

**CONSTITUTION OF THE PENINSULA DISTRICT  
BOARD 125 OF APPROVED BASKETBALL OFFICIALS  
Revised December 2010**

**ARTICLE I - NAME**

Section 1: The name of this 501(c)4, non-profit organization shall be the Peninsula District Board 125 of Approved Basketball Officials. For designation purposes, it may be referred hereinafter as the Board.

Section 2: The principal office of the organization shall be in the greater Peninsula area.

**ARTICLE II - AFFILIATION**

This organization is and shall be affiliated with the Virginia High School League (VHSL). Its members may also affiliate with the International Association of Approved Basketball Officials (IAABO).

**ARTICLE III - PURPOSE**

Section 1: To provide high-quality basketball officiating services within the district of James City, York, Isle of Wight, King and Queen, Gloucester, Surry, Mathews, New Kent, King William, Charles City, and Middlesex Counties; the cities of Newport News, Hampton, Poquoson, Suffolk and Williamsburg; and other areas so designated by the Executive Board.

Section 2: To maintain the highest ideals of amateur sportsmanship in connection with the game of basketball.

Section 3: To develop, train, and equip all basketball officials with a thorough knowledge and understanding of the rules through seminars and training programs developed by the Board.

Section 4: To encourage all officials to strictly and fairly enforce all rules of the game, both in letter and in spirit.

**ARTICLE IV - MEMBERSHIP**

All officials who meet the prescribed requirements set forth in the bylaws of this organization shall be eligible for membership.

**ARTICLE V - GOVERNMENT**

The government of this organization shall be vested in the Executive Board to be elected in the manner prescribed by the bylaws and who shall hold office for their prescribed term or until replaced by duly appointed successors.

**ARTICLE VI - AMENDMENTS**

This constitution may be amended at any business meeting by a two-thirds vote of the quorum of voting members present and voting provided the proposed amendments have been made available, in writing, to all members at least 20 days prior to the meeting. Fifty percent of the active membership of the Board shall constitute a quorum.

## ARTICLE VII - DISSOLUTION

No part of the income of this organization is to insure the benefit of any member or individual. In the event of dissolution, the Executive Board shall be designated as trustees. The assets remaining after payment of all outstanding liabilities, including monies rightfully due to members for services prior to the dissolution, are to be distributed by the trustees to any organization exempt from Federal Income Tax under Section 501 (c) (3) of the Internal Revenue Code of 1954 as amended, for one or more exempt purposes, or the Federal Government or to a state or local government, for public purposes.

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**BYLAWS OF THE PENINSULA DISTRICT  
BOARD 125 OF APPROVED BASKETBALL OFFICIALS  
Revised August 2010**

**ARTICLE I - MEMBERSHIP**

Section 1: ACTIVE members shall be those meeting all the requirements of VHSL, including payment of all Board dues, fees and assessments, and have been approved by a quorum of the voting members.

Section 2: ASSOCIATE members shall be those individuals who have paid all Board dues, fees and assessments, but have not met the minimum requirements of VHSL, or have not been voted ACTIVE membership by a quorum of the voting members.

Section 3: NEW APPLICANTS shall be those individuals who have paid all Board dues, fees and assessments and have been afforded the opportunity to fulfill requirements for membership in VHSL to include passage of any or all applicable rule and/or floor examination. NEW APPLICANTS shall be eligible for ASSOCIATE or ACTIVE membership at the end of their first season with Board 125. NEW APPLICANTS determination of ASSOCIATE or ACTIVE membership shall be by Executive Board recommendation and majority membership vote at the March scheduled Board meeting.

Section 4: TRANSFER individuals from VHSL or IAABO may become ASSOCIATE or ACTIVE members at any time upon receipt of letters of recommendation from previous association and payment of Board dues and all appropriate fees.

Section 5: LIFE members shall be those designated by the local Board.

Section 6: HONORARY members shall be those who are recommended and approved by the Board for past contributions to the game of basketball and/or the organization.

Section 7: INACTIVE members shall be those individuals who request inactive status as long as all Board dues are paid during that inactive period.

