

FC-BOA CONSTITUTION October 2021

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ARTICLES I THROUGH XIV & NOTES

ARTICLE I. NAME

This organization shall have as its official name, the **“First Coast Basketball Officials Association hereinafter referred to as FC-BOA**

ARTICLE II. Mission Statement

The mission of FC-BOA is to provide the highest quality officials to all schools and leagues we represent. All members will have the highest standards of ethics, honesty, sportsmanship and always encourage fair play.

We are a service organization first and foremost. We will strive for excellence in everything we do and we shall be the most supportive group possible towards our members, coaches and the athletes we serve

ARTICLE III. AUTHORITY

- A. All actions of FC-BOA are subject to the approval of the Executive Board of FC-BOA until full membership is established. At such time the bylaws will be amended.
- B. The Executive Board of FC-BOA shall exercise legislative and policy-making authority for this association, provided those actions are not in conflict with the rules, policies and procedures of any local laws or bylaws contained in this Constitution and FHSAA.

ARTICLE IV. MEMBERSHIP

- A. Prospective new members of FC-BOA may qualify for membership within the organization upon properly satisfying the following conditions:
 - 1. Pay the appropriate fees and dues as set forth elsewhere in these By laws
 - 2. Pass the Level Two Background check as stated in the Jessica Lunsford Act.
 - 3. Be duly registered as a basketball official with FHSAA.
- B. Any FHSAA registered official is entitled to membership in FC-BOA and will be granted approval to active membership in FC-BOA with all the same duties and prerogatives as other members when:
 - 1. All fees, fines (including any fines from prior seasons) and dues for FC-BOA have been paid in full.
 - 2. Certification of passing the background screening is presented.
 - 3. Certification of registration with FHSAA is presented.
- C. Membership in FC-BOA shall be based on the qualifications previously stated herein and in no way, shall factors of race, color, creed, national origin, sex or sexual persuasion be considered in such qualifications.
- D. FC-BOA and all of its members shall comply with all of the registration, clinics, tests and any other procedures required by FHSAA.
- E. Inactive membership in FC-BOA may be maintained by member who, due to legitimate causes such as temporary physical incapacity or change of residence, petitions for and is granted approval by the Executive Board, a leave of absence for a period of one year (1). Such leave of absence may be renewed annually subjected to the Board's discretion. An individual who has been granted a leave of absence will be reinstated to active membership upon payment of the annual dues subjected to the Board's discretion and approval.
- F. Any individual who has made outstanding contributions to basketball may be granted classification as an honorary member of FC-BOA upon a motion duly made and a majority vote of the members present at a meeting of FC-BOA. Such honorary member shall not be required to pay dues and shall not have voting privileges.
- G. Applications for membership must be filed annually using the appropriate forms and/or methods provided or established by FC-BOA and FHSAA. All memberships expire June 30th of each year.
- H. Members must supply the Secretary with a typed and signed current year's **IRS W-9**.
- I. Members must supply the Secretary with a signed **Independent Contractors Agreement** for the current year.
- J. Members of FC-BOA may also be members of other high school, college and professional officials' associations. An official who designates FC-BOA as his/her "primary" association must provide an updated schedule of availability in any scheduling program used by FC-BOA.

- K. Officials who register with FC-BOA do so as independent contractors and not as employees of FC-BOA, FHSAA or any other Local County Schools (public, private, charter or otherwise established and recognized).
- L. Any official who does not comply with all of the above listed requirements under this Article shall be considered **“not in good standing”**.
- M. Any official **“not in good standing”** will not be eligible to receive game assignments until such official is **“in good standing”**. An official must be **“in good standing”** on or before the beginning of the basketball season, as determined by FHSAA in order to receive game assignments for the current season, unless a petition is presented to and approved by the Executive Board.
- N. After the beginning of the basketball season, officials must remain **“in good standing”** to receive further game assignments.

ARTICLE V. DUTIES OF THE MEMBERSHIP

- A. All members of FC-BOA are expected to become familiar with and observe these bylaws and keep it, and all amendments thereto, as part of their personal records.
- B. Every member of FC-BOA is expected to adhere to the cardinal principles of officiating. Those principles include but are not limited to the following:
 - 1. Know the rules and administer them impartially, without fear of or favor to anyone.
 - 2. Be on time for game assignments.
 - 3. Wear the proper game uniform, accessories and maintain a neat appearance.
 - 4. Be in good physical and mental condition for a game assignment and refrain from consuming any alcoholic beverages or illegal drugs prior to or during a game to which assigned.
 - 5. Do not solicit games from coaches or other school officials in positions of influence or attempt to interfere/influence the assignment of games or scratch lists.
 - 6. Do not fraternize with coaches, players or spectators prior to or during the game. Officials may converse with coaches in impart necessary information within the context of the rules.
 - 7. Do not provide a team with information which that team can use against an opponent.
 - 8. Maintain a professional relationship with fellow officials and do not criticize fellow officials in the presence of coaches, players or spectators.

