

NCOA South-Basketball CONSTITUTION

ARTICLE 1-NAME OF THE ASSOCIATION

The name of this association shall be the "Northern California Officials Association South-Basketball," hereinafter referred to as the "Association." The Association is affiliated with, and further represented by, the Northern California Officials Association (NCOA).

ARTICLE 2-OBJECTIVES OF THE ASSOCIATION

The objectives of the Association shall be to:

- A. Provide a high-quality instructional program in the training, preparation, and development of basketball officials.
- B. Further the interests of athletics generally, by fostering a proper spirit of sportsmanship and fair play.
- C. Promote good fellowship among the members and provide benevolent assistance in the extraordinary cases within the membership.
- D. Provide member schools and leagues in the California Interscholastic Federation (CIF) with officials who have a thorough knowledge of the National Federation of State High School Associations rules.
- E. Promote consistent, high quality officiating at all levels of play.

ARTICLE 3-OFFICERS

Section 1. The officers of the Association will be known as the "Executive Council," and they will be elected by the membership, except for the position of "NCOA Representative." The Executive Council hereinafter shall be referred to as the "Council."

Section 2. An elected officer may be removed upon a majority vote of the Council.

Section 3. The membership shall elect the Second Vice President for the upcoming year, at the next to last scheduled administrative meeting of the season.

Section 4. Council membership shall consist of the following officers:

- A. President (one year term). With a vote of the council, and the simple majority vote approval of the membership attending the next to last scheduled administrative meeting, the President may be elected to an additional term not to exceed one year.
- B. First Vice President (one year term). The First Vice President will assume the office of President upon a vacancy due to resignation or at the expiration of the Presidents term of office.
- C. Second Vice President (one year term). The Second Vice President will succeed the First Vice President upon vacancy due to resignation or at the expiration of the First Vice Presidents term of office.

- D. Secretary/Treasurer. The Secretary/Treasurer may serve an indefinite term, and will not be a part of the automatic succession to the office of the Presidency.
- E. Representative-At-Large (two year term). The “Representative” may be elected for additional terms of office.
- F. NCOA Representative(s). The Representative(s) will be nominated by the President and subject to ratification by a majority of the elected Council members and will serve a three-year term. The Representative(s) are non-voting members of the Executive Council. In accordance with NCOA bylaws and operating procedures, the NCOA Representative(s) may be selected for additional terms of office.

ARTICLE 4-MEETINGS

There will be a minimum of four (4) regular meetings per year. The Council shall annually develop and approve the number, time, place and date of the required meetings.

ARTICLE 5-QUORUMS

A quorum shall consist of a majority of the membership designated as Regular Members.

ARTICLE 6-RATIFICATION

The Constitution and Bylaws shall be in force when ratified by a majority of the Regular Members present at a scheduled meeting of the Association, provided that there is a quorum.

ARTICLE 7-AMENDMENTS

The Constitution, including bylaws, may be amended by a two-thirds vote of the Regular Members present and voting at a scheduled meeting of the Association provided that a quorum is present. The proposed amendment must have been submitted, in writing or by electronic means, to the members at least thirty (30) days prior to the presentation of the amendment for a vote.

BYLAWS

Section 1-Dues

- A. Dues for Regular Membership in the Association shall be set by the Council, and will include the cost of instructional materials and expenses for the operation of the Association.
- B. Associate Members shall pay like fees, less the cost of instructional materials.

