

Texas High School Basketball Officials Association
GREATER SAN ANTONIO CHAPTER
Formerly the South Texas Chapter (STC)

By-Laws

ARTICLE I - Election of Officers and Division Representatives

Section 1 - The officers and division representatives shall be elected for a term of two years by a majority of the votes cast in the General Election. A General Election will be held each year during the first General Membership meeting to be held in February.

- a) In even years (i.e. 2016, 2018, etc.) the offices of President, Administrative Secretary and Treasure along with Division Representatives for divisions two and four will run for office.
- b) In odd years (i.e. 2017, 2019, etc.) the offices of Vice-President, Assigning Secretary along with Division Representatives for divisions one, three and five will run for office.

Section 2 - All officers and division representatives may succeed themselves in office if reelected. In the event an officer or division representative cannot complete his or her term, the president shall, within 30 days of notice, designate a member to serve in that office for the remainder of the term or until the next General Election, at which time a mid-term election for the office would be held to fulfill the unexpired term of the office. In the event the president cannot complete his or her term, the vice-president shall assume the office of president to serve for the remainder of the term or until the next General Election, at which time a mid-term election for the office would be held to fulfill the unexpired term of the office.

Section 3 - No member shall hold more than one concurrent office as listed in Section 2 of this Article.

Section 4 - Members desiring to run for Office, as defined by Article IV, Section 1 of the Chapter's Constitution, must submit their name, in writing, to the administrative secretary and the parliamentarian no later than February 1 of the election year. The parliamentarian will then compile the ballot and present it to the board for approval.

Section 5 - Division Representatives shall either be the incumbent or a member from the Division being sought, in which case the member may self-nominate, or nominated by a member of the Division being sought. Nominations must be submitted, in writing, to the administrative secretary and the parliamentarian no later than February 1 of the election year. The parliamentarian will then compile the ballot and present it to the board for approval.

Section 6 - Write-in candidates shall be prohibited.

Section 7 - The parliamentarian shall serve as chief election officer.

Section 8 - Elections will be conducted by secret ballot, by members in good standing at the first meeting of the chapter in February and shall take office on April 1, with a voting exception of those members who have scheduled ball games on the first meeting night in February who will be allowed to cast an absentee ballot for all offices being contested. All votes of the members present will be duly recorded along with those voting absentee. To vote absentee, members must submit their vote for all offices to the parliamentarian in sealed envelope prior to the first meeting in February. All absentee ballots must have the member's name on an outer envelope with the actual vote in a sealed inner envelope. Any outer envelope without a member's name shall be declared void. In case of a run-off, the absentee votes will not be used. Should an office not be contested, a nominee may be elected by acclamation rather than secret ballot.

ARTICLE II- Duties of Officers and Board of Directors

Section 1 - President

The duties of the president shall be:

- A. To preside at all meetings of the chapter and board of directors.
- B. To carry on the day-to-day business of the chapter.
- C. To call meetings of the board of directors, as he or she may deem necessary.
- D. To establish and appoint members to committees, as he or she may deem necessary for the operation of the chapter, and to serve ex-officio a member of all committees.
- E. To act as the official representative of the chapter and conduct all negotiations with outside entities, in consultation with the board of directors, on behalf of the chapter and shall make every effort possible to further the policies adopted by the chapter.
- F. To appoint a parliamentarian to assist in the conducting of meetings, interpretation of these by-laws and parliamentary law and to serve as the election officer and counter of ballots.
- G. To appoint a sergeant-at-arms to assist in the conducting of meetings and in other duties as needed.
- H. He or she shall have the authority to appoint, with approval of the board, members of the chapter to serve as ex-officio

members of the board for special purposes.

- I. He or she shall govern his or her action on behalf of the chapter in accordance with:
 1. The constitution and by-laws of the chapter.
 2. The policies adopted by the Board of Directors.
 3. The direction and desires of the majority members of the chapter.
 4. The advice and assistance of the Board of Directors.

Section 2 - Vice-President

The duties of the vice-president shall be:

- A. To perform the duties of the president in his or her absence or inability to act.
- B. Responsible for the recruitment, training, and retention of officials for the Chapter.
- C. To assist the president in setting the program and agenda for meetings.
- D. To perform such duties as the president and/or the board of directors shall direct.
- E. Serve on at least one committee throughout the season.