Note: Violations of any of the foregoing may constitute improper conduct and subject a member to disciplinary action as set forth hereinafter in the Constitution.

- C. The deadline for payment of annual dues, except new members, shall be at the organizational meeting. Any member who fails to observe this deadline shall automatically incur suspension and will not be assigned games until reinstated as hereinafter set forth. Upon payment of dues and a ten-dollar (\$10) fine, such member shall be reinstated. For just cause, the Executive Board may, at its discretion, waive this \$10 fine.

- D. The amount of fees and dues to FC-BOA shall be determined annually by the Executive Board with the approval of the membership.
- E. If an official remains “**in good standing**” and is available for assignment but fails to receive assignments for at least two (2) contests for the entire season from the Commissioner, the dues of that said official shall be refunded if a request, in writing, is presented not later than thirty (30) days prior to the end of the regular season.
- F. Every member of FC-BOA is expected to attend all pre-season training clinics/meetings as set forth by the President. A fine of five-dollars (\$5) shall be imposed for each meeting missed. No game shall be assigned to a member with an unpaid fine. This \$5 fine shall not be imposed upon any member “in good standing” who has been assigned a game by the Commissioner when the scheduled date and time of the game coincides or conflicts with the scheduled pre-season training clinic/meeting. For just use cause, the Executive Board may at its discretion, waive this fine. Some of the circumstances for this fine being waived are listed below:
 - 1. An FHSAA sponsored assignment for another association.
 - 2. The livelihood of the official (e.g. a job shift, participation in an in-service and/or other required training program).
 - 3. A planned (well in advance) family vacation or required business trip.
 - 4. A family emergency (i.e. accident, serious illness, etc.).
 - 5. Other extraordinary personal reasons.
- G. Members are expected to attend all regular season meetings as hereinafter set forth. However, any member who misses two (2) consecutive regular season meetings shall be assessed a five-dollar (\$5) fine and is subject to suspension of all game assignments. Such member may petition, in writing, the Executive Board to show just cause for reinstatement of games upon payment of the \$5 fine. The Executive Board may at its discretion refund the fine based on the petition. The President, under unusual circumstances, is granted the authority to excuse such two consecutive absences subject to confirmation by the Executive Board at its first subsequent meeting.
- H. All members are required to confirm game assignments with the Commissioner. Confirmation shall be made 24 hours prior to the first assignment indicated on the published schedule. Failure of the member to confirm their schedule with the Commissioner shall result in a twenty-five dollar (\$25) fine. Any game assignment not accepted/confirmed will result in a five-dollar (\$5) fine per assignment. The Executive Board, at its discretion, may excuse this confirmation failure upon presentation of a written petition setting forth just cause for this failure. All members are required to fulfill all confirmed game assignments with the Commissioner. Any member who fails to fulfill a confirmed assignment will be fined the amount of fees for the game(s) assigned. Failure to fulfill confirmed assignments may also, depending on the circumstances, constitute improper conduct and may result in disciplinary actions, as hereinafter set forth. Upon receipt of game schedule, an official may cancel assignments up to forty-eight hours (48) prior to the assigned game start time without penalty. However, a cancellation within forty-eight hours (48) shall result in a five-dollar (\$5) fine, **unless the Commissioner agrees to waive the fine**. Reporting late to an assignment shall result in a five-dollar (\$5) fine. Since assignments are now sent out electronically through Arbiter, it is mandatory each FC-BOA

member maintain an updated profile on the site (Arbiter). This update should include availability, blocked dates, scratched schools, sites unavailable due to time constraints based upon work hours and scratched partners. This profile must be updated periodically, at least at the first of each month during the season. Using this updated information, the Commissioner and/or Assistant Commissioner will send out the game assignments.

- I. While not forbidden to officiate basketball games other than those assigned by the Commissioner or Assistant Commissioner, members of FC-BOA are expected to give priority to FC-BOA assignments (when FC-BOA is listed as the primary association), even to the extent that a member may not refuse a FC-BOA assignment because of having another prior assignment, unless it is agreeable with the Commissioner. In no case may a member substitute one FC-BOA game assignment for another FC-BOA game assignment without the expressed consent of the FC-BOA Commissioner or Assistant Commissioner. Unless specifically assigned by member of the Staff at FHSAA, no member may accept an assignment to work any basketball game, which is under the jurisdiction of FC-BOA, without the express approval of the Commissioner or FC-BOA. Violations of any of the foregoing provisions regarding game assignment may constitute improper conduct and may result in disciplinary action, as hereafter set forth.
- J. Any individual who has been a member of FC-BOA for three years (3) or less shall be required to attend at least two (2) pre-season training scrimmages. New members must attend at least two (2) pre-season training scrimmages before any games can be assigned. All other members must attend at least one (1) of the pre-season training scrimmages annually to remain a member **“in good standing”** and to help FC-BOA comply with FHSAA’s pre-season evaluation program. Any member may submit a written petition to be excused for just cause, either prior to or after the absence, to the Executive Board. No games may be assigned to a member with an unexcused absence under this section unless the fore mentioned petition is approved.
- K. A member shall be considered to be **“in good standing”** if the member has no unexcused absences, unpaid due or fines, is not under suspension nor faced with any pending charges of improper conduct. A member **“in good standing”** will be allowed to resign if the resignation is submitted in writing to the President or Secretary and is approved by the Executive Board. Such resigned member may be reinstated to active membership in FC-BOA with the approval of the Executive Board.
- L. No member shall as Chairperson of more than one committee per season.

