**Article I – Name**



The name of the organization shall be BCBOA-OHSAA which represents the Butler County Basketball Officials Association-Ohio High School Athletic Association, a not-for-profit corporation of the State of Ohio.

**Article II – Purpose**

The purpose of this Association is organized to, but not limited to, assist in maintaining the highest levels of officiating expertise among its members. This purpose shall be accomplished by providing close cooperation and understanding between members, league commissioners, athletic directors, coaches, the media and all those who seek to advance and promote athletics. It will provide the medium for the correct understanding/interpretation of the sport specific rules as well as the use of proper officiating mechanics. It will encourage and promote the development and advancement of all members. It will adopt and support high standards of ethics and provide good fellowship/camaraderie among its members. The High School Division is involved in officiating interscholastic basketball.

**Article III -- Membership**

This association shall be open to persons interested in the purpose for which it is organized and shall be limited to those persons dedicated to the fulfillment of its purpose. The association membership shall include those that currently have or have had an Ohio High School Athletic Association (OHSAA) officiating permit, which includes the following membership types:

**A. Class I** – have been an official for a minimum of two years and have passed the OHSAA move-up tests with evaluations by two current Class 1 officials. They shall remain a member so long as they fulfill the general requirements of the Association and of the OHSAA.

**B. Class 2** - have met all OHSAA educational requirements and have obtained the entry level officiating permit. A member who obtains an OHSAA Class 2 permit shall remain in this class for a minimum of two years before deciding to meet the OHSAA requirements to upgrade to Class1. They shall remain a member so long as they fulfill the general requirements of the Association and of the OHSAA.

**C. Class 3** – have met all OHSAA educational requirements, are currently in high school and have obtained the entry level officiating permit. Can officiate at the 7th, 8th and 9th grade levels only and noninterscholastic games. A member who obtains an OHSAA Class 3 permit shall remain in this class until after high school graduation before deciding to meet the OHSAA requirements to upgrade to Class 2. They shall remain a member so long as they fulfill the general requirements of the Association and of the OHSAA.

**D. Inactive** -- comprised of individuals who were formerly duly qualified officials who were in good standing (fulfill the general requirements of the Association and of the OHSAA) when they ceased to officiate contests (retired, etc.).

**E. Life Member** – any member in good standing (fulfill the general requirements of the Association and of the OHSAA) who is nominated by the Association Board and approved by majority vote of said Board for such special recognition (years of service, etc.)

**Article IV -- Dues**

The Association Advisory Board shall yearly determine the amount for the annual dues payable by the Association members. OHSAA (state dues) are typically due by July 31st, so the BCBOA Association membership dues be payable the same time each year or at another date per business need at the discretion of Secretary, Treasurer or Board. The Secretary or Treasurer shall notify the membership within thirty (30) days the amount due, and resulting penalties for late or non-payment, if any. Life Members annual association fee will be determined by the BCBOA Board, which will be less than the annual association dues requirement.

**Article V -- Membership Meetings**

The Association shall hold no less than four (4) membership meetings yearly or as required by the OHSAA.

**A. The Association’s general business** items shall be first on the agenda item followed by any new business then rule/mechanics discussions/presentations.

**B. Special meetings of the executive board members** may be called by the President/Secretary/Treasurer at the request of the majority of the Elected Board Members. Such a meeting shall state the purpose or purposes of the meeting. Notification of such meeting shall be given to all members at least one (1) week in advance.

**C. For membership voting**, the presence of fifty (50) percent of the members represents a quorum. A majority vote of such members where a quorum is present shall be necessary to finalize a decision.

**Article VI: Executive Board Member Roles**

**A. Qualifications for Officers** -- Only current members of the Association in good standing (fulfill the general requirements of the Association and of the OHSAA) are eligible to be elected as officers.

**B. President** -- The President shall be the chief executive officer of the organization and shall be responsible for all management/leadership functions. He/she shall insure that all orders and resolutions of the organization are carried into effect and shall administer and be responsible for the overall management of the business affairs of the Association.

**C. Vice-President** -- The Vice-President shall be responsible for such duties assigned by the President. Should the President, in any way become incapacitated and/or unwilling to serve, the current Vice-President shall accede to that position and the role of the Vice-President shall be filled by an elected at-large member for the remaining time of the term.

**D. Secretary --** The Secretary shall establish yearly Association meeting dates/locations and notify the OHSAA of such, notify the membership of such meetings and of OHSAA state rules interpretation meetings, record membership meeting attendance and input such into the OHSAA database, prepare any Association correspondence as required and distribute such, represent the Association in all OHSAA related matters, maintain all Association required records. The Secretary will oversee the voting procedures of executive board members, expect the election cycle that elects the secretary.

**E. Treasurer**,-- The Treasurer shall maintain all Association required financial records; receive and be responsible for all funds and securities owned or held by the Association, deposit all Association funds in a financial institution approved by the Advisory Board, keep current, accurate and complete financial records and accounts for the Association, disperse the Associations’ funds as may be properly authorized, and provide periodic updated financial reports to the membership. Duties may also include completing necessary paperwork to maintain tax paperwork and filings. During the election cycle that votes for a new secretary, he/she may need to oversee voting.

**F. Liaisons (3 positions): Rules Interpreter Liaison, Mechanics Interpreter Liaison & Instructor Mentor Liaison** – The basketball Liaison(s) shall be the OHSAA Rules & Mechanics Interpreters and Instructors for basketball, shall attend the yearly OHSAA Liaisons meeting, develop, propose, present and lead the rules/mechanics part of the membership meetings, be a focal point for all membership rule interpretation questions, interface with the OHSAA as required, promote/support the Association in all aspects relative to other organizations, tournament directors, OHSAA, etc., recruit new members, and evaluate membership field performance and provide necessary improvement feedback.