Section 8: VOTING members shall consist of all ACTIVE members and those LIFE, HONORARY, and INACTIVE members who have attended at least thirty three percent (33%) of the meetings in the current fiscal year. Newly elected ACTIVE members shall be eligible to vote immediately upon gaining ACTIVE status. VOTING members shall be allowed to vote by absentee ballot (email account listed in automated assignment system or notarized hard copy).

Section 9: REGIONAL IAABO members shall consist of officials, who live or officiate within Board 125's geographic area, that are current IAABO members, but who are not members of the Board 125. These officials have no voting rights with the local Board.

**ARTICLE II - GOVERNMENT**

Section 1: This organization shall be governed by the Executive Board consisting of a President, First Vice President, Second Vice President, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer, Interpreter and three members elected at large, one of which will be the immediate Past President, if eligible, by a quorum vote of the membership.

Section 2: If any office is vacated, except President, the Executive Board shall elect a successor to fill the unexpired term subject to membership approval. The First Vice President assumes the office of President, if vacated.

Section 3: The officers, who shall serve two year terms, shall perform duties as they are universally accepted in all parliamentary bodies. Among others, some of the specific duties of each officer are as follows:

A. The duties of the President shall be as follows:

1. Preside at all general membership meetings and meeting of the Executive Board.
2. Appoint committee chairmen, and together with the Chairperson, decide on committee members.
3. Be an ex-officio member of all committees.
4. Sign all written contracts, obligations and instruments of the Board as may require the signature of the President.

B. The duties of the First Vice President shall be as follows:

1. In the absence of the President, perform all the President's duties.
2. Act as chairman of the Evaluation Committee for all varsity accredited officials. This committee is to be established prior to the first boys' varsity game in December in accordance with Article X.3.
  - a. Evaluators to be provided current VHSL access passes
  - b. Evaluators to be provided standard evaluation forms as used by the Board Training Committee.
  - c. Completed Evaluation forms shall be sent to the First Vice President and Commissioner not more than two weeks after they are completed for routing to the Training/Evaluation committee for review and capture within the automated information system that provides officials' ratings and assignments.
  - d. Evaluators should be, as much as possible, comprised of non-Board 125 members to provide impartial and objective evaluations of officials' actual game management performance.
3. The position of the First Vice President shall be used to prepare for becoming the next Board President, upon election and vacancy of said position.

C. The duties of the Second Vice President shall be as follows:

1. In the absence of the President and First Vice President, perform all the duties of the President per Article II.3.A.
2. Act as chairman of the Training Committee to include NEW APPLICANTS, ASSOCIATE MEMBERS and TRANSFERS who have not yet obtained ACTIVE membership status participating in Board junior varsity and recreation game assignments.
3. In conjunction with the Commissioner, responsible for the evaluation of all junior varsity and recreation game officials.

D. The duties of the Recording Secretary shall be as follows:

1. Take the roll call and mark absentees at all meetings.
2. Make available the minutes from the previous meeting.
3. Record the minutes of all meetings.
4. Take charge and maintain all documents belonging to the Board.
5. Discharge all correspondence pertaining to the Board as directed by the President or Executive Board.
6. Maintain correspondence with and administer all testing materials pertaining to the International Association of Approved Basketball Officials (IAABO).
7. Make available a supply of approved Board 125 jackets by providing name(s) of supplier for specified jacket.
8. Notify VHSL and IAABO of any change of address for Board 125 officials.
9. Provide rosters complete with name, address, telephone numbers, and email address (if available) of all current officials by the last day of October.

E. The duties of the Assistant Secretary shall be as follows:

1. During the absence of the Secretary, assume all duties associated with the position.
2. Maintain correspondence with Board members, alerting them to scheduled meeting dates and/or special events.
3. Mail all correspondence pertaining to fines, probations, suspensions and other disciplinary actions by the Executive Board.
4. Keep a record of all fines levied.

F. The duties of the Treasurer shall be as follows:

1. Keep a record of all dues-paying members.
2. Receive and bank all monies due to the Board.
3. Keep accurate bookkeeping records of payroll (direct deposits from school contracts and officials reimbursements) and business (dues and expenses) accounts.
4. Prepare and issue Form 1099 as required by law.
5. Disburse all monies as the Board may direct.