Section 2-Duties of the Officers

- A. The President shall preside at all Association meetings and shall:
1. When necessary, convene the Council in order to plan activities for up-coming meetings.
 2. Call meetings to order and see that they are properly conducted and adjourned.
 3. Be an impartial and conscientious arbiter of discussion and debate, and insist on fairness in the actions and discussions of members.
- B. The First Vice President shall:
1. Preside in the absence of the President.
 2. Be responsible for all standing and ad hoc committees.
 3. Be responsible for the conduct and administration of the activities of the Rating Committee, including communicating to the membership.
- C. The Second Vice President shall:
1. Preside in the absence of the President and First Vice President.
 2. Be responsible for the conduct and administration of the instructional program for the Association.
- D. The Secretary/Treasurer shall:
1. Maintain accurate and complete records of the business transacted by the Association, including minutes of all meetings.
 2. Give notices of meetings, maintain a current roster and have an agenda for the Association.
 3. Maintain an accurate roster of committee membership.
 4. Provide all correspondence of the Association as directed by the President and members of the Council.
 5. Maintain and preserve all necessary paperwork, documents and records on behalf of the Association for historical purposes. Keep the Council and the membership informed about the financial status of the Association, including a prior year report to the membership at the start of each season.
 6. Deposit all funds collected on behalf of the Association with the NCOA and keep the Council and the membership informed about the financial status of the Association. Perform other duties as may be reasonably assigned by the Council, and perform other duties related to his position.
- E. The Representative-At-Large shall:
1. Represent the membership by bringing to the Council meetings the desires and concerns of the various members.
 2. Perform other duties as assigned.
- F. NCOA Representative(s) shall:
1. Serve as our voting representative(s) to the NCOA.
 2. Be chosen after the Council notifies the membership and solicits applications from interested qualified members.

Section 3-Fiscal Year

The fiscal year of the Association shall be from July 1 through June 30 of the following year.

Section 4-Voting and Order of Business

- A. Business of the Association shall be conducted according to the adopted and most current Constitution and its Bylaws.
- B. The most current edition of "Robert's Rules of Order" shall serve as a guide in the conduct of business.
- C. All voting shall be by verbal or written ballot. There will be no voting by proxy.
- D. The election of officers will occur at the next to last regularly scheduled meeting of the general membership.

Section 5-Rating of Officials

- A. All officials in the Association will be assigned a rating, which designates the level of play that the member is being recommended to work.
- B. The "Rating Committee" shall be responsible for determining the officiating skill level of all members of the Association and recommending their level of assignment to the designated California Interscholastic Federation game assignor.
- C. The process and procedures for establishing, maintaining and implementing a fair and consistent rating system ultimately rests with the Council, and is a delegated responsibility of the First Vice President.
- D. The operating procedures, guidelines and numerical rating system will be described in writing, and a copy will be provided to each member on the Association website.
- E. Members will annually receive notice as to their current rating and will be notified if the Rating Committee changes their rating.

Section 6-Membership

- A. A "Regular Member" is an individual who has been accepted into the Association by making payment in full, the current dues.
- B. The Association requires that Regular Members become "Qualified Members" by fulfilling the following:
 - 1. Obtain a passing score of 80% on the Classification or the Classification Make-up Exam.
 - 2. Demonstrate satisfactory knowledge, mechanics and demeanor to officiate high school basketball.
 - 3. Maintain satisfactory attendance at regularly scheduled meetings, as determined by the Association.
 - 4. As a continuing official, participate in a minimum of fifteen (15) hours of instruction each year.
 - 5. As a new official, participate in a minimum of twenty (20) hours of instruction the first year.

6. Agree to and sign the required application for membership, registration and contract forms, as determined by the Council, as a condition for accepting game assignments.

C. All members are required to meet the following attendance requirements:

1. Attend all regular meetings.
2. Sign the attendance register at each meeting
3. All absences must be requested in writing to the Secretary/Treasurer prior to the meeting or clinic to be missed. Request made will be excused or unexcused with all missed meetings and/or clinic hours to be made up per assignment by Secretary. In order to be excused a member must submit the request prior to the meeting and must state the reason. Absences cannot be excused after the fact.
4. The Council may allow or require that a member participate in a make-up activity or meeting, in exchange for an excused absence.
5. Missed meetings may be considered by the Rating Committee as justification to deny eligibility for certain game assignments, including playoffs.

D. Associate members are qualified members of other associations that may be given assignments in this Association if they provide the following:

1. Proof of full membership in their home association and successful completion of the qualification exam.
2. Paid dues to this Association, as established by the Council, that does not include the cost of instructional materials.
3. Attend at least two (2) regularly scheduled meetings of this Association.
4. Evidence of a satisfactory rating, confirmed by our Association Rating Committee, that they are qualified to be assigned to officiate.

