ARTICLE IV - OFFICERS

Section 1. Titles

The officers of the association shall be as follows:

- IAABO Board 4 Area 7 Directors
- President
- President- Elect
- Secretary/Treasurer
- Assignor
- Rules Interpreter
- Past President

Section 2. Terms of Office

The term of office for each of the association's officers shall be as follows:

- A. Area Directors- the term of the area directors shall be two (2) years. Incumbents may succeed themselves. Area Directors' terms shall be staggered.
- B. President- the term of president shall be two (2) years. The president may not succeed him/herself.
- C. President Elect/Vice President- the term of the president elect shall be two (2) years after which the incumbent will serve as president of the association for two (2) years.
- D. Secretary/Treasurer- the term of the secretary/treasurer shall be two (2) years and the incumbent shall have the right to succeed him/herself for successive years.
- E. Assignor- the term of the assigner shall be two (2) years and the incumbent may succeed him/herself. This position is not an elected position by the members and is appointed by the executive committee. In order to be appointed to this post the candidate must have capable computer access and computer skills.
- F. Rules Interpreter- the term of the Rules Interpreter shall be two (2) years and the incumbent may succeed him/herself. This position is not an elected position by the members and is appointed by the executive committee.
- G. Past President- after serving as President for two (2) years, the President will then serve the next two (2) years as Past President.

Section 3. Election of Officers

- Nominations for office shall be done at the combined meeting prior to the final combined meeting of the season. If no nominations occur for vacancies, positions can be appointed by the executive board.

- Votes shall be tallied through Survey Monkey or any other online service that is anonymous and available. Voting will begin prior to the last combined meeting and sent via online through the secretary or president.
- Should a tie be presented, all members present at the final combined meeting will vote. You must be present to participate in voting. If a second tie results, the president will vote as the tie breaker.

Section 4. Vacancy

- A. If a vacancy occurs in the office of Area Director or the President Elect, the President shall call a special election to fill these vacancies.
- B. If a vacancy occurs in the office of President, the President Elect shall assume the role of President for the remainder of that term and also serve his/her original term of the President of the association.
- C. If a vacancy occurs in the office of Secretary/Treasurer or Assignor, the Executive Committee shall have the power to appoint a replacement for the remainder of the term.

Section 5. Eligibility of Officers

Only active members in good standing may hold office in the association.

Section 6. Executive Committee

The Executive Committee of the association shall consist of the following:

- A. Area Directors
- B. President
- C. President Elect (Vice President)
- D. Secretary/Treasurer
- E. Assignor
- F. Rules Interpreter
- G. Past President

ARTICLE V - DUTIES OF OFFICERS

Section 1. Duties of the Area Directors

- A. The duties of the Area Directors are as follows:
 - Establish and conduct training programs for members as well as new applicants. May appoint a training coordinator.
 - Attend State Board meetings and act as a liaison between the State Board and this association.
 - Report all violations of the State Board Constitution, its By-Laws, and dress code to the Secretary of the State Board.
 - Administer and monitor all examinations given through this association.
- B. The duties of the President are as follows:
 - Provide the association with a meeting schedule and an agenda for such meetings.
 - Preside at all meetings of the association and Executive Committee.
 - Supervise the activities of all appointed committees.

- Appoint a three (3) member Appeals Committee. No more than one member of this committee shall be a member of the Executive Committee.
 - Appoint members to additional assignments in order to continue to improve association.
 - Lead the communication with the members of the organization.
- C. The duties of the President Elect (Vice President) are as follows:
- In the case of the absence, resignation, or disqualification of the President, the President Elect shall assume the duties of the President.
 - Coordinate the planning and organization of the banquet at the end of the season.
- D. The duties of the Secretary/Treasurer are as follows:
- As Secretary, he/she shall:
 - a. Maintain minutes of the association meetings and the Executive Committee meetings and distribute the summary of each meeting to the members.
 - b. Maintain an accurate and updated attendance record of all members' attendance at all meetings and share the record with all members regularly.
 - As Treasurer, he/she shall:
 - a. Keep full records and accurate count of all monies received and all disbursements pursuant to the direction of the Executive Committee
 - b. Present a financial report to the membership at the beginning and end of each association meeting year
 - c. Manage the Association's bank account.
- E. The duties of the office of Assigner are as follows:
- As assigner, he/she shall:
 - a. See By-Laws, Article IV, Section 2.
- F. The duties of the Rules Interpreter are as follows:
- Interpret the rulebook based upon state and national interpretation to the association members; clarify rules for the association as needed.
 - Attend State and National Interpreter's Meetings and distribute the information to the association.
- G. The duties of the Past President are as follows:
- Attend Executive Committee Meetings.
 - Assist the President with the operations of the Association.