6. Give a statement of finances at regular meetings.
7. Give a complete financial report, which has been reviewed by the Auditing Committee for the season just ended, at the first regular business meeting to follow.
8. Meet with the Auditing Committee and Auditor during the annual audit.
9. Provide Executive Board a listing of all non-IAABO members.
10. Create an Operating and Expense Budget for presentation to the Executive Board.

G. The duties of the Assistant Treasurer shall be as follows:

1. During the absence of the Treasurer, assume all duties associated with the position.
2. Make provisions for collection of fines as directed by the Executive Board.
3. Make provisions for collection of fines for those members arriving late (unexcused) to Board meetings.
4. Turn over all collected monies to the Treasurer, giving an accurate record to the Treasurer and keeping a duplicate copy.
5. Maintain a current listing of members having outstanding fines.
6. Notify the Executive Board and Commissioner of members having outstanding fines.

H. The duties of the Members-at-Large shall be as follows:

1. Represent the interests of the general membership at the Executive Board meeting.
2. Present matters of concern from the general membership to the Executive Board.
3. The Past President will serve as the third member-at-large.

I. The duties of the Interpreter shall be as follows:

1. Conduct annual rules and floor mechanics clinics.
2. Give rule interpretations on any game situation that arises during the season.

J. The duties of the Commissioner shall be as follows:

1. Negotiate and sign service contracts between cities/schools and Board 125. Provide a copy of said contracts to the Executive Board within 30 days after signing.
2. Be a member of, and provide input to, the Training and Evaluation Committees for all officials. Participate in the evaluation of all junior varsity officials.

3. Be responsible for all game assignments including scrimmage games.
4. Provide each school a copy of all officials assigned to its games.
5. Provide each official a copy of each month's game assignments one full calendar week before that month starts.
6. Send bills in accordance with Board executed contractual agreements.
7. Provide a copy of billings forwarded to schools for services rendered, to the Treasurer by the fifth (5th) of each month.
8. Provide a breakdown of monies due each official for services rendered in the previous month, to the Treasurer by the fifth (5th) of each month.
9. Be available to handle any no-shows on game nights and delegate, to another representative, the responsibility to assign replacement officials, if the Commissioner will not be available.
10. Confer with and make recommendations to the Training and Evaluation Committees co-chairmen, a list of prospective members for approval by the general membership.
11. Make available any and all information pertinent to the best interests of the by-laws of Board 125 and attend all scheduled Board meetings (including Executive Board).
12. Supply a list to the general membership of officials working post-season tournaments including 1A, 2A, 3A and any independent tournaments.
13. Have the authority to delegate the assignment of all Recreation League games and scrimmages.

***Note: Failure to comply with any of the provisions of Article II, Section 3 may result in Executive Board action that may include: 1. Fines; 2. Removal from office; 3. Any other action deemed appropriate***

Section 4: The Commissioner shall be elected for a three-year term by a quorum vote of the membership. Commissioner fees shall be set by the Executive Board and approved by the membership.

Section 5: The President shall appoint committees as necessary to conduct the government of the Board.

Section 6: All officers and the commissioner may serve unlimited terms as elected by a quorum vote of the membership with the exception of the President and Members at Large. The Immediate Past President can serve unlimited terms as a Member at Large if he or she is so inclined and is voted by the membership.

Section 7: Members-at-Large, except for an Immediate (or most recent) Past President, shall NOT serve consecutive terms on the Executive Board.

Section 8: All original contracts which are currently in force will be kept electronically under lock and key under the administration of the Secretary for all administrative matters, the Treasurer for all financial matters, and the President of the Board for all matters associated with the Board.

### ARTICLE III - ELECTIONS

Section 1: The annual elections shall be held at the last business meeting of the season (March).

Section 2: NOMINATIONS: The President shall appoint a Nominating Committee approximately sixty (60) days (January) prior to the last business meeting of the basketball season. The recommended slate of officers shall be presented to the Board at the business meeting prior to the last business meeting (February). Nominations may also be made from the floor at this meeting. The Board shall approve the final slate of officers at this meeting.

