

SALEM BASKETBALL OFFICIALS ASSOCIATION BYLAWS

Adopted February 2015

ARTICLE I NAME

Section 1 The name of the organization is the Salem Basketball Officials Association (“Association”).

Section 2 For the purposes of the Association Bylaws and consistent with past practices, the Association Board of Directors shall be referred to as the Executive Committee.

ARTICLE II PURPOSE

Section 1 The purpose of the Association is to:

- a) Aid officials, coaches, players and spectators in acquiring an understanding of the rules of basketball as adopted by the Oregon Schools Activities Association (“O.S.A.A.”)
- b) Render efficient basketball officiating service to the member schools of the O.S.A.A.

Section 2 Toward accomplishing the stated purposes, the Association will endeavor to:

- a) Encourage and assist members in becoming qualified officials.
- b) Provide training materials and interpretation at meetings.
- c) Promote uniformity in mechanics of officiating.
- d) Develop a professional attitude towards officiating.
- e) Improve the quality of officiating through constant study and discussion of rules.
- f) Cooperate with national rule making authorities.
- g) Deal with problems regarding conduct of players, coaches, officials and spectators.
- h) Enhance sportsmanship.

ARTICLE III ORGANIZATION

The Association is an Oregon nonprofit corporation and is chartered and recognized by the O.S.A.A. to meet the service demands of certain schools within the Association's service area within the state of Oregon.

ARTICLE IV O.S.A.A. PARTICIPATION

The Association may participate in meetings of such state officials' Associations as may from time to time be created by the O.S.A.A. in accordance with the rules thereby established by the O.S.A.A.

ARTICLE V MEMBERSHIP

Section 1 All officials residing or working within the basketball area serviced by this Association must be affiliated with this Association before certification to the O.S.A.A.

Section 2 All members of this Association shall be furnished with a copy of the Bylaws.

Section 3 Transfer of membership shall be permitted, subject to approval by the Executive Committee and, if necessary, the O.S.A.A.

Section 4 Membership is open to any person who meets the requirements of this Association and the O.S.A.A.

Section 5 Except as provided for non-varsity officials, each official must make a passing score each season on the National Federation basketball examination.

ARTICLE VI TRANSFERS

Section 1 A new transfer to the Association shall be evaluated and rated by the Executive Committee. Any official who returns to the Association within three years of his or her last membership in the Association may be returned to his or her prior rating placement at the discretion of the Executive Committee. The Executive Committee may require such conditions or examinations prior to working a varsity game or being designated or "rated" at a specific level of competence as it may deem necessary or desirable.

ARTICLE VII FEES, DUES AND FINES OF MEMBERS

Section 1 Annual fees for individual members shall be assessed by the

Association and may include assessments required by the O.S.A.A.

Section 2 A per game service fee may be assessed and collected for Association operating expenses.

Section 3 Game fees may be collected from each member. Game fees may be set by the Executive Committee and may be withheld from each paycheck.

Section 4 The Executive Committee may assess a fine in the amount not to exceed the game fee for each game assignment, which must be reassigned because of the fault of an official by failing to notify the Commissioner of his or her unavailability for such game.

Section 5 The Association may hire an accounting firm to write checks, perform accounting duties and to communicate with the Association.

ARTICLE VIII RULES AND REGULATIONS

The Association will cooperate with and follow such rules and regulations as may be established by the O.S.A.A.

ARTICLE IX EXECUTIVE COMMITTEE AND OFFICERS

Section 1 The Association shall be governed by an Executive Committee, which shall be composed of seven officers. The seven officers are:

- Members at large (3)
- Secretary
- Vice president
- President
- Past president

The officers shall be elected at the last regular meeting of the season by a majority vote of the members present. Members not in attendance, but excused by the Executive Committee, will be given a ballot for return to the Commissioner. Ballots returned within 5 days of the election will be counted. The officers shall be installed at the annual banquet.

Section 2 Terms for secretary, vice president, president and past president shall be one year. The terms of members at large shall be two years.

Section 3 The duties of the Executive Committee shall be pertinent to the office and as prescribed in these Bylaws.

ARTICLE X EXECUTIVE COMMITTEE AND THEIR DUTIES

Section 1 The Executive Committee shall conduct all of the business of the Association including entering into agreements with the schools to which the Association provides services. Four members of the Executive Committee shall constitute a quorum.

