

**TEMPLE BASKETBALL OFFICIALS' ASSOCIATION
CONSTITUTION & BY-LAWS**

ARTICLE I. NAME

This organization shall be known as the Temple Basketball Officials Association (TBOA) of the Texas High School Basketball Official Association, (THSBOA), hereafter referred to as the "TBOA".

ARTICLE II. PURPOSE

Section 1. To unite in membership of this organization all fully qualified officials, whose integrity is above reproach. Such group of officials will foster a high standard of ethics in accordance with the items contained herein and those outlined in any TBOA Policies & Procedures. Ensure that all officials conduct themselves as professionals on and off the court when dealing with school administrators, athletic directors, coaches, players, fans, and the media.

Section 2. To maintain the highest ideals of sportsmanship regarding officiating the game of basketball.

Section 3. To encourage every official to rigidly enforce all rules and mechanics of the game as published by the National Federation of High School, University Interscholastic League and Texas Association of Private and Parochial Schools (NFHS, UIL and TAPPS).

Section 4. To create a high level of fellowship, mentoring and cooperation among members of the organization and the activities served.

Section 5. To assist in every practical and ethical way the advancement of our members to the highest levels of officiating the game of high school and middle school basketball.

ARTICLE III. JURISDICTION

Section 1. The Executive Board, in accordance with this constitution & By-Laws and any chapter Policy & Procedures, will have complete governance over all officials of this chapter when dealing with matters relating to chapter assigned games, conduct of officials, dress of officials during aforementioned games, and the evaluation of all officials of this chapter.

ARTICLE IV. MEMBERSHIP

Section 1. ACTIVE MEMBERS: To be a qualified member of the TBOA a member must:

- A. Members must meet all requirements found in the TBOA Policies & Procedures those listed herein so to be "in goodstanding" to vote, serve in any position, or be assigned games to officiate. To be considered member "in good standing," a member shall be subject to the requirements below:
 1. Be free of financial obligations to the chapter including dues, fees, or fines.
 2. Meet the attendance requirements by attending a minimum of 50% of the chapter's scheduled meetings and qualified events or have provided evidence for an excused absence.

Qualified events include:

 - a. Attending or teaching new member training and annual evaluations.
 3. Must meet all testing requirements of the TBOA, THSBOA and UIL Section 1204 standards.
- B. Meet all the requirements for membership of the Texas High School Basketball Official Association, (THSBOA).
- C. Pay state and local dues, successfully complete all required written rules and mechanics tests to officiate regular season, playoffs and state games, and receive an evaluation by the training staff.
- D. Have a reputation considered approve reproach.

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- E. Active membership is maintained by abiding by the rules and regulations as established by the Constitution, By-Laws and Policies & Procedures.
- F. Honorary Membership may be conferred upon an individual by unanimous vote of the Executive Board. This honor is usually reserved for special recognition of long years of exemplary service to TBOA. Honorary members shall not be required to pay dues, and neither shall they vote or hold office.
- G. Maintain professionalism and actions that are compatible with good basketball officiating and professional official conduct.
- H. Satisfactory evidence of physical ability to officiate High School and Middle School basketball games.
- I. Be at least 18 years of age.
- J. *Dual Chapter members must designate their primary Chapter.***
- K. Ability to meet and pass any other requirements prescribed by TBOA herein, per any ByLaws and/or chapter Policies & Procedures.
- L. * Note- The TBOA Board of Directors will be hereafter referred to as the "BOD."
Members (who have exercised their due process privilege of appeal by correspondence with the President and copied to Assignor of Officials) deemed to be not in good standing by the BOD will be considered suspended members. It will be at the sole discretion of the BOD to determine if a suspended member will be considered for membership reinstatement. The BOD reserves the right to not allow reinstatement of suspended members if the BOD believes it is acting in the best interest of the chapter. The BOD may choose to require a suspended member to appear before them before reinstatement may be offered. If a suspended member is offered reinstatement by the BOD, they must pay any outstanding dues, fees, or fines to TBOA and submit appropriate documentation before reinstatement can be granted.
- M. Any member determined to not be in good standing by the BOD will be contacted by their Division Representative (hereafter called Div. Rep.). The member will have the right of appeal to the BOD either in person or by letter or email, no later than the second BOD meeting after notification. Members failing to appeal within the specified time forfeits their right to appeal. After appeal, those members deemed not in good standing will be considered "suspended members" and will not be allowed to participate in any manner in the affairs of the chapter until they are reinstated as a member in good standing by the BOD.
- N. A member who is in possession of any item(s) owned by TBOA must surrender such upon becoming a suspended member, resigning from the chapter, leaving their position, or by BOD request. An item(s) may include but is not limited to written documents, schedules, electronic records, digital records, email records, banking documents, any tangible equipment (computers, laptops, tablets, Ipads, cell phones, copiers, and passwords for any software purchased by and/or used for TBOA business.
- O. A membership year shall begin on April 1st and end on March 31st of the following year.