Section 3: Installation of officers shall take place the earlier of the annual banquet meeting or June 1<sup>st</sup>.

### ARTICLE IV - MEETINGS

Section 1: Yearly reports by the Commissioner, President, Treasurer and Second Vice President shall be presented at the last business meeting.

Section 2: The Executive Board shall determine the number of meetings per season with the President being responsible for scheduling dates to these meetings with the overall approval of the Executive Board.

Section 3: The Executive Board shall set the number of meetings one can miss for each season. No ACTIVE member, ASSOCIATE member, NEW APPLICANT or TRANSFER may miss more than two (2) of basketball meetings without penalty.

Section 4: Members working a scheduled Board 125 assignment, working a college assignment (proof required), attending a mandatory college rules clinic (proof required), or participating as a coach or official in a VHSL sponsored event which conflicts with a scheduled Board meeting/clinic shall be counted as present.

Section 5: No Executive Board member shall miss more than two (2) regular Executive Board meetings in any single term of service without penalty.

### ARTICLE V - FEES/DUES AND ASSIGNMENTS

Section 1: BOARD DUES - The membership fee shall be forty dollars (\$40) yearly renewal.

Section 2: NEW APPLICANT FEE - NEW APPLICANTS shall pay ten dollars (\$10) to the Board in addition to the Board dues.

Section 3: IAABO FEE (optional)

A. The membership fee for IAABO shall be as prescribed by that organization.

B. NEW APPLICANTS and Non-IAABO TRANSFERS electing to take the IAABO examination shall pay fifteen dollars (\$15) for the IAABO examination.

C. REGIONAL IAABO members shall pay IAABO membership dues and a \$15 administrative fee.

Section 4: VHSL FEE (optional) - Registration fee as prescribed by the Virginia High School League.

Section 5: The Board shall pay Board dues for all members of the Executive Board.

Section 6: Board dues for the Treasurer shall be paid by the Board to include Virginia High School League (VHSL) and IAABO fees. IAABO dues for Treasurer shall be paid annually by the Board via the Business Account.

Section 7: The Executive Board may recommend, and the Board shall approve, a stipend for services rendered on a per season basis for services rendered by the Secretary and Treasurer. Stipend for Secretary and Treasurer shall be determined in the annual November Executive Board meeting after all member dues for the current season have been collected.

Section 8: All members indicating that they will attend the annual banquet shall be required to reimburse the Board the amount of the banquet ticket, if they fail to attend.

#### ARTICLE VI - DISCIPLINARY ACTION

Section 1: For the failure to comply with established authority or regulation of the Board, or for delinquency in payment of authorized charges, or for any other conduct conclusively established to be contrary to the best interest of Peninsula Board 125, a member may be placed on probation or suspended for not more than one year, may be expelled and/or fined.

Section 2: Any member who fails to report for an assigned game shall be fined ten dollars (\$10) plus game(s) fee for the first offense.

Section 3: Any member who reports late to an assigned game shall be fined ten dollars (\$10) for the first offense. Reporting late is defined as:

A. School Assignment – an official shall be considered late if he/she is not at the game site and ready to officiate

A.1 Varsity – Thirty (30) minutes prior to the scheduled start of the game

A.2 Junior Varsity/Middle School – Fifteen (15) minutes prior to the scheduled start of the game.

B. Recreation League and Other Assignments – an official shall be considered late if he/she is not at the game site and ready to officiate five (5) minutes prior to the scheduled start of the game.

Section 4: All game assignments turned in after schedules have been received will be assessed a (\$5) reassignment fee per changed assignment payable to the Commissioner. (Exception granted due to Commissioner Error.)

Section 5: Any member failing to report for an assigned scrimmage shall be fined twenty-five dollars (\$25). If unable to work the scrimmage, it is the responsibility of the assigned official to secure a replacement. The Board holds the original official responsible if the replacement fails to cover the scrimmage, i.e., fine applied to the originally assigned official if the Commissioner is not notified of the change before the fact.

Section 6: Any member failing to attend the prescribed number of meetings will forfeit his/her next month's schedule following the first missed meeting over the limit.