ARTICLE VI. OFFICERS

- A. The elected officers of FC-BOA shall constitute the members of the Executive Board as hereafter provided:
 - 1. President
 - 2. Vice-President/Assistant Commissioner
 - 3. Secretary
 - 4. Treasurer

- 5. Commissioner
- 6. Member of the Executive Board at Large

- B. By the date of the election meeting, candidates for offices of the Executive Board must have been a member “**in good standing**” with FC-BOA for the previous three consecutive years (3). Waiver of this rule will be considered upon petition to the Executive Board. The term for each office shall be two years (2).
- C. The President, Treasurer, Commissioner shall be elected every even year while the Vice-President, Secretary and Member of the Executive Board at Large shall be elected every odd year.

NOTE: No member is allowed to be a candidate for or hold more than one office at the same time per election or membership year.

- D. An officer shall hold office until a successor is elected. Officers of FC-BOA shall be elected at the annual election meeting as hereafter provided in the Constitution.
- E. There shall be no limitations on the number of terms an officer may serve.
- F. No officer shall serve as Chairperson of any committee.
- G. An officer of FC-BOA may be removed from office under the following conditions:
 - 1. A written petition for removal of an officer shall be filed with the Secretary by any member or group of members of FC-BOA alleging improper conduct, malfeasance, misfeasance, dishonesty, gross neglect of duty or gross incompetence in connection with the performance of the duties of the office.
 - 2. The Executive Board shall conduct a due process hearing on the petition after giving reasonable notice of such hearing to the petitioner(s) and the respondent officer. The Executive Board, by majority vote, shall make a written recommendation to the membership of FC-BOA as to whether the removal shall be upheld or denied with reasons for the recommendations being set forth. The recommendation of the Executive Board shall be considered at the next regular scheduled meeting or at a special meeting to be called by the President. After due explanation of the recommendation and debate thereon, the decision as to whether the respondent shall be removed from office shall be made by majority vote of the members voting at said meeting. To effectuate this provision of the Constitution, a quorum for the purpose of considering removal of an officer or officers shall be two-thirds of the active members of FC-BOA.
- H. The above-mentioned section (**ARTICLE VI, SECTION F**) relates solely to action, which may be taken, against an officer in connection with the performance of duties of the office held. For other disciplinary purposes, an officer of FC-BOA shall be treated as any other member of FC-BOA and shall be subject to the same disciplinary action as any other member, as provided elsewhere in the Constitution.

ARTICLE VII. DUTIES OF OFFICERS

- A. The duties of the President shall be:
 - 1. Preside at all meetings of the Association and the Executive Board.
 - 2. Call such special meetings of the Association and/or the Executive Board as he deems necessary.
 - 3. Appoint ad-hoc committees as the need arises and to appoint such committees as directed by FHSAA. Also, to appoint such committees as may be mandated elsewhere in the Constitution.
 - 4. Perform such duties of the office as set forth elsewhere or shall be set forth elsewhere in this Constitution.
 - 5. Represent FC-BOA in all dealings with outside agencies or persons, except for those powers specifically delegated herein to the Commissioner.
 - 6. Upon request, to assist the Commissioner in dealings with outside agencies or persons.
 - 7. Conduct such correspondence with outside agencies or persons as shall be necessary in the best interest of FC-BOA or to assign the same to the Secretary.
 - 8. Assign a rules interpreter or interpreters for FC-BOA.
- B. The duties if the Vice-President/Assistant Commissioner shall be:
 - 1. In the absence of the President, to perform the functions and duties of the office of President as set forth in the above-mentioned section (**ARTICLE VII, SECTION A**).
 - 2. Be given the title of Assistant Commissioner and to be in charge of the training of new members and other relatively inexperienced officials. Duties also include supervision of the pre-season clinics as set forth elsewhere in this Constitution and utilizing the resources of the Training Committee to facilitate and enhance these designated training responsibilities.
 - 3. Assign all St. Johns County Middle School games.
 - 4. Assist the Commissioner with cancellations as needed.
 - 5. Whenever the Commissioner is unable to perform the duties of the office of Commissioner (due to injury, illness, misfortune, absence from the area or other temporary cause), the Vice-President shall temporary perform the duties of the Commissioner until such time the Commissioner is able to resume the duties and responsibilities of the office of Commissioner.
 - 6. Assist the Commissioner and Treasurer with the invoicing of all schools for their regular season games. (Tournament game are excluded.)
- C. The duties of the Secretary shall be:
 - 1. In the absence of the President and Vice-President, to preside at meetings of the Association and the Executive Board.
 - 2. Maintain official records of the Association including copies of the Constitution and Amendments thereto.
 - 3. Give notice of all pre-season, regular and special meetings of FC-BOA.

