

***The Litchfield County District Board #7 or Approved Basketball Officials  
Affiliated With  
The International Association Of Approved Basketball Officials***

**CONSTITUTION**

**Article 1 – Name & Territory**

- Section 1.** The name of this organization is “The Litchfield County District Board #7 of Approved Basketball Officials.”
- Section 2.** This board shall be affiliated with the International Association of Approved Basketball Officials and shall have Litchfield County and Burlington as its territory.

**Article 2 - Purposes**

- Section 1.** The purposes shall be to unite in the membership of this organization all fully qualified basketball officials residing in Litchfield County and Burlington, Connecticut and to create a greater amount of good fellowship and cooperation among the members of this Board.
- Section 2.** To establish and maintain the highest ideals of sportsmanship in connection with the game of basketball.
- Section 3.** To provide for the training of new officials and to help develop among all basketball officials a definite responsibility as to their knowledge of rules and conduct of the game as officially adopted and published by the International Rules Committee.
- Section 4.** To encourage every official to sensibly enforce all rules of the game, both in letter and spirit.

**Article 3 - Membership Defined**

- Section 1.** Any person who meets the requirements of this Board and those of the IAABO shall be considered a member.
- Section 2.** An active member is one who officiates in at least one organized game during a season.
- Section 3.** An inactive member is one who does not officiate in any organized game during the season and must have been a registered active member who has maintained continuous membership at least five years unless physically handicapped.
- Section 4.** Members shall be considered as Probationary for the first two years of their membership, beginning with the year that they passed the IAABO examination.
- Section 5.** Transfer members shall be accepted in conformity with the IAABO policy. In the event of a change of residence of a board member, the Secretary-Treasurer of the first board shall on receiving address, notify the Secretary Treasurer of the board into whose jurisdiction the official is transferring, of such change.
- Section 6.** Honorary Membership is conferred by unanimous vote of the Board of Directors in recognition of distinguished service to this Board, or to Basketball Officiating, or to the game of basketball. Honorary Members shall not be required to pay dues, nor shall they have voting power, nor hold office (exception: Commissioner(s) may vote and serve on the Board of Directors).

**Article 4 - Officers**

- Section 1.** The Officers shall consist of a President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, Secretary-Treasurer, Interpreter, Assistant Interpreter(s), Commissioner(s), Past-President, Media Coordinator, Official’s Coordinator, and State Board Delegates.

**Section 2.** There shall be three delegates appointed by the Board of Directors to the Connecticut State Board of Approved Basketball Officials. To be eligible for the State Board a member must be in good standing with the District Board for at least five years and must have attended at least two-thirds of the meetings of his District Board for the past two years.

## **Article 5 - Amendments**

**Section 1.** The Constitution and By-Laws may be amended by giving notice of such amendment, in writing, to the Secretary Treasurer who shall make proper announcement at the next regular meeting. Action on the amendment will be taken at the following meeting.

**Section 2.** A two-thirds majority vote of the members present and voting is necessary for adoption.

## **BY-LAWS**

### **Article 1 - Duties of Officers**

**Section 1.** The President shall be the Chief Executive Officer. He shall preside at all meetings of the Board and of the Board of Directors. He shall appoint the various standing committees and shall be a member ex-officio of all committees. He shall perform such other duties as are usual for such an officer.

**Section 2.** The 1<sup>st</sup> Vice President shall, in the absence of the President, perform all the duties pertaining to the Office of President.

**Section 3.** The 2<sup>nd</sup> Vice President shall, in the absence of the President and 1<sup>st</sup> Vice-President, perform all the duties pertaining to the Office of President.

**Section 4.** The Secretary-Treasurer shall record the proceedings of the Board and the Board of Directors in a suitable permanent record to be provided for that purpose. It shall be his duty to answer all routine correspondence, keep the accounts and records and receive all dues and deposits the same. He shall be the custodian of all funds and other property belonging to the Board. His books and accounts shall be open to inspection by the Board of Directors or any member thereof. He shall make a detailed report to the Board annually and to the Board of Directors on request. The Secretary-Treasurer will not pay dues and will receive compensation reviewed yearly by the board of directors and approved by the membership.