E. Transfer members from other associations may be determined as Qualified Members if they:

1. Provide the Association a letter from their last association, which details their status, past record, highest level worked, and standing with that association.
2. Pay dues to this Association, as established by the Council.

Section 7-Assignments

- A. The CIF-Sac Joaquin Section (CIFSJS), Commissioner of Officials, assigns officials to games within the jurisdiction of the California Interscholastic Federation under a contract with the CIFSJS.
- B. The Association is a member of the Northern California Officials Association (NCOA) whose purpose is to train and rate officials for the purpose of officiating high school athletic contests for the CIF.
- C. The Association provides a list of qualified officials to the Commissioner for assignment to officiate basketball games. These officials will be

known as “Qualified Officials” for the purpose of assignment.
D. No member is to give another person their game assignment(s) or trade assignments. Any changes must be made through the Commissioner of Officials.

Section 8-Due Process

Any member placed on probation, fined, suspended or expelled by the Council shall have the right of appeal by notifying the President in writing within thirty (30) days of receipt of the decision. A quorum of the Executive Council, at a special meeting or at a regularly scheduled meeting, shall decide on the appeal. A decision will be rendered by the Council in “Executive Session.” A written notice of the decision will be mailed within thirty (30) days of the hearing date.

Section 9-Conduct/Ethics

Members of the Association are expected to conduct themselves in such a manner as to reflect favorably upon the Association. Any conduct that serves to bring discredit upon the Association will be subject to Council action. Such conduct includes, but is not limited to, any communication with coaches, media, or faculty regarding assignments, ratings, or any officiating matter. Every member of the officiating profession carries a responsibility to act in a manner becoming a professional person. The conduct of any official influences the attitude of the public toward the profession in general as well as toward the official in particular.

All members are required to adhere to the “Officials Code of Ethics” printed in the most current “NFHS Rules Book.” Officials are also bound to follow contractual terms and agreements contained in official registration forms provided at the beginning of each season. Any member accused of unethical or unprofessional conduct will be referred to the Grievance/Ethics Committee for possible disciplinary action.

Section 10-Grievances

A “Grievance/Ethics Committee” shall be appointed each year to hear any grievance or perceived injustice related to the operation of the Association or the conduct of its officers. Such concerns must be presented by the complainant to the committee in person at a regular meeting of the Association, or may be presented personally and in confidence to a single member of the Grievance Committee to be brought anonymously to the full Grievance Committee. Grievances anonymous to all members of the committee shall not be considered. This committee shall also have the authority to investigate and conduct hearings regarding complaints of the membership including matters dealing with ratings and assignments.

All grievances must come to the committee in writing. Forms are available on the Association website. Only first-hand grievances (events directly involving the complainant) shall be heard or discussed by the committee. Grievances having merit may be forwarded to the Executive Council for further investigation, or action, as appropriate. The committee may conduct investigations, interview members or affected parties and make recommendations, including possible disciplinary action,

to the Executive Council.

Section 11-Committees

A. Appointment of Committee Members.

1. The President shall appoint all committee chairpersons with the majority approval of the Council.
2. A chairperson is subject to removal from their position with a majority vote of the Council.
3. Each chairperson shall be responsible for appointing the membership of the committee in accordance with the By-Laws.
4. All committees shall be appointed prior to the first general meeting of the year.
5. Each committee shall consist of a minimum of three (3) qualified members of the Association.

B. Grievance/Ethics Committee.

1. This committee shall be responsible for handling issues involving any member complaint to the Association.
2. The committee shall have the authority to investigate and conduct hearings regarding complaints of the membership, including matters dealing with ratings and assignments.
3. The committee shall be responsible for handling problems with members accused of unprofessional or unethical conduct or members accused of acting in a manner, which is detrimental to the welfare, and purpose of the Association.
4. Members of the committee shall not participate in any case or decision, in which the member is accused, is a witness and/or is a complainant.
5. The committee will be comprised of five (5) members and will include a member of the Executive Council, the Past-President, and three (3) at-large members who have three or more years of membership in the Association.
6. At large members shall be selected annually, and may serve consecutive terms.
7. Once a member has been notified in writing of a negative finding and the recommended penalty to the Board of Directors, the member shall have ten (10) calendar days to appeal the finding and/or penalty recommendation to the Executive Council.
8. The Council will have thirty (30) days to render a written decision, which will be final. Possible penalties include: oral and/or written reprimand, loss of game assignment(s), suspension from the association or expulsion from the association.