4. Record and keep minutes of the Association and the Executive Board and maintain a roster of all new members and other relatively inexperienced officials.
 5. Correspond with members of FC-BOA and outside agencies and person as directed by the President or, in the absence of the President, the Vice-President.
 6. Perform such other duties as are set forth, or shall be set forth, elsewhere in this Constitution.
- D. The duties of the Treasurer shall be:
1. In the absence of the President, Vice-President and Secretary, to preside at meetings of the Association and the Executive Board.
 2. Collect all dues, fines and any other monies due FC-BOA.
 3. Deposit all collected funds due FC-BOA in a bank account as directed by the Executive Board.
 4. Faithfully keep a true record of all financial transactions of FC-BOA and to report same as required by the Executive Board.
 5. Present a report on FC-BOA's financial condition at each regular meeting of FC-BOA.
 6. Pay all obligations of FC-BOA, as directed by the Executive Board.
 7. Perform such other duties as set forth or shall be set forth elsewhere in this Constitution.
 8. Assist the Commissioner and Assistant Commissioner with the invoicing of all school for their regular season games. (Tournament games are excluded.)
- E. The duties of the Commissioner shall be:
1. In the absence of the President, Vice-President, Secretary and Treasurer, to preside at meetings of the Association and the Executive Board.
 2. Assign all varsity and junior varsity games, booked by FC-BOA, at the senior and junior high/middle school levels and to supervise the Assist Commissioner in coordination and assigning of games in an orderly manner.
 3. Strive to develop a schedule of games assignments that will be as fair and equitable as humanly possible, not only to the members of FC-BOA, but to the coaches and players of the schools served by FC-BOA.
 4. Cooperate with FHSAA in the assigning of officials to post-season tournaments and to give said FHSAA representative, upon request, unbiased information concerning the capabilities of FC-BOA officials for post-season tournaments.
 5. Represent FC-BOA in negotiations with coaches and/or other schools on matter concerning game fees, scheduling of games, contracts where applicable, scratch lists and other issues deemed pertinent. The Commissioner and President shall act cooperatively in such matters as the situation shall demand including, but not limited to, acts of controversy between members of FC-BOA, coaches and/or officials of schools served by FC-BOA.
 6. So far as humanly possible within time limitations, to observe the officiating of FC-BOA officials and to give constructive criticism thereon.
 7. Within ethical boundaries, to seek additional schools which FC-BOA may serve.
 8. Assist the Assistant Commissioner and Treasurer with the invoicing of all schools for their regular season games.
- F. The duties of the Member of the Executive Board at Large shall be:

1. In the absence of the President, Vice-President, Secretary, Treasurer and Commissioner, to preside at meetings of FC-BOA.
2. Represent members of FC-BOA in matters of conflict and/or controversy with the Commissioner and/or the Executive Board as a whole or any of its individual members and to attempt to resolve such issues in privacy and in consultation with the individuals involved.

ARTICLE VIII. EXECUTIVE BOARD AND ITS DUTIES

- A. The Executive Board shall consist of all the elected officers of FC-BOA, as set forth in **ARTICLE V**, and the individual who served as President in the preceding season, provided such individual is not re-elected as President or another officer of FC-BOA. If the membership of the Executive Board is eight members, a quorum for a meeting of the Executive Board shall be five members. If the membership is seven, a quorum is four members.
- B. The duties of the Executive Board shall be:
 1. Meet at such times as the President shall deem advisable or on a call for such meeting from a majority of the Board.
 2. Enforce all provisions of this Constitution with particular attention to the provisions contained in **ARTICLES IV & V**.
 3. Approve or disapprove any proposed expenditure of FC-BOA's funds.
 4. Whenever a charge of improper conduct is brought against a member, as set forth in **ARTICLE VI, SECTIONS F & G**, to hold a due process hearing at the next Board meeting after having given the respondent member due notice of the written charge and of the time and place of the hearing. If the respondent member does not appear for the hearing and has no legitimate excuse for the absence, the Board may proceed to consider the charges. Upon consideration of all the relevant facts, the Board by majority vote shall decide to reject or to approve the charge. If the decision is to approve, the Board by majority vote shall set such disciplinary action as it deems just and proper. Such disciplinary action may be one or more of the following:
 - a. Probation
 - b. Fine
 - c. Suspension from game assignments and/or participation in FC-BOA for a stated period of time.

