

CBOA Constitution and By-laws

Article 1: Name

- 1.1 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

- 2.1 This Constitution outlines the basic principles of the CBOA. Operating policies are appended. The terms he/his shall refer to an individual of either sex.

Article 3: Objectives

- 3.1 The objectives of the CBOA shall be to:
 1. represent basketball officials in the City of Calgary.
 2. coordinate activities with other basketball organizations.
 3. recruit and train basketball officials.
 4. promote consistent, professional behaviour by all officials.
 5. assign qualified officials to games upon request.
 6. 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:
 1. abide by the Constitution and policies of the Association.
 2. be active in the affairs of the Association.
 3. maintain membership in the ABOA.
 4. pay the annual membership fee.
 5. attempt to improve his ability as an official.
 6. be approved by the membership committee.
- 4.3 Active Membership: privileges of active membership are:
 1. attendance at Association meetings.
 2. voting at Association meetings.
 3. holding elected office in the Association.
 4. assignment to games by the Association.
- 4.4 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 withdraw 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 his 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 Associate Membership: an official may be granted associate membership if he has not 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.
- 4.6 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.
- 4.7 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.
- 4.8 Membership Cards: a membership card for the current year may be issued to each active member after he has fulfilled the requirements of membership. Such cards shall remain the property of the Association and may be revoked. The Executive may recognize the ABOA membership card as the local membership card in any given year.
- 4.9 Representation: no member shall enter into negotiation or correspondence with any person or group regarding officiating without the express consent of the President or the Executive.

Article 5: Discipline and Grievance

- 5.1 The Executive may take disciplinary action against a member within the bounds of the Constitution and subject to review by the membership committee. The President may take interim disciplinary action until the next executive meeting.
- 5.2 A member may request review of any disciplinary action take by the Executive. The member must first notify the President of his intent to request review within 72 hours of being informed of the disciplinary action. In order to be valid, the member must then confirm his request in writing, such letter to be received by the President within seven days of the disciplinary action notification The membership committee must meet within two weeks of the receipt of the letter. The member is entitled to make representation to this meeting. Immediately following the meeting, the membership committee shall make a recommendation for ratification by the Executive, such ratification to occur within two weeks.
- 5.3 A member is entitled to a final appeal of any disciplinary action at the next general meeting or a duly constituted special meeting.

Article 6: Executive

- 6.1 Officers: the executive officers shall be: President, Past President, Vice President, Treasurer, Evaluation Chairperson, Education Chairperson, Secretary, and Member-at-large.
- 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. The President shall, subject to ratification at the next executive or general meeting, have the power to make interim decision within the structure of the Constitution and Policies.
- 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. The minimum shall be one in each calendar quarter (Jan.-Mar., April-June, July-Sep., Oct.-Dec.). 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 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.
 1. The President 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.
 2. At the 1999 Annual General Meeting of the Association, the members shall elect a President, a Vice President, and an Evaluation Chairperson. At the following Annual General Meeting of the Association, the members shall elect a Treasurer, an Education Chairperson, a Secretary and a Member At Large.
 3. Voting shall be by secret ballot. Positions (with the exception of Past President) shall be voted in the order listed in article 6.1. This would include all by-elections cited in the Notice of Meeting. The winner shall be the nominee who receives the majority 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.
- 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 can be on the Executive for more than three consecutive terms, but not in the same position for more than three 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, it may not be filled until the next general meeting.
- 6.9 By-elections: vacancies in an executive position shall be filled at the next 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

- 7.1 The general duties of the members of the Executive are as outlined below:
- 7.2 President: he must have been a member of the Association for two years. He must have been a member of the Executive for at least one year. He is the chief executive officer of the Association and is responsible for the overall direction of its affairs. He shall preside at all meetings. He is a voting member of all committees.
- 7.3 Past President: he 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. The appointee may attend executive meetings but may not vote.
- 7.4 Vice President: he must have been a member of the Association for a minimum of one year. He shall preside at meetings in the absence of the President. He shall assist the President in the management of the affairs of the Association.
- 7.5 Secretary: he shall keep detailed, accurate minutes of all meetings of the Association or Executive. He shall keep a record of attendance at all meetings. He shall manage the correspondence of the Association and should receive copies of all correspondence sent on behalf of the Association by other executive members. In coordination with the Computer Operator, he shall maintain an up-to-date membership list. He shall keep the membership records, including exam scores and evaluations, for the previous two years. He shall keep the files of the Association.
- 7.6 Treasurer: he shall be in charge of the financial affairs of the Association. He shall keep the funds of Association in a bank account approved by the Executive. He shall prepare financial reports, budgets and arrange for audits as required. He shall arrange the collection of fees from leagues and the payment of fees to officials.
- 7.7 Evaluation Chairperson: he shall coordinate the activities of the Evaluation Committee. He shall keep records of all evaluations done in recent years.
- 7.8 Education Chairperson: he shall coordinate the activities of the Education Committee.

- 7.9 Member-at-large: he shall represent the membership in areas not covered by the other executive positions. He shall be the liaison between the Executive and members of the Association, with emphasis on the concerns of new and junior officials. He shall assist other executive members with their duties as required.
- 7.10 Advisors: the Executive may appoint advisors as it sees fit. Advisors are entitled to attend executive meetings by invitation but may not vote. Advisors may include but are not limited to:
1. Chief Evaluator: he shall advise the Evaluation Committee and be responsible for the formal evaluations required by the ABOA.
 2. Interpreter: he shall advise the Association on matters of rules interpretation. He shall coordinate his opinions with those of provincial, national and international authorities.
 3. Commissioner: he shall coordinate all game assignments with leagues and officials. He shall keep accurate records of all assignments. An assistant commissioner may be appointed by the Executive. The Commissioner will be hired for a one year term, with the option to renew that one year term for a maximum of six consecutive years. It would be possible for a Commissioner to be re-hired after being out of the position for a minimum of one year.
 4. Computer Operator: he shall work in conjunction with the Commissioner to ensure computerized records are kept of all assignments. He shall coordinate with the Treasurer in billing leagues and paying officials. He shall maintain a current membership list with the assistance of the Secretary.

Article 8: Committees

- 8.1 The standing committees of the Association shall be: Constitution, Education, Evaluation, Finance and Membership. 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 chairperson of the committee unless the Executive decides otherwise.
- 8.2 Constitution Committee: it shall consist of the Past President, Vice President and one other member. It shall review the Constitution and Policies and make recommendations prior to the Annual General Meeting each year and at other times as necessary.
- 8.3 Education Committee: it shall consist of the Chairperson 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: it shall consist of the Chairperson, Chief Evaluator, Commissioner and 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: it shall consist of the Treasurer, Vice President and 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.
- 8.6 Membership Committee: It shall be an ad hoc committee, consisting of the Vice President and four other members in good standing who are not on the Executive. It shall be responsible for grievances and discipline in accordance with Article 5.

Article 9: General Meetings

- 9.1 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, 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 one month after the Secretary receives the request.
- 9.4 Notices of Meetings: notice of general meetings shall be sent to the last known address 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 his 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. 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 should 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 01 and end on August 31 of the following year.

Article 11: Finances

- 11.1 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, and Treasurer.
- 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. Amendments will take effect immediately after being carried 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.

Last updated September 2011