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- P. TBOA Membership is organized and divided into five (5) divisions based on the categories shown below:

<u>DIVISION:</u>	<u>LAST NAME BEGINNING WITH:</u>
Division One	Alphabet A-E
Division Two	Alphabet F-I
Division Three	Alphabet J-M
Division Four	Alphabet N-S
Division Five	Alphabet T-Z

Section 2. MEMBERS IN GOOD STANDING: Members in the TBOA must meet all qualification/requirements to become a member in good standing. To be a member in good standing of the TBOA a member must:

1. Have paid all THSBOA and Chapter dues and or fees.
2. Have current annual rules and both the 2 & 3 person mechanics tests scores of 70 or higher on file for regular game assignments (Must have 90% or above to work post season assignments).
3. Attend at least 50% of the scheduled meetings and the annual Rules Clinic for the current season.
4. Must work a minimum of one (1) chapter scrimmages or receive chapter fine of one varsity game fee and have a minimum of two (2) evaluations (one full game each) during chapter preseason training to be eligible for post season assignments.

*Only members in good standing are allowed to hold office- Member requests for waiver of attendance requirements will be heard and approved or disapproved by the TBOA BOD on a case-by-case basis.

Section 3. TRANSFER MEMBERS: Any current member of THSBOA who wishes to transfer his or her affiliation after previous affiliation with another THSBOA member chapter shall obtain a transfer letter to be accepted into the TBOA. Individuals transferring to TBOA must submit written proof of any basketball experience or training they have had in the past. After an evaluation from the training staff and with the approval of the Executive Board, the transfer member will be rated at the level deemed appropriate as determined from their evaluation and experience and be eligible for game assignments. A transferring member will not be eligible to hold TBOA office position for one calendar year.

Section 4. INACTIVE MEMBERS: Inactive members are the members who have paid their TBOA dues and any outstanding fees or fines but are not actively engaged in officiating basketball games. They are not required to attend meetings or training if they don't officiate during the current year. They are not allowed to hold office but will have full voting privileges (provided proof of Chapter Dues and any fees or fines payment is validated by the Treasurer and Assignor of Officials before vote is cast). If vote is conducted online, the Treasurer and Assignor of Officials together will validate the member or disable the user's Arbiter Account so that no vote can be entered.

ARTICLE V. ADMINISTRATION: EXECUTIVE COMMITTEE (EC)

Section 1. EXECUTIVE COMMITTEE: The Executive Committee hereafter referred to as the EC.

- A. Shall be elected to office as provided in the Bylaws and shall be 9 in number.
- B. The EC shall be comprised of: President, Vice President, Assignor of Officials, Assistant Assignor of Officials, Treasurer, Recording Secretary, Sergeant At Arms and two (2) Trainers.
- C. Quorum: The attendance of at least four (4) members of the EC at any meeting will constitute a quorum to allow for the transaction of TBOA business.

ARTICLE VI. ADMINISTRATION: BOARD OF DIRECTORS (BOD)

Section 1. BOARD OF DIRECTORS (BOD): The Board of Directors hereafter referred to as the BOD.

- A. The BOD shall be the elected to office members of the EC along with the five (5) Division Representatives (Div Reps.), THSBOA Chapter Representative and any appointed Ex-Officio members.
- B. The BOD shall be fourteen (14) in number plus any appointed Ex-Officio appointees.
- C. The BOD shall be comprised of President, Vice- President, Assignor of Officials, Assistant Assignor of Officials,

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Treasurer, Recording Secretary, two Trainers, Sergeant At Arms and five (5) Division Representatives elected by their respective division's members.

- D. The officers of the BOD shall hold office as provided in the Constitution and By-Laws.
- E. The BOD may appoint one or more Ex-officio board member(s) to serve in an advisory capacity. Additional officers or employees of the Chapter may be added by an affirmative majority vote of the membership present at any properly called meeting of TBOA.
- F. The business and affairs of TBOA shall be managed under the direction of the BOD.
- G. Quorum: The attendance of at least seven (7) members of the BOD including at least four (4) EC members will constitute a quorum for the transaction of chapter business.

ARTICLE VII. AMENDMENTS TO THE CONSTITUTION

The duties of the BOD are to ensure that the TBOA conforms to its Constitution and all applicable UIL, TAPPS and THSBOA regulations. The Constitution may be amended at any regular scheduled or properly called meeting or via online voting format, by an affirmative majority vote of members present or participating, provided that a copy of the proposed changes have been distributed at least one week, prior to the vote on the amendments being held.

ARTICLE VIII. PRESIDENT

Section 1. DUTIES: The President shall preside over all meetings of the Chapter. The President shall serve as program Chairperson. The President shall be responsible for all negotiations with other entities on behalf of TBOA. The President along with the board will appoint all committees and will supervise the activities of each, as necessary. The chairperson of appointed committees will be the senior official selected to the committee.