However, the respondent member, who is the subject of disciplinary action, shall be notified by the Secretary within three days (3) of his/her right to appeal the disciplinary action decision to the Commissioner of FHSAA for review and final adjudication.

5. Conduct an annual financial review of FC-BOA's financial condition. The said review shall be completed prior to the first regular pre-season clinic/meeting following the

- annual organizational meeting. The report on the financial review shall then be given to the membership at said first regular pre-season clinic/meeting.
6. Approve all contract to which FC-BOA shall be a party.
 7. Archive all documents relating to the conduct of any proceedings or business of FC-BOA for five years (5). Documents shall include (but not limited to) any and all written or printed documents, financial records, bank statements, cancelled checks, deposit receipts/slips, purchase/reimbursement receipts, written correspondences to and from FC-BOA pertaining to FC-BOA business, Executive Board minutes, FC-BOA meeting minutes, FC-BOA rosters, attendance rolls and contracts for services rendered. These records will be kept in the possession of the Secretary and will be available for review. In the event an incumbent President is not re-elected, the President-Elect will receive (if desired) the current records for review, by the organizational meeting if his/her election year.
 8. Develop an annual budget for FC-BOA and submit said budget to the membership for approval by the first **Regular Season** meeting each year.

ARTICLE IX. MEETINGS

- A. All meetings shall be conducted in accordance with the rules contained in **Robert's Rules of Order**, except when such rules conflict with specific provisions of this Constitution. A copy of said **Robert's Rules of Order** shall be held in custody of the Secretary and will be available at each meeting.
- B. The first meeting of FC-BOA shall be held at least three (3) weeks prior to the FHSAA deadline for basketball registrations.
- C. Organizational Meeting.
 1. The annual Organizational Meeting shall be held on a date, hour and site to be determined by the President.
 2. At the Organizational Meeting, the President shall remind members of upcoming training scrimmages, dates, times and sites to be announced as sites become available.
- D. Pre-season Training Clinics/Meetings
 1. FC-BOA shall conduct the maximum number of Pre-season Training Clinics/Meetings as prescribed by FHSAA, with a format approved by FHSAA as the main order of business.
 2. The President shall set the dates, time and site for these meetings and the Secretary shall send out due written notice (by postal, email or FC-BOA's website) to the membership of such meetings.
- E. Regular Season Meetings.
 1. Will be held once a month in November, December and January.
 2. There shall be two meetings in February to allow for proper process of election. The Secretary shall send out notices of all Regular Season Meetings as prescribed in **ARTICLE IX, SECTION D-2.**
- F. Special Meetings.

The President is authorized to call such special meetings of FC-BOA as he/she deems necessary. Notice of such special meetings shall be sent out by the Secretary as prescribed in **ARTICLE IX, SECTION D-2.**

G. Attendance at Meetings.

1. Attendance will be taken at each meeting either by roll call or by a sign-in sheet.
2. To promote attendance at all meetings and to increase knowledge of the rules of basketball, the presiding officer shall designate the Sergeant at Arms, or a substitute for that meeting, to note and record the time of arrival and departure for any member who arrives after the meeting has begun or leaves before the meeting has officially ended.
3. This information shall be provided to the Executive Board immediately upon conclusion of the meeting.
4. The express purpose of recording members' time of arrival and departure at meetings is to discourage and penalize the practice of a member being absent for a substantial part of the meeting.

H. Absence at Meetings.

1. Any official who is absent from a meeting or arrives more than fifteen minutes (15) after its scheduled start time shall be considered absent for that meeting. The said official shall be fined in accordance with the provisions of **ARTICLE V, SECTIONS F & G.** If the said official is absent or late due to a FC-BOA assignment, an assignment to an FHSAA sponsored event or a direct assignment by FHSAA, the said official's absence shall be excused.
2. Petitions for excused absences at meetings may be granted by the Executive Board (at its discretion) provided notification to the President not later than 12:00 noon of the following day and it involves:
 - a. The livelihood of the official (e.g. a job shift, participation in in-service and/or required training programs, etc.)
 - b. A planned (well in advance) family vacation or required business trip.
 - c. A family emergency (i.e. accident, serious illness, etc.)
 - d. Other extraordinary personal reasons.