Section 2 The Executive Committee may appoint such committees as it may deem necessary or desirable for the efficient operation of the Association. The Executive Committee shall have the authority to select the chairperson and members of all committees.

Section 3 The Executive Committee shall have the authority to approve or deny membership applications and to suspend membership.

Section 4 No financial obligations relative to the Association shall be incurred except as may be specifically authorized by the Executive Committee.

Section 5 The Executive Committee shall establish a position of Training Officer, as authorized by Association approval in 2010. Training Officer shall be selected by the Executive Committee in the manner deemed appropriate. Training Officer shall serve a two-year (season) term and may succeed himself/herself. The Executive Committee shall have full authority to establish the selection and/or retention process. Duties of the Training Officer shall be established, in writing, by the Executive Committee. Training Officer shall be responsible for establishing and administering a training program for 0-3 year officials and transfers, and coordinate training or education for all Association members. The position of Training Officer shall not be an Executive Committee Member, except current members at the time of establishment of this position of Training Officer shall be permitted to complete the term of the position which they hold, or will hold by virtue of their current position, *i.e.* member at large for a two-year term, or President/Past President, if selected to be Training Officer. The Executive Committee shall establish appropriate compensation, during the selection process, or may change the compensation level at the end of any two-year term, or with agreement of the Training Officer.

ARTICLE XI OFFICERS AND THEIR DUTIES

The President shall:

- Be the official representative of the Association
- Preside at all regular and special meetings
- Call special meetings as necessary
- Preside at Executive Committee meetings
- Perform other duties or functions for the good of the Association

The Vice President shall:

- Assume the duties of the President in his or her absence
- Assume primary responsibility for interpreting rules
- Aid the President and perform any duties assigned by him or her
- Handle complaints as provided in these Bylaws

The Secretary shall:

- Keep the records of the Association
- Record the minutes of each meeting
- Maintain the membership role and keep the Executive Committee advised of changes in membership
- Correspond on behalf of the Association
- Perform other duties assigned by the President

The Members at Large shall:

- Assist the Training Officer, if requested, in various aspects of mentoring or training programs
- Promote uniformity and continuity in mentoring or training programs

ARTICLE XII COMMISSIONER

Section 1 A Commissioner shall be selected by the Association's Executive Committee. The Commissioner shall be selected for a three-year term. The Commissioner and the Executive Committee shall meet annually for a performance review. Employment may be terminated by either party at the annual review meeting.

Section 2 The Commissioner shall be responsible for all game assignments.

Section 3 The Commissioner shall not officiate except in the event of an emergency.

Section 4 The Commissioner shall be the liaison between the Association and the schools serviced.

Section 5 The Commissioner shall attend the annual O.S.A.A. meeting at the start of basketball season.

Section 6 The Commissioner shall have the authority, with the concurrence of the Executive Committee, to select an Assistant Commissioner to aid him or her in his or her duties.

ARTICLE XIII MEETINGS

Section 1 The Association will conduct no less than the minimum number of meetings per season required by O.S.A.A. The Executive Committee shall set the dates and location for association meetings.

Section 2 Members shall be notified of dates and location at least seven days prior to meetings.

ARTICLE XIV ATTENDANCE

Section 1 At the beginning of each season the Commissioner shall prepare a complete roster of names and addresses of the membership in the manner and form prescribed by O.S.A.A. A copy of the roster shall be mailed to O.S.A.A. New or transferring members affiliating later shall be recorded on year-end summary report.

Section 2 The Commissioner shall be responsible for maintaining an accurate record of attendance of officials at the Association meetings.

Section 3 The Executive Committee shall establish the minimum number of meetings a member must attend. The board shall also establish the minimum number of meetings a member must attend to be eligible for post-season play. Failure to meet either of these conditions may result in the board imposing sanctions.

Section 4 At the close of the season the commissioner shall submit to the O.S.A.A. a list of the members who have failed to meet the attendance

requirements. In the event a question arises as to whether an absence should be excused, the final authority rests with the Executive Committee.

Section 5 Officials suspended for non-attendance at the required number of meetings, unless such absence is excused by the Executive Committee, may be suspended for a period of up to one season.

ARTICLE XV REPORTS

Section 1 Immediately following the last scheduled meeting of each season, the Commissioner shall forward to the O.S.A.A. the names of all duly elected members of the Executive Committee for the ensuing year.