A. The duties of the President:

- 1. Preside over all chapter and BOD meetings.
- 2. Call special BOD meetings as necessary and conduct emergency phonetic, fax, text, or email votes as needed.
- 3. Call special chapter meetings as needed which shall be held at the place and time selected by his authority.
- 4. Serve as the official spokesperson for TBOA.
- 5. Possess signature authority on all binding documents approved by the BOD.
- 6. Review all TBOA game assignments and be available to assist the Assignor of Officials in making game assignments and revisions.
- 7. Observe and assist the Vice President and Trainers during an in person meeting in creating the regional and state tournament lists to ensure the provisions of the TBOA Constitution and requirements of the UIL/THSBOA are met.
- 8. Consult with the Treasurer monthly to ensure all chapter financial obligations are met and in order
- 9. Serve as an ex-officio member of all committees.
- 10. Govern on behalf of TBOA in accordance with the Constitution /Bylaws of TBOA and any Policies & Procedures adopted by the BOD.
- 11. Serves as the official TBOA representative to the UIL & THSBOA and all other outside agencies.
- 12. Serves as the official TBOA point of contact to the UIL & THSBOA when requesting officials for special assignments when the Assignor of Officials is not available.

Section 2. POWERS: The President has the authority to authorize payments up to \$250.00 without the approval of the Executive Board, for any expenditure as needed to conduct Chapter business. He/She shall make all contracts for services for the Chapter. He/She shall decide if an official should be suspended/not assigned games when there is a complaint against that official, until time is available for the Ethics Committee to convene or to appoint any other required investigating committee. He/She shall settle any and all disputes, and/or cause them to be settled with any outside agencies in the name of the Chapter.

Section 3. ABSENCES: The President must attend all scheduled meetings unless absence is authorized in advance by the Vice-President or by a majority vote of the Board members. Emergency absences must be approved by the Vice President and reviewed and finally approved retro-actively by majority vote of the board.

The President may not officiate any games on meeting nights, unless by approval by a majority vote of the Board members.

Section 4. RESPONSIBILITIES: The President will ensure all game assignments to include tournaments are completed in a fair manner by the TBOA Assignor's of Officials (per ratings/rankings recommendations from the Vice President and Training Staff). He/she will review all correspondence from outside agencies and will cause them to be acted upon in a timely manner. He/She will sign off on all correspondence before it is sent to the agencies requesting information from the Chapter. He/She will review and present to the Board a roster of qualified officials (compiled by Vice President and Training Staff) for the season, prior to giving the roster to the assignment secretary for use with making game assignments.

ARTICLE IX. VICE-PRESIDENT

Section 1. DUTIES: He/she will perform duties for the President in his/her absence. He/she shall be responsible for all aspects of training in the Chapter.

A. The duties of the Vice President:

1. Perform the duties of the President in his or her absence, inability to act, or serve until a new President is elected.
2. Schedule all meetings & training events and obtain BOD approval no later than October 1st.
3. Serve as chairman of the Ethics Committee.
4. Be responsible for the administration of decisions made by the Ethics Committee concerning TBOA members and report information that requires BOD rulings to the President and BOD.
5. Verify/confirm member eligibility the meeting prior to elections to determine if a member's "good standing" status has changed and report the results to President and Chairperson of the Elections/Nominations Committee.
6. Notify all members determined by the Ethics Committee, BOD or Constitution found to not be in good standing within 48 hours of discovery or notification.
7. The Vice President shall be responsible for the day-to-day operation of the TBOA and will aid the President in the execution of all orders and resolutions of the BOD.
8. He/She will provide the President with a roster of all qualified officials for the Assignor of Officials to make assignments from, as recommended by the Training Staff.
9. He/She will ensure all officials, who need evaluations, are evaluated in a timely manner.
10. The VP will provide the President his/her approved final roster of all officials for UIL post-season game assignments, prior to start of post season play or deadline as determined by the UIL. The names on these rosters will be order of merit by their ability to perform at a high level and meeting all UIL, THSBOA and TBOA eligibility requirements. The roster will be presented for approval by the BOD prior to being given to the assignment secretary for remittance to the requestor.

Section 2. POWERS: He/she may appoint qualified TBOA members to assist the Trainers in evaluating officials, as needed. He/She will supervise the trainers and will oversee all aspects of training within TBOA.

Section 3. ABSENCES: The Vice-President must attend all scheduled meetings unless absence is authorized in advance by the President or by a majority vote of the Board members. Emergency absences must be approved by the President and reviewed and finally approved retro-actively by majority vote of the board.

The Vice-President may not officiate any games on meeting nights, unless by approval by a majority vote of the Board members.

Section 4. SALARY: The Vice-President will NOT be paid a salary for their services to TBOA.