Section 3 - Administrative Secretary

The duties of the secretary shall be:

- A. To be responsible for sending out notices and preserving all records of the chapter.
- B. Be responsible for the administration of fines and appeals for the entire membership.
- C. To maintain a membership list of all members in good standing and such list shall be checked with the records of THSBOA to determine that all members are in good standing with THSBOA. No member shall be on the list that has not fulfilled the requirements for good standing.
- D. He or she shall be responsible for the keeping of all minutes of chapter and board meetings.
- E. To perform such duties as the president and/or the board of directors shall direct.
- F. Serve on at least one committee throughout the season.

Section 4 - Assignment Secretary

The duties of the assignment secretary shall be:

- A. To assign games to members of the Greater San Antonio Chapter in accordance with the guidelines provided herein, and to conduct the activities necessary to carry out the assignment of games.
- B. To perform such duties as the president and/or the board of directors shall direct.
- C. He or she shall govern his or her action on behalf of the chapter in accordance with:
 1. The by-laws of the chapter.
 2. The policies adopted by the chapter.
 3. The direction and desires of the majority of the members of the chapter.
 4. The advice and assistance of the board of directors.
- D. To compile the UIL Basketball Top Crews list for THSBOA and playoff assignments with assistance from the Officers of the board, if necessary.
- E. The assignment secretary may assign member(s) to assist with assignment duties.

Section 5 - Treasurer

The duties of the treasurer shall be:

- A. The timely collection of all fees and dues authorized by the chapter.
- B. Inform members of balances owed and outstanding invoices.
- C. To provide reports to the Board of Directors as directed, accounting for fund balances, debts, and collections.
- D. The placement of all monies of the chapter into one fund from which disbursements authorized by the board of directors shall be made.
- E. He or she shall carry the funds of the chapter in a bank in the name of the chapter and shall issue checks from this fund, upon approval of the board of directors.
- F. To perform such duties as the president and/or the board of directors shall direct.
- G. Serve on at least one committee throughout the season.

Section 6 – Division Representatives

The duties of the division representatives shall be:

- A. Shall be liaison between their respective members within each division and the board.
- B. Maintain all records pertaining to their respective division members which include attendance, contact information, availability sheets, point totals, assignment fees, state and local dues, and any changes that would affect the member's current status and to report this information directly to board.
- C. Submit all end of year paperwork, including fees, fines, dues, point totals and required state forms to the board.
- D. Serve on at least one committee throughout the season.
- E. In the event a division representative cannot attend a required meeting, the division representative must call the GSAC president or vice president one week in advance. The division representative may assign, with prior approval from the

president of the GSAC, a current member within each respective division to attend his or her place in the general membership meetings only.

F. Perform such duties as the president and or the board of directors shall direct.

Section 7 - Board of Directors

The duties of the board of directors shall be:

- A. To have the power to carry out the business of the chapter and adopt regulations to govern its own deliberations insofar as its actions do not conflict with the policies of the chapter.
- B. To audit the accounting records of the treasurer and submit such an audit to the general membership for approval at the first regular meeting of each season.
- C. The board of directors may, by majority vote of all members of the board, recommend to the chapter the removal of any officer or board member from office whose action or conduct are deemed to be detrimental to the best interests of the chapter. After notification in writing to the board member in question, he or she will have the right to appeal no later than the second scheduled board meeting after the date of notification in writing. If the board member in question fails to appeal by the appropriate time, the right to appeal shall be forfeited. The board will then present to the chapter at the next regularly scheduled meeting its vote to remove the board member from office. The board member in question may then appeal the board's decision to the general membership. An affirmative vote of two-thirds of those present will remove the member in question from office.
- D. The board of directors shall have the power to act on all matters not covered by the by-laws.
- E. The board shall serve as a standardization committee in order to promote uniformity in officiating mechanics and rule interpretations for the Greater San Antonio Chapter.
- F. The board shall decide which school's schedules the chapter shall service and which they shall not.
- G. The board shall serve as the judicial body of the chapter for purposes of appeals of fines, cancelled and missed games, act upon the recommendations of the Ethics Committee, and other matters.
- H. The board shall have the power to enact and enforce policies of the chapter and interpret these by-laws and the policies of this chapter.
- I. Attend all Board and General Membership meetings unless extenuating circumstances exist.
- J. Any member of the Board shall be a member in good standing and a current member of THSBOA.

