



# GREATER SAN ANTONIO CHAPTER BY-LAWS

AN AFFILIATE OF THE TEXAS HIGH SCHOOL BASKETBALL OFFICIALS ASSOCIATION

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## BY-LAWS

### ARTICLE I - ELECTIONS

#### SECTION 1 - ELECTION OF OFFICERS AND BOARD OF DIRECTORS

- a. GENERAL ELECTIONS SHALL BE HELD ANNUALLY DURING THE FIRST GENERAL MEMBERSHIP MEETING IN FEBRUARY.
- b. OFFICERS, REPRESENTATIVES, AND THE BOARD OF DIRECTORS (“BOD”) SHALL BE ELECTED FOR A TERM OF TWO (2) YEARS BY A MAJORITY OF THE VOTES CAST BY MEMBERS “IN-GOOD STANDING” IN THE GENERAL ELECTION (“ELECTIONS”).
- c. IN EVEN NUMBERED YEARS:
  - i. ELECTIONS FOR THE OFFICE OF PRESIDENT, ADMINISTRATIVE SECRETARY AND TREASURER SHALL BE CONDUCTED.
    - a. THESE POSITIONS ARE DEFINED AS MEMBERS OF THE EXECUTIVE COMMITTEE.
  - ii. ELECTIONS FOR DIVISION II AND IV REPRESENTATIVES SHALL BE CONDUCTED.
- d. IN ODD NUMBERED YEARS:
  - i. ELECTIONS FOR THE OFFICE OF VICE-PRESIDENT AND ASSIGNMENT SECRETARY SHALL BE CONDUCTED.
    - a. THE OFFICE OF VICE PRESIDENT IS DEFINED AS A MEMBER OF THE EXECUTIVE COMMITTEE.
  - ii. ELECTIONS FOR DIVISION I, III AND V REPRESENTATIVES SHALL BE CONDUCTED.
- e. NEW OFFICERS AND MEMBERS OF THE BOD SHALL ASSUME THEIR OFFICE ON THE FIRST DAY IN APRIL OF THE ELECTION YEAR.
- f. VOTING ELIGIBILITY

- i. REGISTERED MEMBERS OF THE TEXAS HIGH SCHOOL BASKETBALL OFFICIALS ASSOCIATION (THSBOA)
- ii. MEMBERS IN GOOD STANDING AS DEFINED BY THE CHAPTERS EXISTING BY-LAWS.
- iii. MEMBERS WHO DESIGNATE THE GREATER SAN ANTONIO CHAPTER (GSAC) AS THEIR PRIMARY ASSOCIATION/CHAPTER.

**SECTION 2 - ANY OFFICER OR BOARD MEMBER MAY SUCCEED THEMSELVES, IF RE-ELECTED**

- a. IN THE EVENT THE PRESIDENT CANNOT COMPLETE THEIR TERM, THE VICE-PRESIDENT SHALL ASSUME THE OFFICE OF PRESIDENT TO SERVE FOR THE REMAINDER OF THEIR TERM OR UNTIL THE NEXT ELECTION, AT WHICH TIME A MID-TERM ELECTION FOR THE OFFICE WOULD BE HELD TO FULFILL THE UNEXPIRED TERM OF THE OFFICE.
- b. IN THE EVENT AN OFFICER OR BOARD MEMBER CANNOT COMPLETE THEIR TERM, THE PRESIDENT, IN CONSULTATION WITH THE BOARD, SHALL APPOINT A MEMBER “IN GOOD STANDING” TO SERVE IN THAT OFFICE WITHIN 30 DAYS OF NOTICE. THIS APPOINTMENT WILL LAST FOR THE REMAINDER OF THE TERM.

**SECTION 3 - NO MEMBER SHALL HOLD MORE THAN ONE CONCURRENT OFFICE PURSUANT TO ARTICLE 1, SECTION 2**

**SECTION 4 - MEMBERS WHO INTEND TO RUN FOR AN OFFICER, REPRESENTATIVE, OR BOD POSITION**

- g. MEMBERS WHO DESIRE TO RUN FOR AN OFFICE MUST PROVIDE WRITTEN OR EMAIL NOTIFICATION TO THE ADMINISTRATIVE SECRETARY AND THE PARLIAMENTARIAN NO LATER THAN THE FIRST DAY IN FEBRUARY OF THE ELECTION YEAR.

**SECTION 5 - NOMINATION(S) FOR AND OFFICER, REPRESENTATIVE, OR BOD POSITION**

- a. MEMBERS “IN GOOD-STANDING” MAY SUBMIT A NOMINEE(S), IN WRITING (VIA MAIL, EMAIL, OR IN LIMITED CASES TEXT), TO THE ADMINISTRATIVE SECRETARY AND THE PARLIAMENTARIAN

ON/BEFORE THE FIRST DAY IN FEBRUARY OF THE ELECTION YEAR.

**SECTION 6 - WRITE-IN CANDIDATES ARE PROHIBITED**

**SECTION 7 - DUTIES OF THE PARLIAMENTARIAN**

- a. THE PARLIAMENTARIAN SHALL SERVE AS CHIEF ELECTION OFFICER INCLUDING THE MANAGEMENT OF ABSENTEE BALLOTS PURSUANT TO ARTICLE 1, SECTION 8, C.
- b. IN THIS CAPACITY, HE/SHE SHALL COMPILE THE BALLOT(S) AND PRESENT THE FINAL DRAFT FOR THE BOD TO APPROVE PRIOR TO FEBRUARY 1ST OF THE ELECTION YEAR.
- c. THE PARLIAMENTARIAN SHALL ASSIST THE PRESIDENT IN CONDUCTING MEETINGS, INTERPRETATION OF THESE BY-LAWS AND PARLIAMENTARY AUTHORITY PURSUANT TO THE CONSTITUTION.