ARTICLE X. ASSIGNOR OF OFFICIALS

Section 1. DUTIES: The Assignor of Officials shall have the following duties:

- A. He/She shall receive all requests for officials from the schools we support or other agencies. He/She will ensure that all officials are qualified according to UIL, THSBOA and TBOA eligibility requirements prior to being assigned any TBOA contests. He/She will make assignments from the roster he/she receives from the Vice President and TBOA Trainers for all games assignments.
- B. The Assignor of Officials shall send a letter to all coaches of the schools we support, prior to the start of the season and request for schedules. He/she will inform the President of any problems schools/coaches have with any officials.
- C. Shall make regular season game assignments no later than three (3) weeks prior to contests. This is I.A.W. UIL 1204 Officials Section paragraph (f) and allows for enforcements stated in paragraph (i) scratches.
- D. The duties of the Assignor of Officials also include:
 - 1. Maintain all originals of each officiating agreement from every school the chapter services, contact potential schools for the next season between April 1st and October 1st, and send new officiating agreements as directed by the BOD.
 - 2. Assign all TBOA High School contests and tournament games during the off-season, regular season and post season.
 - 3. For post season assignments, the Assignor of Officials shall contact the President and Vice President for review of game assignments.
 - 4. Create a report on all post season assignments to the BOD on or before March 31. Such list shall be presented to the membership on or before the first scheduled chapter meeting of the new season.
 - 5. Provide an itemized list of scrimmages to the chapter Treasurer on or before December 1st for timely and accurate invoicing to the schools.
 - 6. Maintain a list of all members in good standing and their corresponding ranking. The Vice President must be contacted concerning any status changes of any member occurring during the season and to provide a copy of the list at the last BOD meeting in January to help determine a list of qualified electable candidates.
 - 7. Be the official TBOA contact person for UIL/THSBOA personnel requesting officials for special and post season assignments.
 - 8. Return all chapter property, written correspondences, and any other chapter materials to the President upon demand or when the Assignment Director leaves the position.
 - 9. Observe and assist the President, Vice President and Trainers during an in person meeting in creating the regional and state tournament lists to ensure the provisions of the TBOA Constitution and requirements of the UIL/THSBOA are met.

Section 2. ABSENCES: The Assignor of Officials must attend all scheduled meetings unless absence is authorized in advance by the President or by a majority vote of the Board members. Emergency absences must be approved by the President and reviewed and finally approved retro-actively by majority vote of the board. (He/She should not be officiating on meeting nights) unless absence is authorized in advance by approval by a majority vote of the Board members.

Section 3. RESPONSIBILITIES: The Assignor of Officials will make all assignments in order, by availability, ratings, location and time the official can leave. Tournaments shall also be made with the same requirements. He/she will submit the Chapter's top crew, by order of merit, to the UIL when received from the President, after approval by the Executive Board.

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Section 4. SALARY: The Assignor of Officials will be paid a flat salary of **\$3,500.00** annually. The year will run from 1 April through 31 March. This fee will be the only monies paid to the Assignor of Officials for any and all contracts for

assignments made in the name of TBOA for the year as previously described. The salary may change at the end of each elected term at the even number years. Any recommended increase/decrease in salary must be reviewed by the BOD and then presented to the TBOA membership for approval. A simple majority vote of members present is required to approve a salary increase/decrease.

ARTICLE XI. ASSISTANT ASSIGNOR OF OFFICIALS

Section 1. DUTIES: The Assistant Assignor of Officials shall have the following duties:

- A. He/she shall receive all requests for officials from the middle schools we support or other agencies. He/She will ensure that all officials are qualified according to UIL, THSBOA and TBOA eligibility requirements prior to being assigned any TBOA contests. Will make assignments from the roster he/she receives from the Vice President and TBOA Trainers for all games assignments.
- B. The Assistant Assignor of Officials shall send a letter to all middle school coaches of the schools we support, prior to the start of the season and request schedules. He/she will inform the President of any problems schools/coaches have with any officials.
- C. Shall make regular season middle school game assignments no later than three (3) weeks prior to contests. This is I.A.W. UIL 1204 Officials Section paragraph (f) and allows for enforcements stated in paragraph (i) scratches.
- D. The duties of the Assistant Assignor of Officials also include:
 1. Closely work with the Assignor of the chapter pertaining to all duties and responsibilities as the Assistant Assignor for the chapter.
 2. Be available to all chapter members through communication devices ie. cell phone call, text, email and respond in a timely manner.
 3. Maintain all originals of each officiating agreement from every school the chapter services, contact potential schools for the next season between April 1st and October 1st, and send the officiating agreements as directed by the BOD.
 4. Assign all TBOA Middle School contests and tournament games during the off-season, regular season and post season.
 5. Maintain a list of all members in good standing and their corresponding ranking. The Vice President must be contacted concerning any status changes of any member occurring during the season and to provide a copy of the list at the last BOD meeting in January to help determine a list of qualified electable candidates
 6. Return all chapter property, written correspondences, and any other chapter materials to the President upon demand or when the Asst. Assignment Director leaves the position.