Section 7: Any member failing to attend the annual rules clinic two (2) consecutive years shall not be assigned any games during December of the second year missed.

Section 8: Any member who violates the provisions of Article VII, Section 10 B. shall be fined sixty dollars (\$60) for each offense.

Section 9: Fines and sanctions for members who fail to attend or who are late to meetings/clinics or any Board functions without prior approval shall be as follows:

A. Any Executive Board member absent from a fourth Board meeting on a per-basketball season basis shall be removed from office.

B. Any member who is late for any Board meeting/clinic without prior approval shall be fined one dollar (\$1) for the first offense and two dollars (\$2) for the second offense. The third offense shall result in a five dollar (\$5) fine. These fines are on a per-basketball season basis. If the fine is not paid at the time of the offense, it will be deducted from the member's next check.

Section 10: No official who has an outstanding fine and/or fee upon completion of the appeal process shall be assigned/work any game assignments until the fine/fee is paid.

Section 11: Any member who continues to violate sections of Article VI shall be subject to further disciplinary action as deemed appropriate by the Executive Board.

Section 12: Exceptions may be granted for missed meetings, assignments, etc. as a result of an immediate emergency and/or reasons acceptable to the Executive Board. All such requests shall be in writing and sent to the Board President.

Section 13: Any member that utilizes Board 125 email listing to distribute mass mailings without the consent of the Executive Board will be subject to fine and/or suspension, or both.

## ARTICLE VII - GAME ASSIGNMENTS

Section 1: All game assignments shall be the responsibility of the Commissioner unless he/she has delegated that authority. The Commissioner or his/her delegated authority shall not assign themselves to any games except in emergency situations.

Section 2: An official assigned a game by the Commissioner must work the game(s) unless he/she refuses at the time of the assignment or notifies the Commissioner at least forty-eight (48) hours prior to game time.

A. The referee shall be responsible for contacting his/her scheduled partner(s) at least forty-eight (48) hours prior to the start of game. If the Umpire(s) has not received the call as stated herein, he/she shall call the Referee no later than twenty-four (24) hours prior to the start of the game. Missed game assignments for failure to make calls as stated above shall result in a fine as follows:

A.1 The Referee shall be fined the assigned game fee.

A.2 The Umpire(s) shall be fined one half of the assigned game fee.

B. An official who replaces someone in the published schedule shall notify his/her working partner(s) immediately or as soon thereafter as possible.

Section 3: All original scrimmage game assignments shall be the responsibility of the Commissioner and/or his/her delegated authority.

Section 4: All reports for game tardiness (including assigned scrimmages) and/or misconduct shall be submitted to the Commissioner and/or his/her delegated authority for appropriate action to be taken by the Executive Board.

Section 5: No employee of a school shall officiate a contest involving that school. The Commissioner shall determine doubtful cases and act accordingly.

Section 6: Members of the Board shall wear the approved National Federation uniform and the approved Board 125 jacket. In addition, the VHSL patch shall be worn for all high school, junior high and middle school level games. The IAABO patch may be worn.

Section 7: School Athletic Directors shall receive a copy of the officials assigned to all their home games.

Section 8: Regular season varsity officials shall be given primary consideration for all tournament games. Assignments will be made by the Commissioner after selections are made by schools involved.

Section 9: No official shall be assigned the same school for successive games, or serve any school more than six (6) times during the regular season schedule.

Section 10: No member, without prior approval from the Executive Board, shall officiate any game:

A. For any institution, school or league not contracted by Peninsula Board 125 (college assignments excluded).

B. For any institution, school or league for which Peninsula Board 125 was the unsuccessful bidder for that basketball season.

Section 11: Commissioner fees shall be due no later than ten (10) days after receipt of a statement from the Commissioner.

Section 12: A member who officiates a game assignment by him/herself shall receive double game fee.

Section 13: All other factors equal, preference for game assignments will be given to those officials who scored highest on their floor examination rating as captured in automated information system. Commissioner, with input from Training and Evaluation Committees, will have the authority to adjust rating preference with proper justification.

Section 14: Every member of Board 125 must be available for at least one (1) Recreation/League assignment during any given season.