**SECTION 8 - ELECTIONS WILL BE CONDUCTED BY SECRET BALLOT**

- a. SECRET BALLOT IS A VOTING METHOD IN WHICH A VOTER’S IDENTITY IS ANONYMOUS. ALL MEMBERS “IN GOOD-STANDING” HAVE THE RIGHT AND OPTION OF REMAINING ANONYMOUS. HOWEVER, **ALL** MEMBERS SHALL VOTE (I.E. PARTICIPATE IN EVERY ELECTION) TO REMAIN “IN GOOD-STANDING” WITH THE CHAPTER AND BOD (REFER TO THE CHAPTER POLICIES AND PROCEDURES).
- b. MEMBERS “IN GOOD-STANDING”, PURSUANT TO ARTICLE 3, SECTION 2 OF THESE BY-LAWS, SHALL BE ELIGIBLE TO CAST THEIR VOTE DURING THE FIRST MEETING IN FEBRUARY. THIS WILL BE AFFIRMED BY THE ADMINISTRATIVE SECRETARY.
- c. ALL VOTES OF MEMBERS PRESENT WILL BE DULY RECORDED BY THE PARLIAMENTARIAN PURSUANT TO ARTICLE 1, SECTION 7 OF THESE BY-LAWS.
- d. A VOTING EXCEPTION SHALL BE MADE FOR MEMBERS WHO HAVE CHAPTER ASSIGNED GAMES, MILITARY SERVICE DUTIES OR PRIMARY JOB CHARGE RESPONSIBILITIES ON ELECTION NIGHT.

- i. TO VOTE ABSENTEE, MEMBERS MUST SUBMIT THEIR BALLOT VIA EMAIL SENT AND ACKNOWLEDGED, OR TEXT SENT AND ACKNOWLEDGED, TO THE PARLIAMENTARIAN AND EXECUTIVE COMMITTEE MEMBER NOT IN THE ELECTION PRIOR TO THE FIRST MEETING IN FEBRUARY.
- ii. ALL ABSENTEE BALLOTS MUST HAVE THE MEMBER’S NAME PRINTED ON THE OUTSIDE OF THE ENVELOPE WITH THEIR BALLOT SEALED.
- iii. ANY OUTER ENVELOPE WITHOUT A MEMBER’S NAME SHALL BE DECLARED VOID.
- iv. MEMBERS WHO VOTE ABSENTEE, E-MAIL, OR TEXT DO SO WITH THE UNDERSTANDING THAT THE CONFIDENTIAL NATURE OF THEIR BALLOT MAY BE COMPROMISED BY THE ACT. ALL ABSENTEE VOTES WILL BE COUNTED IN ALL ELECTIONS, IF THE MEMBER IS “IN GOOD STANDING.”
- v. IN THE CASE OF A RUN-OFF (TIE), ABSENTEE VOTES SHALL BE USED AND VALIDATED BY THE PARLIAMENTARIAN PURSUANT TO ARTICLE 1, SECTION 7.
- vi. SHOULD AN OFFICE NOT BE CONTESTED, A NOMINEE MAY BE ELECTED BY ACCLAMATION RATHER THAN BY SECRET BALLOT.

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## **ARTICLE II - DUTIES OF OFFICERS AND BOARD OF DIRECTORS**

### **SECTION 1 - OFFICE OF PRESIDENT**

- a. THE DUTIES OF THE PRESIDENT SHALL BE TO:
  - i. SERVE AS PRESIDING OFFICER DURING GENERAL MEMBERSHIP, BOD AND EXECUTIVE BOARD MEETINGS, INCLUDING AN ANNUAL RETREAT.
  - ii. MANAGE THE BUSINESS OF THE CHAPTER.
  - iii. CALL MEETINGS OF THE CHAPTER, BOD AND/OR THE EXECUTIVE COMMITTEE, AS REQUIRED.

- iv. ANNUALLY, ESTABLISH AND APPOINT MEMBERS IN GOOD STANDING TO VARIOUS COMMITTEES INCLUDING BUT NOT LIMITED TO:
  - a) ASSIGNMENTS COMMITTEE
  - b) BY-LAWS COMMITTEE
  - c) FINANCE COMMITTEE
  - d) POLICIES AND PROCEDURES
  - e) TRAINING AND DEVELOPMENT COMMITTEE
  - f) TRANSITION OF BOARD COMMITTEE
  
- v. SERVE AS AN EX-OFFICIO MEMBER OF ALL COMMITTEES.
  
- vi. SERVE AS THE OFFICIAL REPRESENTATIVE OF THE CHAPTER AND CONDUCT ALL NEGOTIATIONS WITH OUTSIDE ENTITIES, IN CONSULTATION WITH THE BOD AND CHAPTER LEGAL COUNSEL.
  
- vii. ADMINISTER THE POLICIES AND PROCEDURES ADOPTED BY THE BOD’S.
  
- viii. APPOINT A PARLIAMENTARIAN, AS REQUIRED, TO FULFILL THEIR DUTIES PURSUANT TO ARTICLE 1, SECTION 7 OF THESE BY-LAWS.
  
- ix. APPOINT A SERGEANT-AT-ARMS, TO ASSIST IN THE GENERAL CONDUCT AT CHAPTER MEETINGS AND OTHER SPECIAL PROJECTS.
  