Section 2. ABSENCES: The Assistant Assignor of Officials must attend all scheduled meetings unless absence is authorized in advance by the President or by a majority vote of the Board members. Emergency absences must be approved by the President and reviewed and finally approved retro-actively by majority vote of the board. (He/She should not be officiating on meeting nights) unless absence is authorized in advance by approval by a majority vote of the Board members.

Section 3. RESPONSIBILITIES: The Assistant Assignor of Officials shall assign all officials, in the chapter for Middle School contests. The Assistant Assignor of Officials will make all assignments in order, by availability, ratings, location and time the official can leave. Tournaments shall also be made with the same requirements.

Section 4. SALARY: The Assistant Assignor of Officials will be paid a flat salary of **\$1,500.00** annually. The year will run from 1 April through 31 March. This fee will be the only monies paid to the Assignor of Officials for any and all

contracts for assignments made in the name of TBOA for the year as previously described. The salary may change at the end of each elected term at the even number years. A recommended increase/decrease in salary must be reviewed by the BOD and then presented to the TBOA membership for approval. A simple majority vote of members present is required to approve a salary increase/decrease.

ARTICLE XIV. RECORDING SECRETARY:

Section 1. DUTIES: The Recording Secretary shall have the following duties:

- A. Shall take attendance and keep minutes of each regular meeting, including Executive Board meetings, and other specific meetings called by the President.
- B. Will maintain all records of proceeding at meetings, training records, and office correspondences in an organized manner and will give access to those records to chapter members or other authorized agencies as requested.
- C. Will be Board appointed and will have no salary.
- D. The duties of the Recording Secretary:
 - 1. Preserve all records of the chapter in digital format and present them to the President upon leaving the office.
 - 2. Record the minutes of all BOD meetings as comprehensively as possible. Create and email copies of the minutes to the BOD and create a non-confidential copy of the minutes to be made available to the TBOA membership.
 - 3. Ensure all BOD and TBOA meetings are conducted using the guidelines outlined in The Modern Rules of Order with the assistance of the Sergeant at Arms.
 - 4. Serve as the Official Procedural Officer of TBOA.
 - 5. Propose additions or deletions to the TBOA Constitution & Bylaws and Policies & Procedures Handbook for BOD then TBOA approval whenever needed.

Section 2. ABSENCE: The Recording Secretary must attend all scheduled meetings unless absence is authorized in advance by the President or by a majority vote of the Board members. Emergency absences must be approved by the President and reviewed and finally approved retro-actively by majority vote of the board. (He/She should not be officiating on meeting nights) unless absence is authorized in advance by approval by a majority vote of the Board members.

Section 3. SALARY: The Recording Secretary will NOT be paid a salary for their services to TBOA.

ARTICLE XIII. TREASURER

Section 1. DUTIES: The Treasurer shall have the following duties:

- A. Perform the duties of the President in the absence of the President and Vice President.
- B. Perform the duties of the Vice President in the absence of the Vice President.
- C. Work with the Assignor of Officials and Vice President to maintain a list of all members in good standing.
- D. Deposit all monies collected in a timely manner (no later than 72 hours of receipt) from all sources into the TBOA financial institution(s) and any accounts from which TBOA disbursements shall be made.
- E. Issue checks to meet TBOA's financial obligations. Note: The TBOA President shall be the only other member other than the Treasurer authorized to issue and sign TBOA checks.

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- F. Be in charge of all Chapter funds and shall write such checks for necessary expenses as authorized by the President and/or the Board as appropriate.
- G. Be responsible for the financial affairs of the association, including but not limited to establishing an annual budget which shall be approved by the BOD prior to October 1st of each year. Establish and maintain TBOA's financial accounts both checking and PayPal accounts.
- H. Submit TBOA customers all payment invoices for scrimmages and/or other contests within one (1) week of TBOA members providing services.
- I. Collect all dues and fines unless fees are paid online. Shall receive and deposit all monies owed to the Chapter. If an electronic transfer is conducted, the Treasurer will validate the transfer immediately to ensure deposit was successfully complete.
- J. Maintain accurate and up-to-date financial records and provide a financial report at all Board & General membership meetings. The TBOA Financial Report must always be available to any member in good standing upon their request. The Treasurer will give the President a monthly bank statement. These records (Current Financial Report and/or Monthly Bank Statement) shall be made available to any member upon request.
- K. Submit a yearly financial statement for approval by the BOD for the year ending on March 31.
- L. Close out all financial requirements, i.e. audits, taxes and payroll responsibilities.
- M. Inform the President and BOD of officials who are delinquent in paying any dues (THSBOA/TBOA) and any fines or fees.
- N. Sign all checks drawn on the TBOA bank account. Maintain the TBOA financial records in coordination with the President and Assignor of Officials with regard to expected incoming funds, outgoing funds and also expected ending balances.
- O. Be responsible for all other financial matters as directed by the President and TBOA BOD.
- P. Report the financial status of the chapter at each BOD meeting and to the membership at every chapter meeting.
- Q. Submit a report to the BOD regarding the yearly review/audit of the Treasurer's accounting records no later than June 1st
- R. Submit a budget outlining the chapter's projected business transactions for BOD approval on or before October 1st.
- S. Work with Assignor of Officials to ensure payment from schools are received, deposited and/or paid to the appropriate TBOA member(s).