I. The order of business at FC-BOA meetings shall be as follows:

PRE-SEASON TRAINING CLINICS/MEETINGS

1. Reading of Minutes
2. Report of Treasurer
3. Report of Executive Board
4. Report of Commissioner
5. Report of Committees
6. Old Business
7. New Business
8. Game Reviews
9. Roll Call
10. Training Clinic
11. Adjournment

REGULAR SEASON MEETINGS

1. Roll Call
 2. Reading of Minutes
 3. Report of Executive Board
 4. Report of Treasurer
 5. Report of Commissioner
 6. Report of Committees
 7. Old Business
 8. New Business
 9. Game Reviews
 10. Rules Study
 11. Adjournment
- J. Voting by proxy is strictly prohibited and shall not be allowed at any FC-BOA meetings.

ARTICLE X. ELECTION OF OFFICERS

- A. During the regular season meeting in December, the President shall appoint a Nominating Committee composed of five members ("**in good standing**"), which shall prepare and submit a list of nominees for the elective offices. This list will be presented to the membership during the regular season meeting in January. Any active member may make additional nominations from the floor during the first regular season meeting in February. After the nominations from the floor have ended, the nominations for all offices will be closed and may not be reopened. However, nominations may be reopened at the election meeting if, due to withdrawals, there is at that time no nominee for a particular office. Otherwise a sole nominee for office shall be elected by acclamation.
- B. The date for the election shall be the second regular season meeting in February. The elected officers shall take over their respective duties the day following the final Boys High School State Finals contest.
- C. There shall be a minimum ten-day (10) written notice (by postal and/or email) of the election. Said notice shall be issued by the Secretary and will include the date, hour, site for the election and the list of nominees.
- D. The procedure shall be:
 1. The Secretary shall prepare the official ballot.
 2. The votes shall be executed via secret ballot and may be done by email or any other electronic measure (**electronic ballot**) that provides eligible voting members a five-day (5) period to cast their vote prior to the election meeting (the second regular season meeting in February). Email addresses must match the FC-BOA email addresses on file, unless specifically approved by the Executive Board.
 3. If any candidate for a specific office fails to receive a simple majority of all votes cast on the first ballot, there shall be a runoff balloting for that particular office, with the candidates receiving the highest number and second highest number of votes being subject to election in the second ballot. The voting then shall continue until one candidate receives a simple majority of all votes cast.

4. Any active member **“in good standing”** can vote by absentee ballot for all offices. To exercise an absentee ballot, the member must obtain a copy of the official ballot from the Secretary. Said ballot shall then be sealed in an envelope and kept sealed in that envelope and remain in the custody of Secretary until the election, at which time the envelope will be opened and the absentee ballot will be counted with the ballots of those present at the meeting. If any one candidate for a particular office fails to acquire a majority for all votes cast for that office on the first ballot, the absentee ballot or **electronic ballot** for a particular candidate for that office may be counted in the runoff election if the absentee ball or **electronic ballot** specifically names one of the two candidates in the runoff election. A member may choose to exercise his right to withdraw his absentee ballot or **electronic ballot** in exchange for a regular official ballot if that said member chooses to attend the election meeting in person.
- E. In the event of a vacancy in the ranks of the officers during the period when pre-season meetings are being held, or during the regular season, the President shall notify the members of the vacancy at a regularly scheduled meeting. An election shall be held at the next regularly scheduled meeting with nominations accepted from the floor. If the vacancy is in the office of the President, the Vice-President will make the notification. If a vacancy in the ranks of the officers occurs between season, the President shall call a special meeting to fill the vacancy with a minimum ten-days (10) notice (postal and/or email) of the vacancy designating the date, time and place of the election. Said notice shall be provided (postal and/or email) to members at their last known address. The election to fill the vacancy shall be conducted in accordance with the provisions of **Robert’s Rules of Order** relating to the filling of a vacancy in an office at a special meeting. If a vacancy is in the office of the President, the notification and the calling of the special meeting will be by the Vice-President.

ARTICLE XI. AMENDMENTS TO THE CONSTITUTION

- A. A proposed amendment to the Constitution may be proposed by any active member or group of active members of FC-BOA.
- B. A proposed amendment to the Constitution shall be submitted, in clearly legible writing, to the Secretary at any duly call meeting of the Association.
- C. A proposed amendment to the Constitution shall be read to the Association when submitted.
- D. At the first meeting of the Association after the meeting where the proposed amendment was submitted, copies of the proposed amendment shall be distributed (email, posting on FC-BOA’s website or in writing) to all members present, but no action can be taken on the proposed amendment at that time.
- E. At the second meeting of the Association after the meeting where the proposed amendment was submitted, copies of the amendment shall be distributed to all members present who did not receive a copy at the previous meeting. It is at this meeting, action on the proposed amendment shall be taken in accordance with **Robert’s Rules of Order**.

- F. No proposed amendment to the Constitution shall be adopted except by a two-thirds vote of the active and eligible members voting at a duly called meeting consistent with all of the foregoing provisions of this **ARTICLE (ARTICLE XI)**.