- x. APPOINT ANY MEMBER “IN-GOOD STANDING” TO SERVE AS AN EX-OFFICIO MEMBER OF THE BOD OR COMMITTEE.
  
- b. THE PRESIDENT SHALL GOVERN IN THE BEST INTERESTS OF THE CHAPTER IN ACCORDANCE WITH:
  - i. THSBOA BY-LAWS
  - ii. GSAC CONSTITUTION
  - iii. GSAC BY-LAWS
  - iv. GSAC POLICIES AND PROCEDURES APPROVED BY THE BOD
  - v. ADVICE AND COUNSEL FROM THE BOD

**SECTION 2 – OFFICE OF VICE-PRESIDENT**

- a. THE DUTIES OF THE VICE-PRESIDENT SHALL BE TO:
  - i. PERFORM THE DUTIES OF THE PRESIDENT IN HIS/HER ABSENCE OR INABILITY TO ACT.
  - ii. IDENTIFY, RECRUIT, TRAIN, DEVELOP AND RETAIN OFFICIALS FOR THE CHAPTER.
  - iii. IN COLLABORATION WITH THE BOD, PROMOTE UNIFORMITY IN OFFICIATING MECHANICS AND RULE INTERPRETATIONS PURSUANT TO THSBOA BY-LAWS AND NFHS DIRECTIVES.
  - iv. ASSIST THE PRESIDENT IN SETTING THE PROGRAM AND AGENDA FOR ALL MEETINGS.
  - v. PERFORM SUCH DUTIES AS THE PRESIDENT AND/OR EXECUTIVE COMMITTEE SHALL DIRECT.
  - vi. SERVE ON AT LEAST ONE COMMITTEE THROUGHOUT THE SEASON.

**SECTION 3 - OFFICE OF ADMINISTRATIVE SECRETARY**

- a. THE DUTIES OF THE ADMINISTRATIVE SECRETARY SHALL BE, BUT NOT BE LIMITED TO:
  - i. COMMUNICATE INFORMATION TO MEMBERS ON CHAPTER BUSINESS AND RELATED ACTIVITIES.
  - ii. PRESERVE ALL RECORDS OF THE CHAPTER AS REQUIRED BY FEDERAL AND STATE REGULATIONS.
    - 1. THIS INCLUDES:
      - a. PERMANENT RECORDS (ARTICLES OF INCORPORATION, BY-LAWS, TAX EXEMPT STATUS, BOARD MEETING MINUTES, POLICIES AND PROCEDURES).
      - b. ACCOUNTING RECORDS (FINANCIAL STATEMENTS, AUDITS, BANK STATEMENTS AND EXPENSE REPORTS).
      - c. LEGAL DOCUMENTS (CONTRACTS AND LITIGATION RECORDS).
  - iii. ADMINISTER FINES AND APPEALS FOR THE MEMBERSHIP PURSUANT OF ARTICLE IV AND ARTICLE VII OF THESE BY-LAWS.

1. LIST SHALL BE CROSS REFERENCED WITH THE RECORDS OF THSBOA TO DETERMINE MEMBERS STANDING WITH THE STATE OFFICE.
  2. NO MEMBER SHALL BE DETERMINED “IN GOOD STANDING”, IF THEY DO NOT FULFILL BOTH THE CHAPTER AND STATE REQUIREMENTS PURSUANT TO EACH ORGANIZATION’S BY-LAWS.
- iv. MAINTAIN A MEMBERSHIP LIST OF MEMBERS “IN GOOD STANDING” PURSUANT TO ARTICLE 3 OF THESE BY-LAWS.
  - v. KEEP ALL MINUTES OF CHAPTER, EXECUTIVE AND BOD MEETINGS.
  - vi. PERFORM SUCH DUTIES AS THE PRESIDENT AND/OR EXECUTIVE COMMITTEE SHALL DIRECT.
  - vii. SERVE ON AT LEAST ONE COMMITTEE THROUGHOUT THE SEASON.

**SECTION 4 – OFFICE OF ASSIGNMENT SECRETARY**

- a. DUTIES OF THE ASSIGNMENT SECRETARY SHALL BE TO:
  - i. ASSIGN GAMES TO MEMBERS “IN GOOD STANDING” PURSUANT TO ARTICLE 3 OF THESE BY-LAWS AND IN ACCORDANCE WITH CHAPTER POLICIES AND PROCEDURES.
    - a. REQUEST ASSISTANCE FROM MEMBERS “IN GOOD STANDING” TO HELP WITH ASSIGNMENT DUTIES.
      - i. SUCH A REQUEST SHALL BE PRESENTED TO THE BOD FOR APPROVAL.
  - ii. COMPILE A CONFIDENTIAL LIST OF MEMBERS THAT MEET THSBOA REQUIREMENTS FOR PLAYOFF PREFERRED OFFICIAL QUALIFICATION.
    - a. THE LIST SHOULD BE DELIVERED TO THE PRESIDENT DURING THE FIRST MEETING IN DECEMBER.
    - b. THE LIST MUST ALSO MEET CERTAIN CRITERIA AS DESCRIBED IN THE CHAPTER’S POLICIES AND PROCEDURES.

- iii. PERFORM SUCH DUTIES AS THE PRESIDENT AND/OR EXECUTIVE COMMITTEE SHALL DIRECT.
- iv. SERVE ON AT LEAST ONE COMMITTEE THROUGHOUT THE SEASON.