**Section 5.** The Interpreter shall be responsible for rendering official interpretations, which, when given, shall be binding on all members. It is provided that any member may request, through the local interpreter, that a particular ruling be submitted for confirmation of the Interpreter of the I.A.A.B.O. He shall serve at the clinic meeting and any local interpretation meetings. The interpreter will receive compensation reviewed yearly by the board of directors and approved by the membership.

**Section 6.** The Assistant Interpreter(s) shall, in the absence of the Interpreter, perform all the duties pertaining to the office of Interpreter.

**Section 7.** The Commissioner(s) shall be a member(s) of the Board. They shall keep a record of all active members and their officiating dates for each season. They shall make assignments in conformity with the wishes of authorities requesting this service. They may officiate varsity games that are serviced by our Board.

**Section 8.** The Media Coordinator shall be responsible for the website, social media, and email communications, and will receive compensation reviewed yearly by the board of directors and approved by the membership.

**Section 9.** The Official's Coordinator shall be responsible for advertising for new member applicants, assisting with the training of new member applicants, and evaluating officials per request of the Commissioner, and will receive compensation reviewed yearly by the board of directors and approved by the membership.

- Section 10.** The Board of Directors shall manage the general affairs of this Board. They shall have jurisdiction over such matters that cannot be handled by the Board at regular meetings. They shall meet at the call of the Secretary-Treasurer, issued at the request of the President. They shall be the sole judge of what constitutes behavior of the type that constitutes sufficient reason for the removal from office, suspension, or expulsion of a member. They shall have the responsibility of making final decision concerning violations of Article 4 of the By-Laws, but such final decision shall be made by a majority vote and only after the accused member or members have been given a full and fair hearing with an opportunity to present evidence in their own behalf and to explain their alleged actions. If the final decision is adverse to the member or members involved, the Directors shall report to the full Board the violation charges sustained and their final decision in the matter.
- A. They shall have the authority to grant exemptions from the minimum fee requirements and to authorize services for charitable and worthy causes.
  - B. They shall give prompt consideration to any suggestions for the betterment of this Board or to any complaints when presented in writing.

## **Article 2 – Election of Officers and Selection of Board of Directors**

- Section 1.** The Nominating Committee shall submit a list of candidates for the offices of 1<sup>st</sup> and 2<sup>nd</sup> Vice Presidents, Secretary-Treasurer, Interpreter, Assistant Interpreter(s) and Commissioner(s) at the Annual Meeting and these candidates shall be voted on at such meeting. This procedure shall be followed every second year, occurring in odd-numbered years. Before balloting, the President shall call for nominations from the floor for each office. The 1<sup>st</sup> and 2<sup>nd</sup> Vice Presidents, Secretary-Treasurer, Interpreter, Assistant Interpreter(s), Commissioner(s), Media Coordinator, and Official's Coordinator shall be balloted separately and the nominee receiving the largest number of votes shall be declared elected. The office of President shall be filled by the 1<sup>st</sup> Vice President automatically succeeding to such office. The retiring President shall automatically become a member of the Board of Directors for the ensuing two years.
- Section 2.** Newly elected officers shall take office during the last regular meeting (usually the banquet meeting) of the basketball season.

## **Article 3 – Acceptance of Members**

- Section 1.** Applicants to officiate the game of basketball may become a member of this board provided they meet the following qualifications:
- A. Application for membership shall be made through the Examination Committee. Appropriate fees must be paid before taking the examination.
  - B. The applicant must pass the written and floor examinations as distributed and prescribed by the International Committee, under the supervision of members of this Board designated by the President. The passing grade for each annual exam shall be determined by the International Committee. Failure to pass the written exam bars the applicant from taking the floor tests. Any applicant passing the written and floor tests must pay his dues for the ensuing year.
  - C. Re-examination of applicants who have allowed their membership to lapse one full season is required by the Board.
- Section 2.** This Board shall accept into full membership any member of another approved Connecticut Board with the understanding that he shall also maintain his membership with the board in the area in which he resides.