ARTICLE III- Membership Standing

The board of directors shall determine which members are in good standing and shall base their decision on the following criteria:

- A. Members should be free of financial obligations to the chapter and state.
- B. Members should have fulfilled all the requirements for membership and be a member in good standing with UIL.
- C. Members should have attended at least two-thirds (2/3) of the chapter meetings.
- D. Members should conform to the by-laws of THSBOA and the by-laws and policies of this chapter.

A member who is deemed not in good standing shall be notified in writing of such standing. Those members deemed not to be in good standing will have the right of appeal to the board of directors, either in person or by letter, no later than 30 days following receipt of the written notification. After the appeal date has passed, those members failing to appeal will forfeit the right to appeal. Following the appeal, those members deemed, not to be in good standing, will not be allowed to participate in any manner in the affairs of the chapter the following year.

ARTICLE IV – Registration, Dues and Game Assignment Fees

Section 1 - Term

A membership year shall begin on April 1 and end on the last day of March the following year.

Section 2 - Dues

- A. Local membership dues to be determined by the GSAC board of directors.
 - a. Shall be paid to the treasurer on or before October 15 of each year (for the current season) without penalty. GSAC will assess a \$10.00 late fee effective October 16th.
 - b. In any case, no membership will be awarded, or games assigned until dues have been paid.
- B. State dues to be determined by the THSBOA.
- C. See Appendix A – Fee Schedule

Section 3 - Holding of Assignments

- A. No games will be assigned to any official who has outstanding past due invoices balances from a prior season.
- B. Game assignments will be withheld to any members who has two or more past due invoices.
- C. See Appendix A – Fee Schedule

ARTICLE V - Selection and Assignment of Game Officials

Section 1 - Assignments

The assignment secretary shall be responsible for assigning games to members of the chapter. A schedule of each member's games shall be provided to that official in a timely manner.

Section 2 - Cancellation and Failure to Accept Assignments:

If an official declines or fails to accept a game assignment timely for which the assignment scheduling program shows the official available, a \$10.00 penalty will be levied. If an official, within forty-eight hours (48) hours of the scheduled game start time, cancels a game for which he or she has accepted, a \$25.00 penalty will be levied. If an official fails to show up for an accepted game assignment, the official will be charged fee equivalent to the game(s) missed in accordance with the current UIL rates of pay.

These penalties may be appealed to the board of directors. The appeal must be made to the board of directors no later than the second scheduled board meeting after the cancellation or failure to show was made. In the event that a cancellation is made with only one scheduled board meeting remaining in the season, the appeal must be submitted at the last meeting. If a cancellation is made by a member after the last scheduled board meeting, a special meeting will be called to address an appeal of the member in question. The appeal may be submitted to the board in writing if the official cannot attend the first or second board meeting after the cancellation or failure to show was made. Failure to appeal to the board by the appropriate time will constitute forfeiture of the opportunity for appeal. Any member failing to pay this penalty will not be in good standing with the chapter and shall have his or her schedule revoked.

A member cannot cancel a scheduled Greater San Antonio Chapter assignment without penalty, pursuant to the provisions in Section 3 of this article. Except that a member may cancel an assignment for officiating a THSBOA related activity in a sport other than basketball, without penalty upon immediate notification to the assignment secretary, followed by a written notice of cancellation to the assignment secretary.

If a member is notified of a game assignment within forty-eight (48) hours of a scheduled date, he shall have the right to accept or decline the assignment without penalty.

See Appendix A – Fee Schedule

Section 3 - School Cancellation

Based on UIL 1204 officials are only paid for games played. GSAC will work with schools to obtain a fee if a school has canceled the game without notification to chapter.

ARTICLE VI – Meetings and Quorums

Section 1 – General membership meetings

Regular meetings shall be at such a time, place, and date as the board of directors shall designate (meetings will be posted on the chapter website). Attendance at all meetings shall be maintained and recorded by the administrative secretary, with the assistance of the parliamentarian. Twenty percent (20%) of the total chapter members in good standing shall constitute a quorum.

Section 2 – Board of Directors meetings

Board meetings shall be set by the President and as directed by the Board of Directors. Special called board meetings shall be at the place and time so designated by the president. Board Meetings may be conducted via conference call when determined necessary. Five (5) members of the board shall constitute a quorum for a meeting of the board of directors.