**SECTION 5 – OFFICE OF TREASURER**

- a. DUTIES OF THE TREASURER SHALL BE TO:
  - i. ENSURE TIMELY COLLECTION OF ALL FEES, DUES AND FINES, AUTHORIZED BY THE BOD AND PURSUANT TO ARTICLE IV OF THESE BY-LAWS.
  - ii. COMMUNICATE WITH MEMBERS BALANCES OWED AND OUTSTANDING INVOICES.
  - iii. PROVIDE FINANCIAL STATEMENTS/REPORTS TO THE BOD AND CHAPTER MEMBERS AT REGULAR OR PROPERLY CALLED MEETINGS.
  - iv. AN ANNUAL FINANCIAL AUDIT OF THE CHAPTER’S BANK STATEMENTS SHALL BE PROVIDED ON AN ANNUAL BASIS.
  - v. PREPARE MONTHLY BALANCE SHEETS AND PROFIT/LOSS STATEMENTS FOR THE FINANCE COMMITTEE’S APPROVAL AND THE BOD’S REVIEW.
  - vi. SUBMIT THE FINAL TREASURER’S REPORT AND ALL FINANCIAL RECORDS FOR THE FISCAL YEAR ENDING MARCH 31 TO THE FINANCE COMMITTEE AND THE BOD FOR REVIEW.
  - vii. ESTABLISH A GENERAL OPERATING AND TRAINING AND DEVELOPMENT BANK ACCOUNT (“ACCOUNT”) IN THE NAME OF THE CHAPTER.
    - a. ALL MEMBERS’ DUES SHALL BE DEPOSITED INTO THE ACCOUNT.
    - b. ANY WITHDRAWAL OR DISBURSEMENT SHALL REQUIRE AUTHORIZATION BY THE PRESIDENT.
      - i. AUTHORIZED SIGNERS ON THE ACCOUNTS SHALL BE THE PRESIDENT, VICE PRESIDENT, AND TREASURER.
        - 1. THE PRIMARY SIGNER ON ALL CHECKS SHALL BE THE PRESIDENT.
        - 2. IN THE ABSENCE OF THE PRESIDENT, THE VICE-PRESIDENT MAY SIGN CHECKS.
        - 3. CHECKS, WITHDRAWALS OR DISBURSEMENTS EXCEEDING \$700 SHALL REQUIRE TWO OF THE THREE AUTHORIZED SIGNERS TO APPROVE.
        - 4. CHECKS, WITHDRAWALS OR DISBURSEMENTS EXCEEDING \$1,000 SHALL REQUIRE



APPROVAL BY THE BOD

- c. PERFORM SUCH DUTIES AS THE PRESIDENT AND/OR EXECUTIVE COMMITTEE SHALL DIRECT.
- d. REQUEST ASSISTANCE FROM MEMBERS “IN GOOD STANDING” TO HELP WITH TREASURER DUTIES.
  - i. SUCH A REQUEST SHALL BE PRESENTED TO THE BOD FOR APPROVAL
- e. CO-CHAIR THE FINANCE COMMITTEE THROUGHOUT THE SEASON.

**SECTION 6 - DIVISION REPRESENTATIVES**

- a. DUTIES OF DIVISION REPRESENTATIVES SHALL BE TO:
  - i. REPRESENT THEIR RESPECTIVE DIVISION.
    - a. IF NO CANDIDATE IS NOMINATED FROM THE DIVISION, THE PRESIDENT SHALL, PURSUANT TO ARTICLE 1, SECTION 2, B OF THESE BY-LAWS, APPOINT A MEMBER “IN GOOD STANDING” FROM THAT RESPECTIVE DIVISION.
  - ii. SERVE AS THE LIAISON FOR MEMBERS IN THEIR DIVISION TO COMMUNICATE INFORMATION TO THE BOD.
    - a. IN THE EVENT A DIVISION REPRESENTATIVE CANNOT ATTEND A REGULAR OR PROPERLY CALLED MEETING, THE PRESIDENT MAY APPOINT A MEMBER “IN GOOD STANDING” FROM THAT DIVISION IN THEIR PLACE.
  - iii. MAINTAIN RECORDS ASSOCIATED WITH THEIR RESPECTIVE MEMBERS. THIS INCLUDES, BUT IS NOT LIMITED TO:
    - a. MEETING ATTENDANCE (REPORTED AND RECORDED BY THE ADMINISTRATIVE SECRETARY).
    - b. CONTACT INFORMATION.
    - c. STATUS OF ASSIGNMENT FEES PURSUANT TO ARTICLE IV OF THESE BY-LAWS.
    - d. STATUS OF STATE AND LOCAL DUES PURSUANT TO ARTICLE IV OF THESE BY-LAWS.
    - e. ANY CHANGE IS STATUS THAT MAY IMPACT THE MEMBER FOR ASSIGNMENTS.
  - iv. COMPILE END-OF-SEASON DOCUMENTATION, ON BEHALF OF THE MEMBERS IN THEIR DIVISION TO INCLUDE:

- a. SUMMARY OF OUTSTANDING FEES, FINES AND/OR DUES OWED TO THE CHAPTER.
- b. SUMMARY OF POINTS EARNED FOR THE SEASON (TO ASCERTAIN NEW SEASON STATUS).
- v. PERFORM SUCH DUTIES AS THE PRESIDENT, EXECUTIVE COMMITTEE OR BOD SHALL DIRECT.
- vi. SERVE ON A COMMITTEE THROUGHOUT THE SEASON.

