

# CONSTITUTION OF THE WARNER ROBINS BASKETBALL OFFICIALS ASSOCIATION

## PREAMBLE

We, the members of the Warner Robins Basketball Officials Association (WRBOA), in order to foster and perpetuate better basketball officiating in Georgia, do establish the Constitution for the members of the WRBOA.

## ARTICLE I

### MEMBERSHIP

#### SECTION 1. Membership Process

Paragraph 1. This organization shall be known as the Warner Robins Basketball Officials Association. Membership shall consist of all registered, approved, and certified officials who are now members of this organization or is approved for membership after payment of fees.

Paragraph 2. All applications for membership in this organization will be submitted to the executive committee for approval. A majority vote of this committee is necessary for acceptance. An applicant who has not been a member of a recognized Georgia Basketball Association for at least three years shall become an associate member of this organization for a period of three years. During this period, he/she shall work games as assigned and be rated according to the Georgia High School Association (GHS)A) guidelines. After serving as an associate member for three consecutive years, the entire voting membership present shall vote on accepting he/she into the organization. An approval vote of the voting members present shall be deemed as acceptance of the prospective member as a full fledged member of the organization. The Executive committee will inform new members about the association, its by-laws and Constitution and what is expected of him/her while a member of the WRBOA.

Paragraph 3. An associate member shall not have any voting privileges on any matter, unless waived by the majority of the voting members present at the time.

Paragraph 4. Members or associate members shall not accept any games not scheduled by this association (unless they are at a higher level than high school), without prior approval from the executive committee.

Paragraph 5. An official transferring into the WRBOA will have his/her certification (registered, approved, certified) verified by the GHS)A).

Paragraph 6. Basketball officials who transfer from another association recognized by the GHS)A), and who have been approved with the GHS)A) office, will be considered an associate member for one year, and will have the same status as in Section 1, paragraphs two and three. Years of active service as a GHS)A) official will be certified by records kept by the GHS)A).

## ARTICLE II

### LEGISLATIVE POWERS

#### SECTION 1. Vesting

Paragraph 1. The legislative power of the Warner Robins Basketball Officials Association shall be vested in the voting membership and shall be exercised only in legislative assembly at duly constituted regular or called meetings at which a quorum shall be present.

#### SECTION 2. Voting

The voting membership present shall be sufficient to transact business and carry out the legislative function of this association; except in event of an amendment, then the procedure is prescribed in Article VI.

#### SECTION 3. Meetings

Paragraph 1. Regular meetings shall be held as designated by the president and approved by the Executive Committee who shall cause such schedule to be published.

Paragraph 2. Called meetings may be held if constituted on forty-eight hours notice prior to the time of the meeting, provided there is a request by one-third of the membership or majority of the Executive committee.

#### SECTION 4. Procedure

Paragraph 1. The order of business at all meetings shall be as follows, except where the President deems it necessary to dispense with this procedure for particular meetings.

(1) ROLL CALL (2) MINUTES (3) REPORTS OF OFFICERS AND COMMITTEES (4) NEW BUSINESS (5) REPORT OF GAMES FOR THE PREVIOUS WEEK (6) RULE DISCUSSION AND/OR CLINIC.

Paragraph 2. Parliamentary procedure in general shall conform to “Roberts Rule of Order, revised,” except as modified by the Constitution.

#### SECTION 5. Public Record of Minutes

Paragraph 1. This constitution, with any subsequent amendments, shall be placed in the records of the Secretary and shall be available as a reference to the members.

Paragraph 2. A journal composed of the minutes of each meeting of the organization shall be prepared from the Secretary’s minutes and be available as a reference to any member.

## **SECTION 6. Fees**

Paragraph 1. The Executive committee shall submit to the association a proposed registration fee for approval, modification or rejection. All members shall pay his/her fees prior to being scheduled for games.

Paragraph 2. Mileage shall be determined by the Executive Committee and approved by the voting members present.

Paragraph 3. Registration fees for GICAA, GISA, and IAABO will be paid when requested by these organizations.

## **SECTION 7. Method of Voting**

Paragraph 1. The assembly shall vote a viva voce or by show of hands unless the same shall be challenged, then a roll call secret ballot vote is mandatory.