Section 2. ABSENCES: The Treasurer must attend all scheduled meetings unless absence is authorized in advance by the President or by a majority vote of the Board members. Emergency absences must be approved by the President and reviewed and finally approved retro-actively by majority vote of the board. (He/She should not be officiating on meeting nights) unless absence is authorized in advance by approval by a majority vote of the Board members.

Section 3. SALARY: The Treasurer will be paid a flat salary of \$1,500.00 yearly (1 April – 31 March). The election of the Treasurer constitutes his/her acceptance of such fee. The salary may change at the end of each elected term at the even number years. A recommended increase in salary must be reviewed by the Executive Board and then presented to the entire members for approval for any increase. A majority vote of members casting votes is needed to approve a salary

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increase.

ARTICLE XV. TRAINERS (2)

Section 1. DUTIES: The two (2) TBOA Trainers shall have the following duties:

- A. Assist the Vice President for all training activities of TBOA.
- B. Work hand in hand with the Vice President and Assignor of Officials in the ratings of all officials to be assigned in games at specified levels.
- C. Shall assist Vice President, PRESIDENT & VARSITY ASSSIGNOR DURING AN IN PERSON MEETING with creating the TBOA post season roster for President presentation for board approval to be submitted to the UIL/THSBOA for State and Regional Tournament selection VP has oversight and final approval of roster to be submitted for board approval.
- D. Develop a training program for new and current members and present to the BOD.
- E. Responsible for selecting and managing qualified officials to serve as assistant trainers and evaluators during pre-season training sessions, scrimmages and in-season contests.
- F. Shall also assist Vice President in selecting training sites to run the training programs.
- G. Oversee the instruction, development, and training of all TBOA officials.
- H. Select and train interested observers in evaluating members to help improve overall membership officiating skills and rankings.
- I. Assist the Vice President and any ad-hoc committees with recruitment and retention.
- J. Implement and/or oversee a mentor program to facilitate new official integration into TBOA and assist with overall development and improvement throughout TBOA for both new and returning TBOA members.
- K. Prior to the season TBOA Board of Directors will appoint a Chapter Rules Interpreter to serve and report to the THSBOA Rules Interpreter.

Section 2. ABSENCES: The TBOA Trainers must attend all scheduled meetings unless absence is authorized in advance by the President or by a majority vote of the Board members. Emergency absences must be approved by the President and reviewed and finally approved retro-actively by majority vote of the board. (He/She should not be officiating on meeting nights) unless absence is authorized in advance by approval by a majority vote of the Board members.

Section 3. SALARY: The TBOA Trainers will NOT be paid a salary for their services to TBOA.

ARTICLE XVI. DIVISION REPRESENTATIVES

Section 1. DUTIES: The TBOA Division Representatives shall have the following duties:

- A. Attend and participate in all meetings and all decisions to be rendered by the BOD.
- B. Keep accurate and up to date attendance records of all division members.
- C. Express the desires of the division members in all BOD meetings.
- D. Report any announcements, information, or BOD decisions to their division members.

E. Appoint an alternate division representative and notify

alternate as soon as possible in the event division representative cannot attend a BOD meeting so the alternate can attend.

F. Division Representatives shall:

1. Use email as primary means of communicating to their specific division's members.
2. Contact their Division's members within seven (7) days/1 week of election or appointment.
3. Provide at a minimum, monthly updates to Division members.
4. Provide feedback on training to the Vice President and Trainers from their Division members.
5. Bring matters to the Board relating to their Division's members.
6. Attend a minimum of three preseason scrimmages to work games, observe, critique, and help officials improve in their ability to effectively work TBOA assignments.
7. Division Reps are responsible for appointing an alternate to serve in their absence. Alternate must be presented to and approved by the BOD.

Section 2. ABSENCES: The Division Representatives must attend all scheduled meetings unless absence is authorized in advance by the President or by a majority vote of the Board members. Emergency absences must be approved by the President and reviewed and finally approved retro-actively by majority vote of the board. (He/She should not be officiating on meeting nights) unless absence is authorized in advance by approval by a majority vote of the Board members.