ARTICLE VI - AMENDMENTS

This Constitution can be amended in the following manner:

The proposed amendments shall be prepared in writing and read at a regular meeting. The Secretary shall send written notice to all members that were not in attendance at the time of the reading. At the next meeting, the proposed amendments will be read for a second time and, after any discussion and/or changes are accepted, a vote will be held. All proposed amendments to this Constitution must receive two-thirds (2/3) majority of the members present to pass.

BY-LAWS

ARTICLE I - MEMBERSHIP

Section 1. General

- Any person regardless of race, creed, color, or religion who has reached his/her 18th birthday on, or prior to, October 1 of the year in which membership is sought shall be eligible for membership in the association.

Section 2. Requirements and Expectations for Membership.

All members of the association, with the exception of associate members, must:

- Pay annual IAABO Board #4 and IAABO National dues as prescribed in the constitution of the respective organization.
- Pay annual local association dues and fees prior to April 15th of each year for the following year to retain their "in good status" position for the following season. Annual dues and fees paid after this date will be subject to a \$5.00 late charge.
- Wear only the official uniform of IAABO Colorado Board #4.
- Advise the Executive Committee of any, and all incidents of unacceptable conduct of coaches, players, school administrators, spectators, and fellow officials. Such notification should be in writing and include all pertinent information.
- Transfer IAABO members must pay Board #4 dues plus the local annual dues to qualify for game assignments.
- All members must:
 - Attend a minimum number of meetings/trainings per season, as determined by the Executive Committee for each season. The training and meeting schedule will be made available to all members by September 1 of each year. If a game assignment falls on a scheduled meeting date, it may be used as one of the required meetings. It is the responsibility of the official to notify the Secretary of such credit.

Section 3. Grievances

- Any member, active, provisional, or associate, may submit a written grievance to the Executive Committee and a written reply will be transmitted to the submitter within fifteen (15) days from the date the grievance is received.

Section 4. Term of Membership

- The term of an active membership in the association shall be for as long as a member wishes, as long as the member does not allow the membership to lapse or have it terminated for just cause.
- Memberships may be terminated in the following manner:
 - Voluntary resignation
 - Departure from association territory
 - Disciplinary action taken by IAABO Board #4 and/or the Upper Arkansas Valley Basketball Officials Association for just cause

Section 5. Examinations and Tests

- All active members will be required to successfully complete, with an acceptable score, the test prescribed by Colorado Board #4 each year
- All new applicants and provisional officials will be required to successfully complete, with an acceptable score, the IAABO rules test.
- If the test has not been taken or passed, individual is considered an associate member

ARTICLE II - DISCIPLINE OF MEMBERS

Section 1. Grounds for Discipline

- Any member who fails to comply with the association's constitution and/or by-laws, authority of the Executive Committee, is delinquent in payment of authorized charges, fails to show up for an assigned game or whose conduct is conclusively contrary to the best interests of the association may be suspended for a limited period of time.
- Continued abuse of the above could result in expulsion from the association.

Section 2. Appeal

Any member who has been disciplined may appeal such action. The appeal may be submitted in person or in writing and will be presented to the Appeals Committee. The President shall appoint the Appeals Committee. The duty of the committee will be to make recommendations to the Executive Committee on all appeals by members as a result of disciplinary actions.

Section 3. Jurisdiction

The Executive Committee has the authority to assess limited suspensions on behalf of the association. In cases involving expulsion, the case must come before the entire membership for a decision.

Section 4. Notice of Disciplinary Action

- When any disciplinary action is considered by the Executive Committee against any member, the chairperson of the committee shall notify the member in writing of all charges.
- Any time disciplinary action is taken against any member, the chairperson of the Executive Committee shall notify the Secretary of IAABO Board #4.

ARTICLE III - FEES AND DUES

Section 1. Test Fees

The IAABO Board #4 or the local association, whomever established the test requirement, shall determine test fees.

Section 2. Local Association Dues

The Upper Arkansas Valley Basketball Officials Association dues shall be determined each year by the membership for the following year at the meeting in December.

Section 3. IAABO Board #4 and National IAABO Dues

Each of the respective associations will establish their dues assessment. You will pay for those separately from UAVBOA dues and fees.

ARTICLE IV- RULES OF PROCEDURE

Section 1. Quorum

- A quorum for transacting the association's business shall be the members present at any meeting.
- A quorum for amending by-laws and establishing dues shall be a two-thirds (2/3) majority.

Section 2. Game Assignments

The following guidelines shall be used to distribute game assignments:

A. Varsity Game Assignments

- Each school or league will be provided the list of certified officials from the Upper Arkansas Valley Basketball Officials Association for varsity high school games.
- All dates will be assigned by the association assigner, taking into account school needs as well as assigning experienced officials with less experienced officials to enhance the overall officiating experience.
- Once assignments have been given and accepted through Arbiter, all participating schools will be notified.

B. Non-Varsity Game Assignments

- Non-varsity games will be assigned by the assigner.