Section 2 When requested by the O.S.A.A., the Commissioner shall submit a report on any matter of Association business or the status of any of its members.

Section 3 Upon request by the O.S.A.A., a member shall submit a written report of his or her conduct in any game in which he or she officiated.

Section 4 The Commissioner shall submit the season's schedule of Association meetings to the schools served and to the O.S.A.A. prior to the first meeting of the season.

Section 5 Upon request by the O.S.A.A. the Commissioner shall submit a report of each member's attendance at Association meetings.

ARTICLE XVI FEES OF SCHOOLS

Section 1 Game fees to be paid by the schools shall be as established between the schools, the Association and the O.S.A.A.

Section 2 Game fee change requests shall be submitted in writing to member schools.

ARTICLE XVII GENERAL APPEARANCE, UNIFORMS, HEALTH & SAFETY

Section 1 The uniform shall be of the kind approved by the O.S.A.A.

Section 2 The O.S.A.A. Certification Patch, given upon passing the annual examination, shall be worn on the shirt on the left side of the chest in the pocket area.

Section 3 Hair shall be clean and well groomed. Hair length and style shall be in keeping with the game of basketball and shall not interfere with visibility, health or safety.

Section 4 General appearance (including travel clothing) shall be of a style and nature consistent with standards expected by the schools and the dignity of the game.

Section 5 Annual physical examinations and a program of physical fitness and conditioning of at least four weeks prior to the season are highly recommended.

Section 6 The protection of officials at the game site is the co-operative function of the O.S.A.A., the member schools, the Association and the common sense of the official. The host school is primarily responsible for the general atmosphere relating to the safety and well-being of the official. Failure to provide reasonable protection for officials shall be subject to penalty by the Association and notification to O.S.S.A.

ARTICLE XVIII ASSIGNMENTS

Section 1 Assignments for league, conference, district or state contests shall be the responsibility of the commissioner. The commissioner will make assignments in accordance with the rating system of the association, availability of games and knowledge of officials.

Section 2 Schools utilizing services of the Association are required to use certified officials for all high school contests of junior varsity and higher level.

ARTICLE XIX UNETHICAL CONDUCT

Section 1 It shall be considered unethical conduct for any official to:

- a) Accept any O.S.A.A. high school assignment without the consent of the Commissioner.
- b) Pursue a course of action, on or off the basketball floor, which is detrimental to the Association or the O.S.A.A.
- c) Fail to comply with spirit and intent of the rules of basketball as adopted by National Federation and O.S.A.A. and as implemented in the current Rule Book, Handbook and Officials Manual.
- d) Fail to comply with such reasonable standards of conduct, health and dress as may be recognized from time to time by the Association. Such standards

need not be written to be effective.

- e) Fail to timely pay dues or fees.
- f) Consume any alcoholic beverages or any other intoxicant at any time on the day of the game prior to leaving the school premises after completion of the game.
- g) Fail to appear on time at a game assignment.

ARTICLE XX DISCIPLINARY ACTION

Section 1 The Executive Committee shall have the authority to impose disciplinary action, including suspension or dismissal from the Association, for unethical conduct.

Section 2 The Executive Committee may act upon disciplinary matters only upon a charge or complaint made in writing by a school, coach, and member of the Association or upon the initiative of the Executive Committee.

Section 3 The member involved shall be entitled to notice of the complaint by a copy thereof, and to appear at the Executive Committee meeting at which it meets to consider the charge or complaint. Unless the member(s) involved agrees otherwise, the notice shall be delivered not less than seven days before the date of the meeting.

ARTICLE XXI GAME CANCELLATION PROCEDURES

Section 1 Except as provided in Section 2, the Commissioner must be notified by a school of a game cancellation at least 24 hours prior to the scheduled event. In the event the Commissioner is not so notified an official assigned to work that game shall be entitled to payment in full for the game assignment. In this case the school involved may be billed for the game assignment.

Section 2 In the event a game cancellation is on account of weather conditions or other conditions beyond the control of the school authorities, then the procedure for payment of the officials shall be determined by the school administration and the Commissioner or, failing that, as provided by that Article entitled Procedure for Complaints.

ARTICLE XXII PROCEDURE FOR COMPLAINTS

Section 1 In the event a problem or dispute arises between a school and the

Association or one of its members, the Commissioner should endeavor to resolve the matter by negotiating with the school. If the matter cannot be resolved in that way, it shall be resolved by the Executive Committee and as a last resort the O.S.A.A.