# **ARTICLE III**

## **EXECUTIVE AND ADMINISTRATIVE OFFICERS AND POWERS**

### **SECTION 1. General**

Paragraph 1. The executive officers of the WRBOA shall consist of the president, vice-president, secretary, treasurer, parliamentarian, sergeant at arms, and executive committee. The administrative officers are the scheduling committee (2). A candidate for an office in this association shall be **approved** with the GHSA and have been a member of this association for a minimum of four years. Terms of office for all officers shall be for a period of **two years**. The treasurer, secretary and the scheduling committee shall be paid an annual fee which will be set by the executive committee and approved by the voting members present. All elected officers will attend a GHSA sanctioned basketball camp.

### **SECTION 2. President**

Paragraph 1. The executive power not otherwise delegated shall be vested in the President.

Paragraph 2. The president shall be the presiding officer at all duly constituted meetings of the organization.

Paragraph 3. The president shall be an advisory member of the scheduling committee.

Paragraph 4. The president shall make all non-executive or legislative committee appointments (ex: training committee).

### **SECTION 3. Vice-President**

Paragraph 1. The vice-president shall act as the executive and presiding officer in the absence, death or disqualification of the president.

Paragraph 2. The vice-president shall be chairman of the executive committee.

### **SECTION 4. Secretary**

Paragraph 1. The secretary shall keep and maintain the official minutes, in a book provided for that purpose, of each duly constituted meeting. Such minutes shall become official when read and approved by the organization and signed by the secretary and presiding officer.

Paragraph 2. The secretary shall keep and maintain a file of all correspondence received and dispatched by this organization.

Paragraph 3. The secretary shall keep and maintain the official roll in a book provided for that purpose.

Paragraph 4. The secretary shall keep and maintain the public records as provided in Article II, Section 5 and assist the schedulers if necessary.

Paragraph 5. The secretary will be paid a designated fee, as determined by the executive committee and approved by the voting membership present.

Paragraph 6. The secretary will be the associate treasurer and perform duties of the treasurer when he/she is not available.

### **SECTION 5. Treasurer**

Paragraph 1. The treasurer shall keep and maintain financial records of the organization. He/she shall be paid a designated fee as determined by the executive committee and approved by the voting membership present.

Paragraph 2. The treasurer shall be the custodian of all monies and serve as the collecting and disbursing officer of the organization. The treasurer shall pay to the members all monies collected and due to the members as soon as possible but not less than once per month.

Paragraph 3. The treasurer will prepare and present a written monthly financial report to the membership during the season.

### **SECTION 6. Parliamentarian**

Paragraph 1. The parliamentarian shall have a thorough knowledge of the parliamentary authority specified by the organization's bylaws and know the correct parliamentary procedure for conducting meetings and interpreting the rules of the organization.

Paragraph 2. The parliamentarian shall serve as an advisor to the president and other officers or members on matters related to the organization.

Paragraph 3. The parliamentarian shall give an opinion or advice, not a "ruling" on matters involving the WRBOA when necessary.

Paragraph 4. The parliamentarian shall serve as a consultant to the committees on rules, bylaws, elections, and resolutions.

#### **SECTION 7. Sargeant-at-Arms**

Paragraph 1. The sergeant-at-arms shall, on instruction from the presiding officer during any duly constituted meeting, be responsible for maintaining good order.

#### **SECTION 8. Executive Committee**

Paragraph 1. The Vice-president, Secretary and three members elected at-large shall make up the executive committee.

Paragraph 2. The executive committee shall act as a steering committee for the organization and shall function in making investigation of written complaints, reports, etc. from schools and members of the association. All complaints shall be in writing and except for extenuating circumstances, the Executive Committee shall provided a response to the complainant within fourteen (14) days of receiving a complaint.

Paragraph 3. The executive committee shall act as a committee on meeting dates as prescribed in Article II, Section 3, and Paragraph

Paragraph 4. Acceptance of all recreation and middle school schedules outside Houston County will be voted on by the voting members present.

#### **SECTION 9. Training Committee**

Paragraph 1. The Training committee shall be designated by the President.

Paragraph 2. The committee shall be responsible for setting guidelines in respect to annual evaluation for all officials and for continuous training as needed for organization members.

#### **SECTION 10. Scheduling Committee**

Paragraph 1. The scheduling committee will consist of two members. The members must be knowledgeable in using the Arbiter system (or any other computer/web based system WRBOA selects to use for scheduling purposes).