**SECTION 7 - BOARD OF DIRECTORS**

- a. DUTIES OF THE BOARD OF DIRECTORS (BOD) SHALL INCLUDE:
  - i. DEVELOP BY-LAWS AND POLICIES AND PROCEDURES THAT PROVIDE GOVERNANCE FOR THE BUSINESS OF THE CHAPTER
    - a. MEMBERS OF THE BOD ARE REQUIRED TO BE MEMBERS “IN GOOD STANDING” THROUGHOUT THEIR TERM.
    - b. MEMBERS OF THE BOD ARE REQUIRED TO ATTEND ALL REGULAR OR PROPERLY CALLED MEETINGS.
  - c. BOD SHALL HAVE THE POWER TO ENACT AND ENFORCE POLICIES OF THE CHAPTER, INTERPRET THESE BY-LAWS, AND INTERPRET AND ENFORCE THE POLICIES AND PROCEDURES OF THIS CHAPTER
  - d. BOD SHALL SERVE AS THE JUDICIAL BODY OF THE CHAPTER FOR PURPOSES OF:
    - i. APPEALS RELATED TO FINES
    - ii. DECISIONS REGARDING CANCELED AND/OR MISSED ASSIGNMENTS
  - e. ACTION REQUIRED AFTER ETHICS COMMITTEE REPORTING PURSUANT TO ARTICLE VIII, SECTION 2 OF THESE BY-LAWS.
    - i. BOD SHALL HAVE THE POWER TO ACT ON ALL MATTERS NOT ADDRESSED IN THE BY-LAWS INCLUDING, BUT NOT LIMITED TO, MEMBER(S) ETHICS AND CONDUCT DEEMED TO BE DETRIMENTAL TO THE BEST INTERESTS OF THE CHAPTER.
      - 1. BY A SIMPLE MAJORITY VOTE OF THE BOD, ANY OFFICER OR BOARD MEMBER MAY BE EXPELLED FOR CONDUCT UNBECOMING OF THEIR OFFICE.
        - a. WRITTEN NOTIFICATION TO THE OFFICER OR BOARD MEMBER IN QUESTION SHALL BE MADE, IN WRITING, BY THE ADMINISTRATIVE SECRETARY.

- b. THE OFFICER OR BOARD MEMBER IN QUESTION SHALL HAVE UNTIL THE NEXT REGULAR OR PROPERLY CALLED MEETING TO APPEAL.
  - c. IF THE OFFICER OR BOARD MEMBER IN QUESTION FAILS TO APPEAL BY THE APPROPRIATE TIME, THE RIGHT TO APPEAL SHALL BE FORFEITED.
  - d. BOD SHALL REPORT THE OFFICER OR BOARD MEMBER IN QUESTION’S EXPULSION FROM OFFICE AT THE NEXT REGULAR OR PROPERLY CALLED CHAPTER MEETING
- ii. BE RESPONSIBLE FOR ALL FISCAL MATTERS ASSOCIATED WITH THE CHAPTER TREASURY.
    - a. INCLUDING ANY AUDIT OF THE RECORDS AS PROVIDED BY THE TREASURER.
    - b. REPORT AUDIT RESULTS AND FINANCIAL CONDITION TO THE MEMBERS OF THE CHAPTER AT THE FIRST REGULAR MEETING OF THE YEAR.
  - iii. BOD SHALL ADOPT AND MAKE AVAILABLE TO THE MEMBERSHIP OF THE CHAPTER THE CURRENT POLICIES AND PROCEDURES.

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### **ARTICLE III – MEMBERSHIP**

#### **SECTION 1 – OFFICIALS/MEMBERS ARE PERSONS “IN GOOD STANDING” PURSUANT TO THESE BY-LAWS, THSBOA BY-LAWS, AND CHAPTER POLICIES AND PROCEDURES**

- a. MEMBERSHIP STANDING (CRITERIA) SHALL BE DETERMINED BY THE ADMINISTRATIVE SECRETARY PURSUANT TO ARTICLE 2, SECTION 5 OF THESE BY-LAWS.
  - i. REGISTERED MEMBERS SHOULD BE FREE OF FINANCIAL OBLIGATIONS TO THIS CHAPTER (GSAC) AND THSBOA.
  - ii. REGISTERED MEMBERS MUST ABIDE BY THE UIL CONSTITUTION AND CONTEST RULES SECTIONS 1204 AND 1208.
  - iii. REGISTERED MEMBERS SHALL ATTEND AT LEAST TWO-THIRDS (2/3) OF THE REGULAR OR PROPERLY CALLED MEETINGS. PROPOSED 1/2 OF THE MEETINGS TO INCLUDE ONE OF THE RULES MEETINGS. OR ALL MEETINGS BY VIEWING THE VIDEO REPLAY.
  - iv. REGISTERED MEMBERS SHALL ABIDE BY THE THSBOA BY-LAWS, GSAC BY-LAWS, AND GSAC

POLICIES AND PROCEDURES.