C. Instructional Committee.

1. The chairperson of the committee will submit a list of three or more committee members/instructors to the Council for their approval.

- Members serve at the pleasure of the Instructional Chairperson.
2. The Committee shall direct and supervise the program of instruction for the membership and organize appropriate discussion or classroom groups.
 3. The Committee shall establish and conduct tests and examinations for qualifying members.
 4. The chairperson of the committee shall preside over the portions of meetings pertaining to basketball rules and officiating mechanics.
 5. The chairperson shall decide all matters relating to the interpretation of rules, game situations, uniforms, and the mechanics of basketball officiating.
 6. With a majority vote of the Committee, one of its members may be selected to serve on the Rating Committee.

D. Rating Committee.

1. The committee shall consist of 15 members who have at least five (5) years of varsity high school basketball officiating experience.
2. The committee shall establish the current numerical levels in which an official may be placed and the type of game each rating qualifies an official to work.
3. The committee shall establish the minimum required personal rating of an official that makes them eligible to serve on the committee.
4. Subject to approval of the Executive Council, the committee will establish written guidelines, operating procedures, rating scales and policies for the operation of the committee. The foregoing will be the official "Operating Procedures for the NCOA South Rating Committee" and will be made available for review by the membership of the Association.
5. Up to three (3) of the total of fifteen (15) members of Rating Committee will be elected annually to a 1 year term seat. They must meet the same established qualifications set by the committee as all other committee members. A list of eligible officials, who meet the required qualifications to be elected to the Rating Committee and accept nomination to run, will be submitted to the membership for a vote.
6. The committee may arrange to have evaluators attend games to critique and evaluate officials.

E. Nominating Committee.

1. The Committee shall consist of a minimum of three (3) and a maximum of five (5) qualified members, including the chairperson.
2. The chairperson will recommend names for inclusion on the committee, which shall be ratified by the Council.
3. The Committee members shall be announced to the membership by electronic means or by mail, prior to the first regularly scheduled meeting of the season.

4. The Committee shall present their recommended candidates for elective offices to the general membership at the second general meeting of the year. Two candidates will be recommended for each office subject to election.
5. No candidate for elective office may be a member of the Nominating Committee.
6. Members wishing to recommend or advocate for a candidate should contact the committee.
7. The Committee shall be responsible for conducting the election by distributing, collecting and tabulating all ballots. The Committee's decision regarding the voiding of any ballots shall be final.

Section 12-Conditions for Acceptance of Game Assignments

As a condition or precedent to the offering and acceptance of any basketball assignments, each member official will agree to the following:

- A. To serve as an independent contractor and not as an employee of the Association or the CIF-Sac Joaquin Section, with respect to any officiating assignments accepted.
- B. That such official will be in excellent physical condition and meet all physical requirements for working as a basketball official.
- C. That such official will hold blameless the Association, its officers, the Executive Council, the NCOA and the CIF-Sac Joaquin Section from any and all liability for injury or damage sustained as the result of such official's acts during games, traveling to or from games, or further associated with any game assignment.
- D. This acceptance is limited to the current basketball season. That they, by accepting game assignments from the Association and the Commissioner of Officials (Assigner), hereby agree to uphold and abide by the Bylaws of the Association and any of its Operating Policies and/or Procedures or Administrative Regulations.
- E. Such official will understand that failure to abide by the Bylaws, Operating Policies and /or Procedures and Administrative Regulations will be grounds for cancellation of game assignments in addition to any penalties provided for in the Constitution and Bylaws.

Adopted _____