Section 15: Violations of any sections in Article VII shall be subject to disciplinary action as set forth in Article VI.

## ARTICLE VIII - MISCELLANEOUS

Section 1: For all matters of government not covered herein, the Executive Board shall be the governing body.

Section 2: Any member, who is disciplined according to these Bylaws, may appeal the discipline to the Executive Board by submitting a written request to the Board President. The Board President, at his/her option, may allow the request to be submitted verbally to both The President and to the Executive Board.

Section 3: Fines as outlined in these bylaws may be deducted from the official's next paycheck. Otherwise, officials are responsible for submitting payment (cash or check) to the Treasurer.

Section 4: The fiscal year of the organization shall be June 1 to May 31.

Section 5: The Board will make every attempt to utilize the services/products made available by the membership unless, in the opinion of the Executive Board those services/products are legally or financially disadvantageous to the Board.

## ARTICLE IX – AMENDMENTS

These bylaws may be amended at any business meeting by a two-thirds vote of the quorum of VOTING members present and voting provided the proposed amendments have been made available, in writing, to all members at least 20 days prior to the meeting. Fifty percent of the ACTIVE membership of the Board shall constitute a quorum.

## ARTICLE X-COMMITTEES

### Section 1: Nominating Committee

All ACTIVE members of the Board will function as the nominating committee. For any open Executive Board positions, a recommended slate of officers will be compiled by the Secretary and presented to the Board at the February Board meeting. Any ACTIVE member can nominate any other ACTIVE member for consideration of the Executive Board.

### Section 2: Evaluation Committee

The Chairman of the Evaluation Committee is the 1<sup>st</sup> Vice President of the board. The committee will consist of non-Board 125 members that have college level or above officiating experience. The purpose of this committee is to perform game site evaluations of varsity members of the board and follow up with written evaluations after observing actual game assignments. This evaluation system will provide objective rankings of all officials for the purpose of development and game assignments. This ranking will be captured within an automated information system such that individual Board members may be afforded an assessment of their ratings along with the criteria for varsity game assignments. The Evaluation Committee will also make recommendations to the Board for those members that are candidates, as demonstrated through on court performance evaluations, for VHSL state clinic assignments.

### Section 3: Training Committee

The Chairman of the Training Committee is the 2<sup>nd</sup> VP of the board. The committee will consist of not less than ten (10) and no more than twenty (20) varsity-level Board Members. The purpose of this committee is to provide book, court, and situational training for all members of the board and follow up with written evaluations after observing actual Board junior varsity and recreation game assignments. This training system will provide objective rankings of all Board junior varsity and recreation officials for the purpose of development and game assignments. This ranking will be captured within an automated information system such that individual Board members may be afforded an assessment of their ratings along with the criteria for advanced game assignments.

Section 4: Auditing Committee

The Executive Board will appoint an auditing committee consisting of not less than three (3) and no more than five (5) Board Members. The committee will meet prior to our independent audit to review accounting transactions and other matters under the direct control of the Treasurer. The chairperson of the committee will interface with the independent auditor and report the results to the full board at the subsequent board meeting. The committee may also recommend changes of financial procedures to the full board as needed. The independent auditor will be licensed and experienced in the development of IRS Forms 1099 and 1096 documents. The auditing committee will also function as the Board Budgeting Committee.

Section 5: Bylaws Committee

The Executive Board will appoint a bylaws committee consisting of not less than three (3) and no more than five (5) Board Members. This committee will review the constitution and bylaws annually and make recommendations to the board for updates as need be. All Board Members will be encouraged to offer their suggestions and input.

**2010-2011 Executive Board**

**President**

*J.J. Foster Jr.*

**1st Vice President**

*Kevin Ricks*

**2nd Vice President**

*Mike Long*

**Secretary**

*Robert Tanguy*

**Asst. Secretary**

*Jamie Taylor*

**Treasurer**

*Reginald Stanley*

**Asst. Treasurer**

*Adrian Motley*

**Interpreter**

*Randy Fary*

**Members At Large**

*Rob Wilson*

*Michelle Handy*

*Robert Riddick*

**Commissioner**

*Kevin Watkins*