- b. A REGISTERED MEMBER NOT “IN GOOD STANDING” SHALL:
  - i. BE NOTIFIED IN WRITING, EITHER BY MAIL OR EMAIL, OF SUCH STANDING AND THE REASON FOR THE STATUS BY THE ADMINISTRATIVE SECRETARY.
  - ii. HAVE THE RIGHT OF APPEAL TO THE BOD, IN-PERSON OR BY LETTER, NO LATER THAN 30 DAYS FOLLOWING RECEIPT OF THE AFOREMENTIONED NOTICE.
  - iii. AND, AFTER FAILING TO APPEAL AND THE APPEAL DATE HAS PASSED, SHALL FORFEIT THE RIGHT TO AN APPEAL.
  - iv. NOT BE ALLOWED TO PARTICIPATE IN ANY CHAPTER ACTIVITIES FOR THE FOLLOWING YEAR, IF THEIR APPEAL FAILS.
  - v. HAVE FAILED TO SIGN THE GSAC CODE OF ETHICS, AND ACKNOWLEDGEMENT BY-LAWS, POLICIES AND PROCEDURES ANNUALLY.
- c. ILLEGAL CONDUCT – MEMBERSHIP WILL NOT BE ALLOWED, RENEWED, OR MAY BE TERMINATED IF:
  - i. CONVICTED, OR JUDGED WITH A FINDING OF FAULT, GUILT OR VIOLATION, IN REGARD TO AN OFFENSE INVOLVING A MINOR FOR ANY SEXUAL OFFENSE UNLESS/UNTIL SUCH OFFENSE HAS BEEN REVERSED BY PROPER AUTHORITY WITH AUTHORITY OVER THE MATTER
  - ii. CONVICTED, OR JUDGED WITH A FINDING OF FAULT, GUILT OR VIOLATION, IN REGARD TO AN OFFENSE INVOLVING ANY ILLEGAL/ILLICIT DRUG OR CONTROLLED SUBSTANCE AS PRESCRIBED BY FEDERAL OR STATE LAW OR REGULATIONS, PRIOR TO FIVE (5) YEARS FOLLOWING THE COMPLETION OF ANY SENTENCE /PAROLE/PROBATION PERIOD IMPOSED FOR THE OFFENSE.
  - iii. CURRENTLY SERVING A SENTENCE OR A PAROLE/PROBATION PERIOD FOR ANY OFFENSE OR ADJUDICATION OF GUILT IMPOSED BY ANY COURT, JUDGE OR ADMINISTRATIVE BODY, OTHER THAN SIMPLE TRAFFIC VIOLATIONS PR CLASS C MISDEMEANORS.

**SECTION 2 - EXAMINATION AND POST SEASON REQUIREMENTS**

- a. RULES AND MECHANICS EXAMINATION MUST BE COMPLETED ON THE THSBOA WEBSITE IN ACCORDANCE WITH GSAC POLICIES AND PROCEDURES.

- b. EACH MEMBER OFFICIAL MUST PASS THE ONLINE TEST WITH A MINIMUM SCORE ACCORDING TO GSAC POLICIES AND PROCEDURES TO RECEIVE GAME ASSIGNMENTS OR GAME SCHEDULES.
- c. A MEMBER MUST BE A PLAYOFF PREFERRED OFFICIAL (PPO) QUALIFIED OFFICIAL (TESTING AND SCORING SHALL BE IN ACCORDANCE WITH GSAC POLICIES AND PROCEDURES) IN ORDER TO OFFICIATE PLAYOFF GAMES, UIL/TAPPS ASSIGNED GAMES, REGIONAL AND STATE TOURNAMENT GAMES.
- d. IN ADDITION TO BE A PLAYOFF PREFERRED OFFICIAL (PPO) MEMBERS WHO MEET THE EXAMINATION REQUIREMENT MUST ALSO:
  - i. MEET CRITERIA IN ACCORDANCE WITH THE CHAPTER’S POLICIES AND PROCEDURES

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## **ARTICLE IV - CODE OF ETHICS**

### **SECTION 1 - CODE OF ETHICS**

THE FOLLOWING IS A SUMMARY OF THE CODE OF ETHICS FOR REGISTERED MEMBERS. EACH MEMBER SHALL BE REQUIRED TO SIGN THE CODE OF ETHICS IN ITS FULL VERSION TO REMAIN IN “GOOD STANDING” WITH THE 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 SPORTSMANSHIP, COURTESY AND SELF-CONTROL.
- b. OFFICIALS SHALL NOT ENGAGE IN CRIMINAL, DISHONEST, DISGRACEFUL, OR IMMORAL CONDUCT OR ANY CONDUCT PREJUDICIAL TO THIS CHAPTER OR THSBOA.
- c. OFFICIALS SHALL EXERCISE INDEPENDENCE AND IMPARTIALITY AT ALL TIMES AND SHALL NOT GIVE PREFERENTIAL TREATMENT TO ANY PERSON, PLAYER, OR COACH.
- d. OFFICIALS 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. OFFICIALS 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. OFFICIALS SHALL NOT ENGAGE IN SCOUTING ACTIVITIES OR ENGAGE IN CONVERSATION WITH COACHES OR SCHOOL REPRESENTATIVES REGARDING OFFICIATING ASSIGNMENTS.
- g. OFFICIALS 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. OFFICIALS 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. OFFICIALS SHALL REPORT TO THE BOD ANY ARREST FOR CRIMINAL CHARGES.
- j. OFFICIALS SHALL NOT FALSIFY RECORDS OR REPORTS FOR PERSONAL GAIN OR ABUSE THSBOA (UIL SEC 1204) GAME OR MILEAGE FEE POLICY.
- k. SANCTIONED OFFICIALS MAY APPEAL TO THSBOA ONLY AFTER ALL LOCAL APPEALS HAVE BEEN EXHAUSTED.
  - i. THSBOA ONLY EXAMINES APPEALS IF THE CHAPTER HAS VIOLATED THEIR OWN BY-LAWS.
- L. THE BOD HAS FINAL AUTHORITY ON ETHICS MATTERS AND SHALL NOTIFY THE OFFICIAL OF ANY ACTION TAKEN.