Section 3. SALARY: The Division Representatives will NOT be paid a salary for their services to TBOA.

ARTICLE XVII. THSBOA/STATE REPRESENTATIVE

Section 1. DUTIES: The THSBOA/State Representative shall have the following duties:

1. Must be a member in good standing of TBOA.
2. Serves as an ex-officio (non-voting) member of the BOD.
3. Serves as the Official Liaison between TBOA and the state organization.
4. Communicates thoroughly any information and updates that are of concern to the members of TBOA from the state organization.
5. Represent the best interest of TBOA while being the state organization spokesperson for the TBOA
6. Represent the approved TBOA Board policy positions at all THSBOA meetings.
7. Provide update of all THSBOA Board meetings to the TBOA Board.
8. Serves as TBOA Compliance Officer for all THSBOA Board policies.

Section 2. ABSENCES: The THSBOA/State Representative must attend all scheduled meetings unless absence is authorized in advance by the President or by a majority vote of the Board members. Emergency absences must be approved by the President and reviewed and finally approved retro-actively by majority vote of the board. (He should not be officiating on meeting nights) unless absence is authorized in advance by approval by a majority vote of the Board members.

Section 3. SALARY: The THSBOA/State Representative will NOT be paid a salary for their services to TBOA.

ARTICLE XVIII. SERGEANT at ARMS

Section 1. POWERS/DUTIES: The Sergeant at Arms sole purpose is to maintain order and dismiss any member not in compliance (upheld by President/Vice President). The Sergeant at Arms is a representative of both the BOD and the membership. He/She shall bring items to the BOD any member of a given Division doesn't feel comfortable sharing with his/her Division Representative.

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Section 2. ABSENCES: The Sergeant at Arms must attend all scheduled meetings unless absence is authorized in advance by the President or by a majority vote of the Board members. Emergency absences must be approved by the President and reviewed and finally approved retro-actively by majority vote of the board. (He/She should not be officiating on meeting nights) unless absence is authorized in advance by approval by a majority vote of the Board members.

Section 3. SALARY: The Sergeant at Arms will NOT be paid a salary for their services to TBOA.

ARTICLE XIX. EXECUTIVE BOARD

Section 1. POWERS/DUTIES: The Board shall have the power and the duty to:

- A. Enforce the Constitution and By-Laws of the Chapter.
- B. Enforce the THSBOA and UIL rules and regulations as pertinent to TBOA.
- C. Ascertain the needs and take such action as is necessary or desired for the most efficient and professional conduct of the Chapter and its members.
- D. Report to the membership on all Board meetings.
- E. Enforcement of dues and any fines or fees payment by the members.
- F. Propose any need for special assessment(s).
- G. Enforce meeting attendance regulations.
- H. Enforce regulations regarding uniforms and appearance, possession of all equipment required to officiate the game of basketball.
- I. Ensure investigations are conducted concerning any allegations from members or coaches.
- J. Designate a Senior Trainer, who will also serve as the Chapter's Rules Interpreter.
- K. Designate a THSBOA/State Representative.
- L. Will ensure that the Recording Secretary records are inspected yearly and the Treasurer's records are audited internally yearly and from an outside source every two years.
- M. Will approve the list of officials submitted to UIL each year to officiate playoff games.
- N. Will ensure the Assignor of Officials follow the written guidelines on how he/she will make assignments for the regular season, tournaments and playoff games, per Article III, sections 1 and 3.
- O. Enforce false game assignments: If a member is given a game assignment, accepts game assignment and reports to the game site only to find out that there is no contest at the site, the member shall be paid one game fee at the higher level assigned for that assignment. If the false game assignment is the fault of the school serviced by TBOA then payment will be sought from said school. If the false assignment is the fault of TBOA then one game fee will be paid by TBOA.
- P. Make rulings on all matters or issues not covered by the Bylaws on behalf of TBOA.
- Q. Hear due process appeals to determine probation, suspension, or expulsion of members

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whose actions are deemed detrimental to the best interests of the chapter and rule on any appeal of an Ethics Committee decisions.

- R. Meet in executive session to discuss sensitive and confidential matters regarding members or issues not covered in the Bylaws and make decisions or recommendations to be carried out by majority vote.
- S. Receive, discuss, and make necessary changes or corrections regarding the Finance Committee report concerning their review of the accounting records of the Treasurer no later than September 1st.
- T. Hold in strict confidence all proceedings shared in BOD meetings regarding any chapter member complaints, formal reviews and/or investigations.

Section 2. MEETINGS: An attendance of 4 EC members and 3 Div Reps present at any meeting will constitute a quorum. Each member of the Board will have one vote. The presiding officer at any Board meeting will only vote to break a tie. Upon a majority vote of the Board members present, it shall take any action or make any recommendation necessary or desirable for the good of the Chapter. Except as otherwise stated, a majority vote of the members present at a regular meeting or a properly called meeting will sustain any recommendation by the Board. All board meetings shall be open (except for Executive Session) to any TBOA member in good standing who wishes to observe. Meeting agendas will be made available within 48 hours of the meeting.