C. Non-Upper Arkansas Valley Area Assignments

- Members will be allowed to accept contracts outside the regular assigning area. When a member is scheduled for one of these special assignments, the Upper Arkansas Valley Basketball Officials Association assigner shall be notified as soon as possible to avoid conflicts of scheduling.

D. Emergency Assignments

- If an emergency arises and requires the assigner to make a change in game assignment on short notice, he/she has the authority to assign the most qualified member available to officiate that contest.

E. Accepted Games

- Members accepting games prior to Upper Arkansas Valley Basketball Officials Association assignment meetings must be certain that these dates are reflected on their availability.
- All members are expected to accept games received through the assignment process with the dates listed on their availability. If an official refuses to accept a game assignment, it will be assumed that the official is not available for any game on the date in question.
- Any member turning back an accepted game must do so directly to the issuing party(assignor). Under no circumstances will a member contract another official to work his/her game without first obtaining permission from the Upper Arkansas Valley Basketball Officials Association assigner.
- The assigner will provide a list of all game assignments on the arbiter website.

- All changes in game assignments, regardless of source or reason, will be reported to the association assigner as soon as possible.

Section 3. Working With Non-Members

This section only applies to Colorado High School Activities Association sanctioned contests.

- Normally a member of this association will not work a high school basketball game with a non-member of Colorado Board #4, IAABO. However, circumstances may arise that in order to cover the game properly, such action must be taken to ensure that the contest might be played. In these cases, the member will file a complete written report with the association President describing the circumstances surrounding the contest. A copy of this report will be filed with the State Board and the Colorado High School Activities Association.

Section 4. Game Fees

- The accepted fee schedule shall be the minimum recommended fee schedule adopted by the Colorado High School Activities Association.
- No member of the association shall accept any high school contests for less than the accepted schedule as described above.
- Fees will be established at the first of the year. The Secretary/Treasure will bill each official for games assigned **during the season** at the last meeting of the year. **The association will then make payment to the assignor for all game assignments of that season.**

Section 5. Evaluations

- All members may request an evaluation of his/her performance for the purpose of self-improvement. This evaluation will be administered by a recognized evaluator of the association and will be kept on file by that evaluator
- The Area Director(s), upon request from the member, will make the necessary arrangements to provide an evaluator, from the Upper Arkansas Valley Basketball Officials Association, to observe the member in a game situation and rate him/her on the proper use of hand signals, rules interpretations, floor mechanics, and judgement.
- The tool used for evaluation shall be the procedure and form(s) adopted for use by the Colorado Board #4, IAABO.
- The Executive Committee reserves the right to evaluate any member at its discretion.

Section 6. Recognition of Service

- Any member that retires from the association after fifteen (15) years of officiating service shall be recognized by the association with an award of appreciation.

Section 7. Distribution of Information

- A copy of the association's Constitution and By-Laws shall be distributed to all members prior to December 1 of each meeting year through email.

ARTICLE V- ELECTIONS

Officer elections:

- Votes will be conducted and tallied through an appropriate online system determined by the executive board.
- 2 non-running members (past president and non-running area director) will tally votes from the appropriate voting system.
- Present president does not vote unless there is a tie.
- Nominations for officers shall be done in the meeting prior to the final meeting and there shall be a “second” to the nomination.
- If no nominations exist for an open officer position(s), position(s) may be appointed by the present board.
- The assignor and rules interpreter positions are not elected positions by the members and are appointed by the executive committee

ARTICLE VI - AMENDMENTS

These by-laws can be amended in the following manner:

The proposed amendment shall be read at a regular meeting. At the next meeting, the proposed amendment will be read for a second time and, after any discussion and/or changes are accepted, a vote will follow. All proposed amendments to the by-laws must receive a two-thirds (2/3) majority to pass.

2020-2021 Board

President: Becky Graham
Vice President: Shane Basford
Area Directors: Lisa West, Dave Granzella
Secretary/Treasurer: Jill Rulapaugh
Rules Interpreter: Dana Douty
Assignor: Bob Marken
Past President: Cheston Hart

2021-2022 Board

President: Becky Graham
Vice President: Shane Basford
Area Directors: Lisa West, Cheston Hart
Secretary/Treasurer: Jill Rulapaugh
Rules Interpreter: Dana Douty
Assignor: Bob Marken
Past President: Cheston Hart

2022-2023 Board

President: Shane Basford
Vice President: Jill Rulapaugh
Area Directors: Lisa West, Cheston Hart
Secretary/Treasurer: Katy Shuss
Rules Interpreter: Dana Douty
Assignor: Bob Marken
Past President: Becky Graham

2023-2024 Board

President: Shane Basford
Vice President: Jill Rulapaugh
Area Directors: Lisa West, Becky Graham
Secretary/Treasurer: Katy Shuss
Rules Interpreter: Dana Douty
Assignor: Bob Marken
Past President: Becky Graham