ARTICLE XII. DUES AND COMPENSATION

- A. Prospective members will pay dues as follows:
 - 1. All first-time members of FC-BOA will pay **\$45** as annual dues.
 - 2. All returning/active FC-BOA members will pay **\$45** as annual dues.
- B. The President is authorized to spend up to \$400 per occurrence for any FC-BOA business that is deemed important and necessary, and the Executive Board cannot be convened in a timely manner. At the next Executive Board meeting, the President shall make his/her case for such expenditure.
- C. Compensation for the Commissioner will be paid out of the FC-BOA treasury and shall be equal to **all booking fees collected for games assigned by the Commissioner**. Compensation will be made in progressive payments (preferably 25%) of the total booking fee collected thus far. Payments shall be made by the first meeting in November, December and January and the final payment made after the season has ended. The Executive Board, with approval of the membership, may change this schedule without the necessity of a constitutional amendment.
- D. Compensation for the Assistant Commissioner will be paid out of the FC-BOA treasury and shall be determined by the board for the season.
- E. Compensation for the Treasurer will be paid out of the FC-BOA treasury and shall be determined by the Board for the season, plus all Administrative Fees (not to exceed \$1500) associated with the performance of his/her duties.

Note: Thereafter in succeeding seasons, dues may be set and/or changed from time to time on a schedule basis as prescribed further in the ARTICLE. A constitutional amendment is not necessitated.

- F. Any member may be reimbursed or prepaid out of the FC-BOA treasury for legitimate expenses incurred on behalf of FC-BOA, upon the approval of the Executive Board.
- G. The President will appoint a **“Revenue and Compensation Review Committee”** subject to the following guidelines:
 - 1. The Committee will be appointed minimally every three years and maximally, at the President’s discretion, every year.
 - 2. A minimum of three and a maximum of seven FC-BOA members “in good standing” will be appointed by the President by the first regular season meeting and announced to the membership at that meeting.
 - 3. The Committee will meet to formulate recommendations regarding revenue and compensation:

- a. Review dues structure to determine if existing dues are appropriate or in adequate and make recommendations.
 - b. Review all forms of compensation to determine if existing compensation is appropriate, exorbitant or inadequate and make recommendations.
 - c. Determine if other officers or other FC-BOA members are deserving of compensation and, if so, determine amount(s) and payment schedule(s).
 - d. Determine if existing revenue sources are adequate to fully fund any additional deemed necessary member compensations and make recommendations.
 - e. Consider other sources of revenue should the need arise and make recommendations.
4. The Committee will make its written recommendations, if any, to the Executive Board by the regular season meeting in December.
 5. The Executive Board will review the recommendations and decide to either accept or reject the Committee's recommendations, as a whole, by the regular season meeting in January.
 6. If the Executive Board rejects the Committee's recommendations, all existing dues, fines, fees and compensation will remain unchanged for the forthcoming season.
 7. If the Executive Board accepts the Committee's recommendations, the Board will provide the entire membership (via postal and/or email) a list of the recommendations by the first regular season meeting in February.
 8. FC-BOA membership will have final approval of the recommendations. A vote will be conducted at the first regular season meeting in February. Approval of the recommendations will be by majority vote of those members present at the meeting. Absentee ballots or voting by proxy are prohibited. Any changes will take effect the following basketball season.
 9. Compensation set for particular season (exclusive of reimbursable expenses) is all that will be paid to any individual. **Bonuses in any form or by any other designation are strictly prohibited.**

ARTICLE XIII. PENTALTIES

A. Automatic Scratches

It is the responsibility of the official to notify the Commissioner regarding those schools where the official should not officiate games due to the reasons listed below. Officials shall not be assigned to a school's games if:

1. They are employed by that school and/or, in the case of private schools, are that school's sponsoring institution.
2. Have members of their immediate family attending that school.
3. Have a relative working at that school.
4. They are a graduate of or attended that school within the last four years (4).
5. They assist with coaching teams which provide athletes for that school.
6. They are close social friends with coaches of that school.

B. Suspensions

1. The President, with approval of the Executive Board, is authorized to take disciplinary action against officials who violate the policies of this Association. The disciplinary action shall include, but not limited to, a suspension period of a minimum of two weeks (2) up to and including one year (1) from the date of the infraction. Suspension penalties may carry over from one season into the next season. Reasons requiring disciplinary action may include:
 - a. Conduct on or off the court which is unsportsmanlike or not conducive to the best interest of FC-BOA.
 - b. Failure to comply with FHSAA and FC-BOA regulations and Bylaws as they pertain to officials.
 - c. Officiating a “practice game” or an “exhibition game” in which a member school of FHSAA is involved.
 - d. Pursuing a course of action which is detrimental to the welfare of FC-BOA or its members.
 - e. Exhibiting behavior that is detrimental to the aims of FC-BOA.
 - f. Appearing at a game site to which you have been assigned (or are using your high school official’s card for entry) under the influence of any mood modifier or with an odor of alcohol on their breath.
2. Officials who are penalized with a “season suspension” are ineligible to officiate games for the remainder of the season.