ARTICLE VII-Payment of Assignment Secretary and Treasurer

Members shall pay a game assignment fee. The board of directors shall determine the amount.

The Treasurer shall be paid; an amount determined by the board of directors, relevant to the number of THSBOA registered chapter members on the 1st day of December of the current year.

See Appendix A – Fee Schedule

ARTICLE VIII – Ethics Committee and Code of Ethics

Section 1 – Ethics Committee

The purpose of the Ethics Committee is to provide a fair, efficient, and independent process for the investigation of alleged violations of rules and codes of ethics of this chapter, and/or THSBOA. The Ethics Committee has the responsibility for investigating properly submitted complaints relating to the conduct of any chapter member. The chair and members shall be appointed by the board of directors and the committee shall be comprised of at least three members and no more than five chapter members in good standing. Decisions shall be made by a majority vote of a quorum being present.

Ethical complaints may be reported by coaches, fans, chapter members, law enforcement or any individual who has knowledge of an ethical violation. All complaints must be in writing. Upon reliable evidence of an ethical violation, the Ethics Committee may initiate a complaint.

All investigations and hearings shall be conducted pursuant to these provisions and THSBOA due process requirements. Upon the receipt of a written complaint, the Ethics Committee will investigate the facts, provide due process notice to the official and, if necessary, conduct a hearing. If requested, the official shall provide a written response and if a hearing is conducted, the official shall appear, with or without a representative, and be given the opportunity to confront the evidence and present evidence in defense of the allegations.

The Ethics Committee shall report to the board of directors the status of any investigation as requested by the board. Until final action is taken, the investigation shall remain confidential. Upon completion of the investigation and hearing, if necessary, the Ethics Committee shall report its findings and make a recommendation to the board of directors regarding a sanction. The board of directors will make the final decision and notify the official of any action taken. The Sanction may range from a private reprimand to expulsion from the chapter (with or without a recommendation to THSBOA), and may include a fine, probation with terms, suspension, or any combination of the above. A sanctioned official may appeal to THSBOA only after all local appeals have been exhausted. THSBOA only examines appeals if the chapter has violated their own by-laws.

Section 2 - Code of Ethics

The following shall be the Code of Ethics for this chapter:

- A. The official's conduct, speech, and actions during or in route to and from a game shall be above reproach and should demonstrate the example of sportsmanship, courtesy and self-control.
- B. The official shall not engage in criminal, dishonest, disgraceful, or immoral conduct or any conduct prejudicial to this chapter or THSBOA.
- C. The official shall exercise independence and impartiality at all times and shall not give preferential treatment to any person, player or coach.
- D. The official shall not consume alcohol or illegal drugs prior to or during a game or consume alcohol or illegal drugs in public after the game.
- E. The official shall not solicit or seek to influence a coach or school representative for the purpose of promoting officiating opportunities for him or herself, or for this or any other chapter.
- F. The official shall not engage in scouting activities or engage in conversation with coaches or school representatives regarding officiating assignments.
- G. The official shall not criticize another official or person associated with this chapter, THSBOA or attempt to explain another official's judgment or decision in the presence of coaches, players, spectators, or media during or after a game.
- H. The official shall not officiate a game if the official is affiliated with either team or school or if the official is related by blood or marriage to a person affiliated with either team or school.
- I. The official shall report to the board of directors any arrest for criminal charges.
- J. The official shall not falsify records or reports for personal gain or abuse THSBOA (UIL sec 1204) game or mileage fees.

ARTICLE IX - Officiating Fees and Travel Allowances

Officials shall be paid for services and travel by schools in accordance with UIL Section 1204 of the University Interscholastic League Constitution and Contest Rules.

RATIFIED: 17 May 23

Texas High School Basketball Officials Association
GREATER SAN ANTONIO CHAPTER
Formally the South Texas Chapter (STC)

Fee Schedule

THSBOA State Dues		
	New Member	\$60.00
	Existing Member	\$90.00
	Existing Members Early Pay (before 1 JUL)	\$60.00
GSAC Annual Dues		\$50.00
GSAC Annual Game Assignment Fee		\$100.00
GSAC Fines		
	Decline / Turn Back	\$10.00
	Cancellation (before 48hr deadline)	\$25.00
	Cancellation / No Show (after 48hr deadline)	Current UIL Game Fee

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