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## **ARTICLE V - ETHICS COMMITTEE**

### **SECTION 1 - ETHICS COMPLAINTS**

- a. MAY BE REPORTED BY REGISTERED MEMBERS “IN GOOD STANDING”, ATHLETIC DIRECTORS, COACHES, SPECTATORS, CHAPTER LAW ENFORCEMENT OR ANY INDIVIDUAL OR STAKEHOLDER WHO HAS KNOWLEDGE OF AN ETHICAL VIOLATION.
- b. ALL COMPLAINTS MUST BE IN WRITING.
- c. UPON RELIABLE EVIDENCE OF AN ETHICAL VIOLATION, THE ETHICS COMMITTEE SHALL COMMENCE THEIR DISCOVERY AND DUE-PROCESS WITH THE UPMOST DILIGENCE.

**SECTION 2 - ETHICS COMMITTEE**

- a. THE PURPOSE OF THE ETHICS COMMITTEE IS TO PROVIDE A FAIR, EFFICIENT, AND INDEPENDENT PROCESS FOR THE INVESTIGATION OF ALLEGED VIOLATION(S) OF RULES AND CODES OF ETHICS OF THIS CHAPTER, AND THSBOA.
- b. THE ETHICS COMMITTEE HAS THE RESPONSIBILITY FOR INVESTIGATING PROPERLY SUBMITTED COMPLAINTS RELATING TO THE CONDUCT OF ANY CHAPTER MEMBER.
- c. THE ETHICS COMMITTEE SHALL REPORT TO THE PRESIDENT OF THE STATUS OF ANY INVESTIGATION.
- d. THE CHAIR AND COMMITTEE MEMBERS SHALL BE APPOINTED BY THE CHAPTER PRESIDENT.
- e. THE COMMITTEE SHALL BE COMPOSED OF AT LEAST THREE (3) MEMBERS AND NO MORE THAN FIVE (5) MEMBERS “IN GOOD STANDING.”
- f. DECISIONS BY THE COMMITTEE SHALL BE MADE BY A MAJORITY VOTE OF A QUORUM BEING PRESENT.
- g. ALL INVESTIGATIONS AND HEARINGS SHALL BE CONDUCTED PURSUANT TO THESE PROVISIONS AND THSBOA DUE-PROCESS REQUIREMENTS.
- h. UPON THE RECEIPT OF A WRITTEN COMPLAINT, THE ETHICS COMMITTEE SHALL INVESTIGATE THE FACTS, PROVIDE NOTICE TO THE OFFICIAL AND, IF NECESSARY, CONDUCT A HEARING.
  - 1. IF REQUESTED, THE OFFICIAL SHALL PROVIDE A WRITTEN RESPONSE TO THE COMMITTEE.
  - 2. IF A HEARING IS CONDUCTED, THE OFFICIAL SHALL APPEAR, WITH OR WITHOUT A REPRESENTATIVE, AND BE GIVEN THE OPPORTUNITY TO CONTROVERT THE COMPLAINT AND RELATED EVIDENCE AND ALLOWED TO PROVIDE EVIDENCE IN HIS/HER DEFENSE OF THE ALLEGATIONS.
- i. UNTIL FINAL ACTION BY THE BOD IS TAKEN, THE INVESTIGATION SHALL REMAIN STRICTLY CONFIDENTIAL.
- j. UPON COMPLETION OF THE INVESTIGATION AND HEARING, THE ETHICS COMMITTEE SHALL REPORT ITS FINDINGS AND MAKE A RECOMMENDATION TO THE BOD REGARDING ANY SANCTION.
  - 1. SANCTIONS 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.

2. SANCTIONED OFFICIALS MAY APPEAL TO THSBOA ONLY AFTER ALL LOCAL APPEALS HAVE BEEN EXHAUSTED.

K. THSBOA ONLY EXAMINES APPEALS IF THE CHAPTER HAS VIOLATED THEIR OWN BY-LAWS.

L. THE BOD HAS FINAL AUTHORITY ON ETHICS MATTERS AND SHALL NOTIFY THE OFFICIAL OF ANY ACTION TAKEN.

## **ARTICLE VI - REGISTRATION, DUES AND GAME ASSIGNMENT FEES**

### **SECTION 1 – TERM**

a. A MEMBERSHIP YEAR BEGINS APRIL 1ST AND ENDS ON THE LAST DAY OF MARCH THE FOLLOWING YEAR.

### **SECTION 2 - DUES**

a. CHAPTER DUES SHALL BE DETERMINED ANNUALLY BY THE BOD AND WILL BE IN ACCORDANCE WITH CHAPTER POLICIES AND PROCEDURES.

b. DUES SHALL BE PAID TO THE TREASURER IN ACCORDANCE WITH THE GSAC POLICIES AND PROCEDURES, AS FURTHER DESCRIBED EACH YEAR FOR THE CURRENT SEASON, WITHOUT PENALTY.

c. MEMBERS SHALL PAY A GAME ASSIGNMENT FEE, THE AMOUNT OF WHICH SHALL BE DETERMINED ANNUALLY BY THE BOD.

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## **ARTICLE VII - SELECTION AND ASSIGNMENT OF GAME OFFICIALS**

### **SECTION 1 - ASSIGNMENTS**

a. THE ASSIGNMENT SECRETARY SHALL BE RESPONSIBLE FOR ASSIGNING GAMES TO MEMBERS OF THE CHAPTER.

b. A SCHEDULE OF EACH MEMBER'S GAMES SHALL BE PROVIDED USING THE CHAPTERS SCHEDULING ASSIGNMENT PLATFORM.