## Article 4 – Rules Adherences

### Section 1. Attendance Requirements:

- A. Active members must attend at least three meetings of Board #7, including the Annual Interpretation Meeting. In the event of a serious conflict with the Interpretation Meeting of Board #7, the member must attend an Interpretation Meeting at another IAABO Board. When attending the meeting at another IAABO Board the member must verbally notify the Secretary-Treasurer of Board #7 within twenty-four hours and then follow up with verification from the Secretary-Treasurer of the other IAABO board. Failure to meet the Interpretation Meeting requirement forfeits the right to officiate during that season. Dual members may fulfill attendance requirements with their home board. Such members must provide proper documentation from his home Board to the Secretary-Treasurer of this Board.
- B. Regular Meetings – Regular meetings of this Board shall be held six times a year. The first January meeting is designated as the annual meeting.
- C. Special Meetings – Special meetings may be called by the President, when in his judgment it is desirable, or he shall do so by order of the Board of Directors, or by special request from ten members addressed to the Secretary Treasurer, which letter shall state the purpose of the special meeting. At any special meeting only the business for which the special meeting is called may be discussed or transacted.
- D. Quorum – A quorum of the Board for the transaction of business shall consist of twenty-five percent of the membership. A quorum of the Board of Directors shall consist of three members.
- E. Members who fail to attend at least three meetings during the year may be suspended for the following year.

### Section 2. Commissioner(s)

- A. Qualifications – The Commissioner(s) shall:
  1. Be a member of IAABO Board #7 in some status.
  2. Have a dedicated interest in and knowledge of the game of basketball.
- B. Resignation – The Commissioner(s) shall give written notice of their intention to resign at least thirty days prior to the Annual Meeting.
- C. Compensation – All approved expenses and salary of the office of the Commissioner(s) will be paid by the Secretary Treasurer. The Commissioner(s) will receive compensation reviewed yearly by the board of directors and approved by the membership.
- D. Duties – The duties of the Commissioner(s) shall be:
  1. To assign officials to schools, conferences and leagues in accordance with lists of eligible officials submitted by the schools, conferences and leagues involved, as far as possible. The remainder of the officials will be selected in accordance with the Commissioner's knowledge of the ability of the officials to fulfill the assignments, taking into consideration ratings.
  2. To represent Board #7 in negotiations (other than financial) with schools, conferences and leagues, relative to lists, officials, etc. and to advise the Board of Directors of such meetings.
  3. To submit to the Board of Directors at each Annual Meeting a complete report of the activities, including expenditures, of his office.
  4. After the conclusion of the season, the Commissioner(s) will submit to the Secretary-Treasurer a record of the total games assigned to each member, a list of missed assignments, turn-backs, unaccepted games on open dates, and missed meetings as outlined in Article 5, Section 3, Paragraphs A, B, C, D & E.

- Section 3.** Membership – The responsibility of each official under this agreement shall be as follows:
- A. Any member guilty of misconduct, or whose conduct shall be hostile to the purpose or injurious to the character of this Board, or who shall violate its By-Laws or established rules may be removed from office, suspended or expelled from the Board. It is agreed that this board will recognize the authority of another board to impose suspension or expulsion upon any of their members violating their rulings.
  - B. No IAABO official shall be permitted to work with a suspended official, nor one not approved, nor work for an institution employing suspended officials. In such a case the Secretary-Treasurer is to notify Secretary-Treasurers of boards in contiguous territories as well as the International Office.
  - C. Any official(s) who are threatened or assaulted should immediately notify the proper authorities and also notify the Board of Directors who shall be empowered to investigate and take whatever action they deem necessary.
  - D. No member shall officiate for less than the minimum established fees.
  - E. No member shall officiate with anyone who is not a member of IAABO in a game assigned by the Commissioner(s) of this Board, except in an emergency.
  - F. No member shall officiate alone, except in an emergency or when assigned by the Commissioner(s) to officiate alone. Any official who works a game alone in an emergency must notify the Commissioner(s) within forty-eight hours, explaining in detail the circumstances.
  - G. No member shall officiate two varsity games on the same day unless so assigned by the Commissioner(s) of this board.
  - H. All game assignments for schools serviced by the Commissioner(s) of Board #7 must be made through the Commissioner(s). All officials who are contacted other than through the Commissioner(s) must clear such assignments with the Commissioner(s) of this Board.
  - I. All officials must keep the Commissioner(s) duly informed of assignments accepted from other sources and cooperate with him on all reasonable requests.
  - J. No member shall solicit games from managers, coaches, school officials, friends, associates, or the Commissioner(s) by writing or by word of mouth. No member shall work with a non-member or shall violate the rules of the Board in which he resides. Any allegations of such misconduct will be investigated by the Board of Directors. If the official is found guilty of such misconduct, the official shall be suspended or expelled from the Board for not more than one year.
  - K. Any game assignment change must go through the Commissioner(s).
  - L. Officials will comply with deadlines for game acceptance as set by the Commissioner(s). Failure to comply with deadlines will result in the loss of the assigned games.
  - M. Any member has the right to file a grievance. Any grievance must be made in writing to the chairman of the Ethics and Grievance Committee.