Paragraph 2. The scheduling committee is responsible for scheduling all games that are to be officiated by the WRBOA.

Paragraph 3. WRBOA's master schedule will be posted on the arbiter site to be viewed by all members.

#### **SECTION 11. Scheduling**

Paragraph 1. Members shall not be scheduled until all fees are paid.

Paragraph 2. Assignments will be based on the rating system developed by the WRBOA Training Committee. This rating shall be developed based on the GHSA guidelines.

Paragraph 3. Any member not satisfied with game assignments shall have the right to appeal to the executive committee.

Paragraph 4. Members should be allowed to accept game assignments without penalty at a higher level when scheduled the same day; this selection should be made within a reasonable time for the Schedule Committee to find a replacement.

Paragraph 5. Once members receive an assignment(s), he or she has 2 days to accept the assignment before he/she is removed from the assignments(s).

## **SECTION 12. Attendance**

Paragraph 1. Each member of the WRBOA is required to attend a minimum of **50% of all scheduled meetings**. This requirement must be met and maintained before a member will be scheduled for games. WRBOA members may attend one of the District 3 partnership association meetings the same week they miss a WRBOA meeting. Members may not receive multiple meeting attendance credit for attending more than one meeting in the same week.

Paragraph 2. Attendance begins counting at the first regular meeting of the year for officials who were WRBOA members the previous year and the first meeting attended by new members.

Paragraph 3. Members who are working and cannot attend meeting(s), will be asked to provide a letter from his/her employer to the executive committee for a decision as whether to be excused or not.

## **SECTION 13. Uniform**

Paragraph 1. Regulation uniform will be worn at all games. The regulation uniform is as follows: GHSA Varsity, JV, 9<sup>th</sup> grade - black and white striped shirt (short sleeve, V-Neck), black pleated pants, black shoes, black socks and **black T-shirt**; GISA & GICAA - grey striped collegiate shirt, black pleated pants, black shoes, black socks, **black T-shirt**.

# **ARTICLE IV**

## **ELECTIONS**

### **SECTION 1. General**

Paragraph 1. The President , Vice President, shall be limited to serving two successive terms. All other officers of the WRBOA may succeed themselves. Election of officers will be held at the last meeting of the year for the WRBOA as set by the executive committee.

Paragraph 2. A candidate must receive a majority of the votes cast in the secret ballot to be elected. If no candidate receives a majority of the votes cast, there shall be a run-off between the two candidates receiving the highest number of vote

Paragraph 3. Incumbent(s) will automatically be included on the next election year ballot for consideration for re-election, except as stated in Article IV, Section 1. Incumbents not wanting to appear on the next election year ballot must notify the President in writing prior to the nomination of candidates for the election.

Paragraph 4. Absentee ballots will be accepted from voting members. These ballots will be post marked and mailed to the Chairman/Chairwoman of the Election Committee.

## **SECTION 2. Election Committee**

Paragraph 1. The election committee shall conduct all elections in the manner prescribed by this constitution and as directed by written election procedures outlined by the Executive Committee.

Paragraph 2. The Chairperson of the election committee shall be appointed by the President. The Chairperson of the election committee shall select three members to assist with the election. Neither the chairperson nor any election committee member's name will appear on the ballot.

## **SECTION 3. Special Election**

Paragraph 1. The association may conduct elections as the need arises; but in no case will elections be conducted in any manner than by secret written ballot, on a day set for such election and conducted by the election committee.

Paragraph 2. Incumbent(s) will automatically be included on the next election year ballot for consideration for re-election, except as stated in Article IV, Section 1. Incumbents not wanting to appear on the next election year ballot must notify the President in writing prior to the nomination of candidates for the election.

Paragraph 3. Absentee ballots will be accepted from voting members. These ballots will be post marked and mailed to the Chairman/Chairwoman of the Election Committee.

## **SECTION 4. Election Certification**

Paragraph 1. After each election, the election committee shall submit the results, certifying the same as correct, to the association. Unless there is a challenge, the results shall be final as certified and published. If a majority of the voting members challenge the results, a new election is mandatory.

# **ARTICLE V**

## **SECTION 1. Independent Contractor Relationship**

Paragraph 1. The association, thereby, does not limit the right of each official to join and receive assignments from any other officials association; however, a member may not hold simultaneous membership in more than one GHSA association.