### **SECTION 2 - CANCELLATION AND FAILURE TO ACCEPT ASSIGNMENTS:**

a. CHAPTER POLICY ASSOCIATED WITH CANCELLATION AND FAILURE TO ACCEPT GAME



ASSIGNMENTS SHALL BE DETERMINED BY THE BOD ON AN ANNUAL BASIS AND WILL BE IN ACCORDANCE WITH THE CHAPTERS POLICIES AND PROCEDURES.

**SECTION 3 - SCHOOL CANCELLATION**

- a. PURSUANT TO UIL 1204 OFFICIALS ARE ONLY PAID FOR GAMES PLAYED.
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**ARTICLE VIII - MEETINGS AND QUORUMS**

**SECTION 1 – GENERAL MEMBERSHIP MEETINGS**

- a. TO PROVIDE A SYSTEMATIC AND DEMOCRATIC METHOD FOR CONDUCTING MEETINGS AND MAKING DECISIONS, ROBERT’S RULES OF ORDER NEWLY REVISED SHALL BE THE PARLIAMENTARY PROCEDURE FOLLOWED DURING GENERAL MEMBERSHIP MEETINGS.
- b. REGULAR OR PROPERLY CALLED MEETINGS SHALL BE AT SUCH A TIME, PLACE, AND DATE AS THE BOD OF DESIGNATES.
- c. MEETINGS WILL BE POSTED ON THE CHAPTER WEBSITE.
- d. PURSUANT ARTICLE II, SECTION 4, ATTENDANCE AT ALL MEETINGS SHALL BE MAINTAINED AND RECORDED BY THE ADMINISTRATIVE SECRETARY, WITH THE ASSISTANCE OF THE DIVISION REPRESENTATIVES.
- e. TWENTY PERCENT (20%) OF THE TOTAL CHAPTER MEMBERS IN GOOD STANDING SHALL CONSTITUTE A QUORUM.

**SECTION 2 – BOARD OF DIRECTORS (“BOD”) MEETINGS**

- a. TO PROVIDE A SYSTEMATIC AND DEMOCRATIC METHOD FOR CONDUCTING MEETINGS AND MAKING DECISIONS, ROBERT’S RULES OF ORDER NEWLY REVISED SHALL BE THE PARLIAMENTARY PROCEDURE FOLLOWED BY BOD.
- b. THE PRESIDENT SHALL SET THE BOD, SPECIAL AND/OR OTHER PROPERLY CALLED MEETINGS.
- c. BOD MEETINGS MAY BE CONDUCTED VIA CONFERENCE CALL AS DETERMINED BY THE PRESIDENT.

- d. FIVE (5) MEMBERS OF THE BOD SHALL CONSTITUTE A QUORUM.

**SECTION 3 - BOARD OF DIRECTORS MEMBER ATTENDANCE CODE**

- a. THIS ATTENDANCE CODE APPLIES TO DULY SCHEDULED BOD MEETINGS (EXCLUDING SPECIAL MEETINGS) AND GENERAL CHAPTER MEETINGS AS THEY APPEAR ON THE CHAPTER MEETING CALENDAR.
- b. IF A BOARD MEMBER ACCUMULATES 2 CONSECUTIVE OR 4 TOTAL ABSENCES FROM CHAPTER AND/OR BOARD MEETINGS WITHIN A GIVEN TERM YEAR (FROM APRIL 1ST TO MARCH 31ST), THE CHAPTER ADMINISTRATIVE SECRETARY, WITH BOARD APPROVAL, WILL SEND A CERTIFIED LETTER WARNING THE MEMBER ABOUT POTENTIAL VIOLATION OF THE BOARD ABSENCE CODE.
- c. WHEN A BOARD MEMBER REACHES 5 TOTAL MEETING ABSENCES WITHIN THE SAME TERM YEAR, THE CHAPTER ADMINISTRATIVE SECRETARY WILL SEND A CERTIFIED LETTER INFORMING THE MEMBER THAT A HEARING DATE WILL BE SCHEDULED. THIS HEARING WILL DISCUSS THEIR IMPENDING REMOVAL BASED ON VIOLATION OF THE BOARD ABSENCE CODE.
- d. PRIOR TO RECORDING THE 5 ABSENCES, A BOARD MEMBER MAY REQUEST A WAIVER FOR EACH ABSENCE. EACH WAIVER DATE MUST RECEIVE APPROVAL THROUGH A TWO-THIRDS (2/3) AFFIRMATIVE VOTE OF THE BOARD.
- e. BY A TWO-THIRDS (2/3) AFFIRMATIVE VOTE, THE BOD MAY FIND A BOARD MEMBER IN VIOLATION OF THE ABSENCE CODE AND REMOVE THEM FROM OFFICE.
- f. IN THE EVENT OF REMOVAL, THE PRESIDENT WILL APPOINT A REPLACEMENT MEMBER RELATIVE TO THE OFFICE VACATED UNTIL THE NEXT ELECTION.

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**ARTICLE IX – OFFICIATING DUES, FEES, FINES, AND TRAVEL ALLOWANCES**

**SECTION 1**

- A. OFFICIALS SHALL BE PAID FOR SERVICES AND TRAVEL BY SCHOOLS IN ACCORDANCE WITH UIL SECTION 1204 OF THE UIL CONSTITUTION AND CONTEST RULES.

- B. STATE DUES ARE DETERMINED ANNUALLY BY THE THSBOA.
  - C. GSAC DUES SHALL BE DETERMINED ANNUALLY BY THE BOD'S.
  - D. ALL OTHER DUES, FEE SCHEDULES AND FINES WILL BE OUTLINED IN ACCORDANCE WITH THE CHAPTER'S POLICIES AND PROCEDURES.
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