C. Fines & Violations

In order to promote and ensure professional standards, the following fines and penalties shall be imposed by the Association for actions/violations which are deemed to be detrimental to the Association’s best interest:

1. Failure to work a schedule/assigned contest: 1st Offense – game fee including travel, 2nd Offense – game fee including travel plus a two-week (2) suspension, 3rd Offense – game fee including travel plus a season or a six-week (6) suspension, whichever is longer. (Any portion of the non-completed six-week (6) suspension shall carry into the following season.)
2. Late to an assigned contest: 1st Offense – warning, 2nd Offense – half game fee, 3rd Offense – half game fee plus a two-week (2) suspension, 4th Offense – half game fee plus a season or six-week (6) suspension, whichever is longer. (Any portion of the non-completed six-week (6) suspension shall carry into the following season.) An official is considered late to an assigned contest if the official is not present, in uniform, on the court fifteen minutes (15) prior to the scheduled game time. An official is to arrive at a contest game site at least thirty minutes (30) before the scheduled game time. In situations where a contest official is present at the game site but his/her partner(s) are not present at least thirty minutes (30) before game time, then the official on site must notify the appropriate Commissioner.
3. Returning an assigned game to the Commissioner after the deadline/turnback date: 1st & 2nd Offense – warning, 3rd & each subsequent Offenses – full game fee including travel. **See ARTICLE V, SECTION H for exception.**
4. Failure to notify the Commissioner of game absence: \$25.00 fine for each occurrence.

5. Failure to report crew member(s)' absence: 1st Offense – warning, 2nd & each subsequent Offenses - \$25.00.
 6. Switching a game without authorization: 1st Offense – two-week (2) suspension, 2nd Offense – season or six-week (6) suspension, whichever is longer.
 7. Uniform violations: 1st Offense – warning, 2nd Offense – half game fee, 3rd & each subsequent Offense – full game fee including travel.
 8. Absence from or excessive tardiness to a FC-BOA meeting: **See ARTICLE V SECTION F & G for penalty.**
 9. Serious misconduct: 1st Offense – two-week (2) suspension, 2nd Offense – season suspension.
 10. Gross misconduct: 1st Offense – season suspension.
- D. Members are required to pay all fines and penalties levied by FC-BOA.
 - E. Payments for fines must be received by the Treasurer no later than ten-days (10) after the date of the fine notification. An official who fails to pay a fine within the prescribed time shall be ineligible to officiate any further contests until the said fine is paid in full.
 - F. Members may appeal any penalty imposed by FC-BOA to the Grievance Committee according to the provisions established herein.
 - G. If an appeal is upheld in favor of the member official, the fine shall be rescinded and any monies paid shall be returned to the member official with ten-days (10) of the date of the determination of the appeal.
 - H. In the case of a suspension, a member official may indicate his/her intention to appeal. In such cases, the suspension shall be held in abeyance pending the outcome of the appeal. If the appeal fails or the suspension be partially upheld, the time remaining on the suspension shall take effect immediately and carry over into the next season if it cannot be completed in the current season.
 - I. Return check charge: An official who submit a check to FC-BOA which is then returned, shall be assessed any bank fees associated with the check. Once an official is assessed a return check charge/bank fee, that official must make all future payments to FC-BOA in cash, postal money order or cashier's check until the following season.

ARTICLE XIV. GRIEVANCE PROCEDURE

- A. Any official who feels he/she has a grievance shall convey in writing within ten-day (10) of the incident or notification (in the event of a fine or suspension) to the Chairperson of the Grievance Committee of said grievance. The Chair shall respond to said member within ten-day (10) of the receipt of the grievance that the committee will hear the grievance in a timely manner. The Chair may request additional information or documentation from the member and the member shall provide the requested items to the Chair in a timely fashion.
- B. The Chairperson of the Grievance Committee shall convene a meeting of said committee to consider all matters properly brought before the committee as soon as feasible.
- C. The Committee shall deliberate and render a decision and recommendations in writing to the President with all supporting documentation considered in making their decision. The

President shall evaluate the grievance and the committee's decision and issue a ruling in writing within ten-days (10). The ruling shall be provided to the aggrieved member as well as the committee.

- D. Any appeal by the aggrieved member of the President's ruling shall be made in the following order:
1. The Executive Board (unless the Executive Board was the original complainant against the member).
 2. The Commission.
 3. Each level shall respond to the appeal in writing within ten-days (10).
 4. If all procedures have been completed and the aggrieved member desires to further appeal, the member's last recourse would be to appeal to FHSAA.