Section 3. ADJUDICATIVE POWER: The Executive Board shall have the power and the duty to determine the punishment for any member found guilty of the following:

- A. Non-attendance of the required number of meetings.
- B. Violation of regulations regarding solicitation of games from coaches or other agencies.
- C. Failure of any member to give cooperation to the Ethics Committee in the investigation of any matter.
- D. Failure to pay fees/dues and assessment by the required deadline.
- E. Missing an assigned game or scrimmage.
- F. Violation of any provision of the Constitution/By-Laws, or any duly authorized directive from the Board.
- G. The Board may set any punishment it feels is appropriate for violation of the Chapter's Constitution/By-Laws, THSBOA and UIL Constitution/By-Laws and regulations that pertain to the Chapter. The punishment will include but not limited to: assessment of fines; suspension for any period, not to exceed one year; cancellation of any or all remaining games on their schedule.

Section 4. NOTICE to AFFECTED MEMBERS: When the Board is to consider any of the matters set forth in Article VII of the Constitution; the member(s) involved must be notified of this intent so that He/she may be present to defend his or her position before the Board, if so desired. Said members shall not be present in the meeting room when the Board votes on the matter. The decision of the Board shall be announced to the membership at the next properly called or regular scheduled meeting.

Section 5. APPEALS: Any member may appeal their punishment under Section 5, of this article. They may appeal their punishment to the membership, which will need a majority of votes from the members present to override or modify any punishment set by the Board.

ARTICLE XX. MEMBERSHIP

Section 1. Membership shall be open to any person in good physical condition of proper interest, upon received payment of dues in accordance with the provisions stated here in the Constitution and By Laws and thereby agreeing to the conditions of these Bylaws, as amended, being binding and conclusive.

Section 2. Regular members shall be those people who have paid their dues, and any additional fees assessed for the current year to the TBOA Chapter and the THSBOA and are not on suspension by either organization. Members' divisional rankings correspond to those rankings with the TBOA.

Section 3. All members shall conform to the following Code of Ethics.

- A. An official must be above reproach in all parties concerned in all game situations.
- B. An official must be on time for game assignments as defined by the Board of Directors
- C. An official's uniform must be kept neat, clean, and meet the requirements of the TBOA.
- D. An official shall not criticize or attempt to explain other officials' decisions to any party concerned with any game.
- E. An official shall not solicit games.
- F. An official should stay in proper mental and physical condition to fulfill game assignments with his/her best effort.
- G. An official must always adhere to the Code of Ethics of the THSBOA and the National Federation High School Basketball.

ARTICLE XXI. GENERAL MEMBERSHIP & TRAINING MEETINGS

Section 1. QUORUM: As specified in Robert's Rules of Order, a quorum shall be a majority (51%) of the members of the Chapter in good standing of **the regular members present**, without which official business cannot be conducted.

Section 2. NOTICE: A properly called meeting is defined as one in which all members have been notified by email or any other media, of the time/place and subject of such meeting at least one week before said meeting will take place. This includes all regular board of directors' meetings.

Section 2. NOTICE: A properly called meeting is defined as one in which **all members** have been notified by email and or any other media, of the time/place and subject of such meeting at least one week before said meeting will take place.

Section 3. PARTICIPANTS: Active members of TBOA and their guests, coaches, and school administrators will be permitted to attend regular meetings, if they desire.

ARTICLE XXII. OFFICIATING FEES

The fees received from the schools we support are set by the University Interscholastic League Office of the Extension Division, The University of Texas, Constitution and Contest: Athletic Section 1204.

ARTICLE XXIII. ADOPTION OF THE CONSTITUTION/BY-LAWS

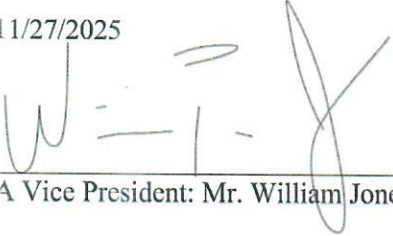
This Constitution/By-Law is NOT an OFFICIAL DOCUMENT until it is adopted by the membership by majority votes at a properly called meeting, signed and dated by the President, Vice-President and the Recording Secretary. All amendments to the Constitution/By-Laws will follow the same procedure used to adopt this Constitution/By-Laws.

NOTE: The words "he", "him", "his" is intended to include both the masculine and feminine genders and any exceptions to this are noted.

Approved by membership vote on 11/27/2025

(NOTE: This document has 15 pages.)

Adopted on: 11/27/2025


TBOA Vice President: Mr. William Jones

Date: 1/5/2026


TBOA President: Mr. Derick Barnes

Date: 1/5/2026