Section 2 Complaints and other matters related to the Association or any member, which complaint may be appropriate for consideration by the Executive Committee, shall be initiated through the Vice-President.

ARTICLE XXIII TRAINING PROGRAM

Section 1 Association members with 0-3 years' experience and transfers, unless excused, are required to attend training sessions conducted by the Training Officer before regular meetings.

Section 2 All varsity officials are expected, when possible, to observe at least two quarters of the JV game and discuss their observations with the JV officials. Also, JV officials are expected to observe the first half of the immediately following Varsity game.

Section 3 The Association may employ "observers" to assist in the training and development of all Association members.

ARTICLE XXIV RATING OF MEMBERS AS OFFICIALS

Section 1 The rating of all officials shall be conducted at such times and under procedures as adopted by the Executive Committee. The rating shall be no less than once each season for each member and completed no later than March 31 each year.

Section 2 Officials will be individually rated into one of the following groupings:

- a) Varsity Official- top 80. Individuals with a ranking of 1 through 80 are varsity Officials. The individual ranking is determined by the end of the year evaluation.
- b) Non-varsity - 81 and above. Individuals with a ranking of 81 or higher are non-varsity officials. The individual ranking is determined by the evaluation process.

Section 3 Varsity officials shall complete the end of year peer evaluation for all

members. Non-varsity officials will only rate other non-varsity officials. Only varsity level officials will vote for the state tournament selection.

Section 4 The tabulation of the end of year rating will be the responsibility of the Commissioner.

ARTICLE XXV THE EVALUATION PROCESS

Section 1 The Association exists to provide the highest possible quality of professional officials for each game and to ensure that the potential under the rules of the Association undertakes to provide to each of its members every encouragement and opportunity to develop their skills, talents and professionalism as basketball officials, and to reward achievement with the opportunity to officiate games at the highest level the official is capable of working. This evaluation process is designed to identify ability, encourage progress and reward achievement.

Section 2 At the end of the officiating year each official in the Association shall be evaluated in two steps:

- a) Step one—General evaluation by the Association as a whole.
- b) Step two—Final evaluation and placement by the Executive Committee.

Section 3 General Evaluation

- a) The general evaluation shall be performed by the Association as a whole. This should be completed no later than March 31 following the season.
- b) The purpose of the general evaluation shall be to establish a list ranking all members of the Association.
- c) Evaluation shall be completed from a list of all members of the Association with their current rating.
- d) Varsity association members are eligible to evaluate all association members. Non-varsity members will only rate other non-varsity officials.
- e) Association paid evaluators shall also complete year-end evaluations. Given their unique position of seeing more officials with the sole purpose of evaluating an official's performance, their year-end evaluation is given 2 times the weight.
- f) The tabulated results of the general evaluation shall be forwarded to the executive board for review and approval.
- g) All officials are required to complete a year-end evaluation. Failure to do so

could result in sanctions including a probation status that prevents varsity officials from working any post-season games. Non-varsity officials in probation status from not meeting this requirement may also be precluded from working games.

Section 4 Rating Scale, Criteria, and Weighting

- a) The official is rated on a scale of 1 to 7, with 1 being a top rating and 7 the lowest rating. Rating using tenths, *e.g.* 3.6, is acceptable.
- b) The official is rated in three categories:
 - i. Overall and Game Management;
 - ii. Professionalism;
 - iii. Mobility / Hustle.
- c) The categories are weighted:
 - i. Overall and Game Management – 70%;
 - ii. Professionalism – 15%;
 - iii. Mobility/Hustle – 15%.

This gives more emphasis on the Overall and Game Management.

- d) The Commissioner shall forward the results to the Executive Committee.

Section 5 Final Evaluation by the Executive Committee

- a) The Executive Committee shall take the peer review results and make final adjustments. The Executive Committee shall forward the final results to the association members as soon as possible.
- b) Each official will receive their average rating in each of the three rating categories.
 - i. Varsity officials will also receive their number ranking (1-80).
 - ii. Non-varsity officials will not receive a number ranking, but will get the rating for the 80th spot for comparison to their rating.
- c) Both lists (varsity and non-varsity) will be published in alphabetical order.
- d) Association members will be given an opportunity to meet with the executive board to discuss their results.