Paragraph 2. The acceptance of fees and monies from various hiring institutions for assignments performed, and its subsequent distribution to association members, in no way creates an employee/employer relationship and is done only for administrative convenience.

Paragraph 3. Each member's obligation to report all income and pay any state and federal income taxes due remains and is not shared by or the responsibility of the association.

## **ARTICLE VI**

### **AMENDMENT**

This constitution shall be amended by the introduction of a bill in the organization proposing an amendment to the constitution and calling for a secret ballot in like manner as an election and conducted by the election committee. The Bill must be passed by the voting members present in a properly constituted meeting; and then adopted by the voting members present at an election called for that purpose. The proposed amendment with the notice of the date of the election shall be read to the organization a minimum of one week prior to the balloting.

## **ARTICLE VII INCORPORATION OF**

### **FORMER ACTS**

All past records of the group of officials recognized as the WRBOA as established prior to the writing of this Constitution shall be incorporated into this organization and shall become part of and subject to the provisions of this document.



## **ARTICLE VIII RULES AND REGULATIONS**

### **SECTION 1. Schedules**

Paragraph 1. All members shall have internet access in order to receive their games assignments in the Arbiter (or any other computer/web based system WRBOA selects to use for scheduling purposes.)

Paragraph 2. You may be assigned to officiate games at all schools under contract with the WRBOA unless the executive committee approves your request to be excluded from working games at a particular school.

### **SECTION 2. Penalties and Fines**

Paragraph 1. Declination of games to officiate other sports or non-WRBOA games (unless the games are on a higher level than high school) is a violation of this Constitution. The penalty for this type of violation is one game fee or an alternate penalty to be determined by the executive committee.

Paragraph 2. The penalty for turning in games for reasons other than work, sickness or other emergency is one game fee or an alternate penalty to be determined by the executive committee.

Paragraph 3. The penalty for missing a game is as follows: First offense - one game fee at the level of ball officiated, second offense - one week suspension, third offense - suspension for the rest of the basketball season. The member has seven days to pay fine or appeal the penalty to executive committee in writing.

Paragraph 4. The penalty for being late to a game is as follows: First offense - written reprimand, second offense - one game fee, third offense - meet with the executive committee, who will determine punishment.

Paragraph 5. Arrival time for all 9<sup>th</sup> grade and JV games is 30 minutes before game time. Arrival at middle school and recreation games is 15 minutes before game time - dressed.

Paragraph 6. The penalties listed in Article VIII, Section 2, Paragraphs 1-5 are for non-District 3 partnership games. **The penalties for District 3 partnership games are listed in the District 3 Policies and Procedures.**

Paragraph 7. The penalties for offenses related to the scheduled meetings are as follows: Arriving after roll call - \$2.00 fine, paid to treasurer, unless prior notification is received by a WRBOA officer; leaving meeting early - \$2.00 fine, paid to treasurer, unless prior notification is received by a WRBOA officer. A member arriving at a meeting 30 minutes or more after it has started will not receive credit for the meeting unless prior notification is received by a WRBOA officer.

Paragraph 8. The penalties for uniform violations are as follows: Out of uniform - first offense - written reprimand, second offense - one game fee, third offense - no schedule.

Paragraph 9. Checks payable to WRBOA from contract schools will not be cashed by any member; he/she is to get the check(s) to the treasurer, who will make payment to member. Penalty is 1 game fee and loss of schedule for 1 week.

Paragraph 10. No member is permitted to visit a coach to view a game film without approval of the executive committee. The executive committee will determine the penalty for this violation.

Paragraph 11. Member(s) who **leave the association voluntarily**, should **provide a letter of resignation**, if not, he/she will have the same rights and privileges of a beginning member, should he/she decides to return to WRBOA.

Paragraph 12. Members shall consume no alcohol on the day of a game assignment.

Paragraph 13. All complaints shall go through the executive committee.

**SECTION 3. General**

Paragraph 1. Flowers will be sent to association members, member's parents, immediate family members (excluding players at schools under contract to the WRBOA) when conditions warrant.

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The foregoing was adopted as the Constitution and By-Laws of the Warner Robins Basketball Officials Association on August 23, 1963; revised on May 17, 1964, October 11, 1964, January 22, 1984, February 1986, February 1993, February 1994, February 11, 1996, October 18, 1998, November 17, 2002, January 26, 2005, February 5, 2006, February 3, 2008, October 16, 2011, February 8, 2015.