**G. At-Large Board Members/Advisory Board Member** -- The At-Large members will help promote/support the Association in all aspects relative to other organizations, tournament directors, OHSAA, etc., recruit new members, and evaluate membership field performance and provide necessary improvement feedback. If for any reason, an elected member can’t fulfill their duty then one of the At-large members or Advisory board member may be appointed to Vice-President, Secretary, Treasurer, or Rules Interpreter/Liaison until a new executive board member can be appointed.

**Article VII -- Executive Board Member Elections:**

Elected roles shall form the member executive board: President, Vice-President, Secretary, Treasurer, Rules Interpreter/Liaison, Mechanics Instructor Liaison, At-Large Board members & Advisory Board member.

* All Elected Executive Board member terms shall be three years, except for the Advisory Board member who will serve for one (1) additional year after their term.
* If any elected member is unable to fulfill their role then the remaining Executive Board members shall appoint a member to serve in that role until the next election cycle for that role.
* All Elected Executive Board members will the following three (3) Election Cycles:
  + Election Cycle 1: President, Vice-President, Basketball Mechanics Liaison & At-Large Member #1
  + Election Cycle 2: Secretary, Basketball Instructor Mentor Liaison, & At-Large Member #2
  + Election Cycle 3: Treasurer, Basketball Rules Interpreter Liaison, & At-Large Member #3
* Advisory Board Member will serve for one (1) additional year after serving their 3-year term. This will allow a previous executive member to help with the transition of new Executive Board members. The new BCBOA Board members will vote to appoint one of the following:
  + The advisory board member will be determined from Voting cycle 1:
    - (1) President (2) Vice-President (3) Mechanics Instructor

(4) At-Large Board Member #1

* + The advisory board member will be determined from Voting cycle 2:
    - (1) Secretary (2) Mechanics Instructor Liaison (3) At-Large Board member #2
  + The advisory board member will be determined in the following order for Voting cycle 3:
    - (1) Treasurer (2) Rules interpreter Liaison (3) At-Large Board member #3
  + If for any reason the advisory board member cannot be filled by a past board member then the BCBOA Board shall appoint an member for the 1 year term.
* Below is an example of how this works after the constitution by-law revisions:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Executive Board members:** | \*Election Cycle #1 | \*Election Cycle #2 | \*Election Cycle #3 | \*Election Cycle #1 | \*Election Cycle #2 | \*Election Cycle #3 |
| **President** | X |  |  | X |  |  |
| **Vice-President** | X |  |  | X |  |  |
| **Mechanics Interpreter Liaison** | X |  |  | X |  |  |
| **Member At-Large #1** | X |  |  | X |  |  |
| **Secretary** |  | X |  |  | X |  |
| **Instructor Mentor Liaison** |  | X |  |  | X |  |
| **Member At-Large #2** |  | X |  |  | X |  |
| **Treasurer** |  |  | X |  |  | X |
| **Rules Interpreter Liaison** |  |  | X |  |  | X |
| **Member At-Large #3** |  |  | X |  |  | X |
| **Advisory Board member**  **(1-year term after elected term or a Member At-Large)** | Past Board  from previous election cycle | Past Board  from previous election cycle | Past Board  from previous election cycle | Past Board  from previous election cycle | Past Board  from previous election cycle | Past Board  from previous election cycle |

**Article VIII - Appointed Roles/Special Committees**

The elected officers may periodically appoint members to fulfill a required Association leadership role(s). Such roles are, but not limited to:

**A. Organizational trainer(s)** -- The organization trainer shall be an OHSAA Certified Instructor, yearly conduct an OHSAA approved adult education class for new members of the Association, present current training topics at membership meetings as requested by the sport specific Liaisons and recruit new members.

**B. Election Committee** – Those members appointed to the Elections Nominating Committee shall lead the Association’s election process when required. The committee shall obtain member nominations, prepare required voting ballets, coordinate any voting absentee ballots with the Secretary or Treasurer, overseeing the membership voting process, tally votes and announce said winners.

**C. Ethics Committee** – The Ethics Committee shall investigate any Association member allegation(s) presented to it by the Advisory Board. The investigation shall include determining all possible factual data ( what occurred, circumstances that lead to the allegation(s), where, when, witnesses accounts, alleger interview(s), etc) concerning the allegation(s), review all data with the Executive Board and recommend any appropriate discipline. Present all data gathered during the investigation to the Secretary for inclusion into the Associations' records. The term of the Ethics Committee shall be two (2) months after the alleger has been informed of any discipline issued. The Ethics Committee membership to be determined by the Advisory Board based upon the nature/ seriousness of the allegation.

**Article IX -- Compensation**

The Association’s elected officers **shall not receive** any direct compensation from the Association other than reimbursement of any OHSAA required attendance meeting fees and reasonable travel and non-travel expenses associated with the association’s duties or purpose. The Organization trainer(s) may receive compensation up to the maximum permitted by the OHSAA after the membership and Executive Board member approval. The BCBOA Board may appoint or hire someone to perform services such as completing taxes, website site manager, or etc.

**Article X -- Books and Records**

The physical location of the Association’s books, financial accounts and records shall be kept at such a place or places determined by the Secretary and Treasurer and which is known by all elected officers in the Association. All books, financial accounts and records of the High School division shall be open to review by any active member in good standing at a time and place to be determined by the Advisory Board. An annual treasurer’s report (revenue, expenses, balances, etc) shall be given with one of the first two Association membership meetings.