ARTICLE XXVI RELATIONSHIP BETWEEN THE ASSOCIATION AND ITS MEMBERS

Section 1 The Association is not an employer and does not hire or pay any member for officiating basketball games; each member pursues this seasonal

avocation as an independent contractor. Payment for games is made by the schools serviced.

Section 2 The Association does not intend to make any profit. Any monies held by the Association is for the benefit and use of the members and for payment of expenses as authorized by The Bylaws.

Section 3 The association does not furnish to its members any Federal Social Security, State Worker's Compensation, unemployment insurance or other similar benefits common to an employer-employee relationship. However, the Association may, by a collection taken from the members, purchase limited group accident/medical/personal liability insurance policies for the benefit of the members.

Section 4 It is the responsibility of each member to pay any applicable federal or state taxes.

ARTICLE XXVII AMENDMENTS

Section 1 These Bylaws may be amended only by a two-thirds (2/3) vote of the members present at any regular scheduled meeting during the season or any special meeting called by the President. Written notice of any proposed change shall be given to each member not less than seven nor more than fifty days prior to such meeting. The person proposing the amendment shall submit it in writing to the Executive Committee, which shall then give the foregoing notice to the members.

Section 2 These Bylaws are based upon the "General Constitution and Bylaws of the Oregon Schools Activities Association Local Associations of Certified Athletic Officials."

ARTICLE XXVIII CHARITABLE PURPOSES & DISSOLUTION

This organization is organized exclusively for charitable purposes within the meaning of section 501(c)(3) of the Internal Revenue Code.

Notwithstanding any other provision of these Bylaws, the organization shall not carry on any other Activities not permitted to be carried on

- a) by a organization exempt from Federal income tax Under section 501(c)(3)

of the Internal Revenue Code of 1986 (or corresponding provisions of any Future United States Internal Revenue law or

- b) by a organization contributions to which are Deductible under section 170 (c)(2) of the Internal Revenue Code of 1986 or corresponding Provision of any future United States Internal Revenue law.

Upon the dissolution of this organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code (or corresponding section of any future tax code), or shall be distributed to the federal government or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed by the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

ARTICLE XXIX EXECUTIVE COMMITTEE & OFFICER LIABILITY

Unless specifically set forth in writing, all Executive committee members, Directors or uncompensated Officers of the Association shall not be personally liable to the Association or its members for monetary damages for any conduct as an Executive Committee member, Director or uncompensated Officer. Each Executive Committee member, Director or uncompensated Officer shall remain liable for:

- 1) Any breach of the Executive Committee Members, Director's or uncompensated Officer's duty of loyalty to the Association or its members;
- 2) Acts or omissions not in good faith or which involve intentional misconduct or a knowing violation of law;
- 3) Any unlawful distribution;
- 4) Any transaction from which the Executive Committee Members, Director or Officer derived an improper personal benefit;
- 5) Any act or omission in violation of the Oregon Non-Profit Corporation Act relating to conflict of interest.

ARTICLE XXX NON-DISCRIMINATION/NON-HARASSMENT

Members of the association will not be discriminated against or harassed because of race, color, creed, national origin, religion, handicap, sex, age, family, or on any

other basis prohibited by law.

Sexual harassment of any member will not be tolerated. Sexual harassment includes any sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- a) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's assignments, or
- b) Submission to or rejection of such conduct by an individual is used as the basis for assignment decisions affecting such individual, or
- c) Such conduct has the purpose or effect of unreasonably interfering with an individual's officiating performance or creating an intimidating, hostile or offensive work environment.

Members shall immediately report to the Executive Committee any allegations regarding discrimination, including sexual harassment which affects a member.

The Association will not tolerate retaliation of any kind against members based upon their allegations regarding discrimination or harassment. If any member engages in harassment or discrimination, he or she will be subject to immediate discipline, including possible termination.

Allegations of harassment and discrimination are potentially very serious to the person charged; and while such allegations should be made whenever warranted, they should be made with accuracy and veracity.

These Bylaws are duly adopted upon the vote of the membership February 8, 2010 [and are amended by 2/3 vote of the membership February 9, 2015]. SALEM BASKETBALL OFFICIALS ASSOCIATION

By: _____ President

By: _____ Vice President

By: _____ Secretary

By: _____ Member at Large

By: _____ Member at Large

By: _____ Member at Large

By: _____ Past President

Amended February 9, 2015