## **Article 5 – Financial Obligations**

- Section 1.** Membership Dues
- A. The amount of the annual dues for this Board will be recommended by the Board of Directors and approved by the membership at the annual meeting. Dues are payable in advance on or before February 1<sup>st</sup>.
  - B. A member residing in Board #7's area that chooses not to accept assignments from this board shall pay dues in such amount that will cover administrative costs for his membership. Such fee shall be determined by the Board of Directors.

C. If dues are not received by the secretary-treasurer before March 1<sup>st</sup>, a \$10.00 fine will be levied on the first day of each month (beginning with March 1<sup>st</sup>) until the dues are paid.

**Section 2.** Game Assessment Fee – At the end of the season, the Secretary-Treasurer shall assess each member a percentage of the gross revenue from games assigned by the Commissioner(s), to that member. The percentage will be recommended by the Board of Directors and approved by the membership at the annual meeting. Game assessment fees are due by March 15<sup>th</sup>. Starting April 1<sup>st</sup> there will be a \$10.00 fine per month until the money is paid.

**Section 3.** Fines – Fines will be assessed for the infractions below. The amount of the fine will be recommended by the Board of Directors with the approval of the membership. Fines must be paid with game assessment fees as outlined in Article 5, Section 2.

A. Missing an assignment will be the game fee.

B. Turning back a game after accepting the assignment will be \$15 for the first two and \$20 for all others.

C. Failure to accept a game on an open date will be a \$15 fine.

D. Turning back a game within forty-eight hours of the game date will be a \$20 fine.

E. Any active member absent from any meeting, for any reason other than self-hospitalization or death in the family shall pay a fine of \$15.

F. Failure to submit a completed Refresher Test by the assigned date will be a \$15 fine.

**Section 4.** Grievances – Any grievance must be made in writing to the Ethics and Grievance Committee. If the grievance is for a fine, the fine must be paid before the grievance is filed.

## **Article 6 – Order of Business**

**Section 1.** All meetings will follow the Order of Business listed below:

A. Call to Order

B. Minutes of last meeting

C. Treasurer's Report

D. Commissioner's Report

E. Correspondence

F. Report of Standing Committees

G. Old Business

H. New Business

I. Interpretations

J. Adjournment

## **Article 7 – Fees**

**Section 1.** All public high school varsity, junior-varsity and freshman game fees will be determined by the Connecticut Interscholastic Athletic Conference Board of Control.

**Section 2.** All preparatory schools and lower level school game fees will be determined by the Board of Directors of this Board.

## **Article 8 – Decorum**

**Section 1.** All questions of order shall be decided in conformity with "Robert's Rules of Order".

## **Article 9 – Committees**

**Section 1.** The following committees shall be appointed annually by the President of the Board with approval of the Board of Directors.

- A. Clinic Committee
- B. Examination Committee
- C. Nominating Committee
- D. Audit Committee
- E. Sick & Welfare Committee
- F. Ethics & Grievance Committee
- G. Banquet Committee
- H. Awards Committee
- I. Better Officiating Committee
- J. Publicity Committee
- K. Constitution Committee
- L. Attendance Committee
- M. Scrimmage Committee

**Section 2.** A financial audit shall take place annually by members of the Audit Committee.