

TEXAS ASSOCIATION OF SPORTS OFFICIALS

LAREDO BASKETBALL OFFICIALS CHAPTER

C O N S T I T U T I O N

ARTICLE-1-NAME

The organization shall be known as the Texas Association of Sports Officials (TASO) Laredo Basketball Officials Chapter. It shall be affiliated with the Texas Association of Sports Officials (TASO).

ARTICLE-2-PURPOSE

SECTION 1. To unite in membership of this organization all fully qualified officials residing in and around the Laredo City area.

SECTION 2. To establish and maintain the highest ideals of sportsmanship in connection with the game of basketball.

SECTION 3. To help develop among basketball officials a definite responsibility as to their knowledge of the rules and conduct of the game as officially adopted and published.

SECTION 4. To encourage every official to faithfully enforce all rules of the game both in letter and spirit.

SECTION 5. To create a greater amount of good fellowship and cooperation among members of the organization and the activities served.

SECTION 6. To assist in every practical and ethical way the advancement of our individual members to the highest level of the game of basketball of which they are capable of officiating.

ARTICLE -3-JURISDICTION

SECTION 1. The Board of Directors and this constitution will have complete governance over all officials of this Chapter when dealing with matters relating to chapter assigned high school, middle school and all other games assigned through the Chapter. Conduct and dress of officials during the games and evaluation of all officials of this Chapter are also under said jurisdiction.

ARTICLE -4-MEMBERSHIP

SECTION 1. To be a qualified member in good standing of the Laredo Basketball Officials Chapter of the Texas Association of Sports Officials, (TASO) a person must:

- A. Meet all timely requirements for membership of the Texas Association of Sports Officials.
- B. Meet all timely requirements for membership of the Laredo Basketball Officials Chapter.
- C. Pay all fee assessments – state and local – and any fines by deadline dates as specified by TASO and the Laredo Basketball Officials Chapter Board of Directors each year.

SECTION 2. This chapter of the Texas Association of Sports Officials may accept into full membership any member of another approved Chapter of The Texas Association of Sports Officials upon receipt of an official transfer form sent from TASO and successful member registration with TASO.

SECTION 3. The Board of Directors may accept, for local membership and temporary placement in a division, other officials that apply for membership pending approval and placement in a division by the Texas Association of Sports Officials. Such an official may be assigned games, but only those that come through local Chapter. For officials that transfer from another TASO Chapter or other officiating Association Chapter, documentation provided by the previous Chapter of points total will be used for placement in a Division with the Laredo Basketball Officials Chapter.

SECTION 4. Active membership is maintained by abiding by all rules and regulations as established by the Constitution and By-Laws of TASO and the Laredo Basketball Officials Chapter.

SECTION 5. Recording Secretary membership may be conferred upon an individual by the President, or any other Board Member assigned by the President and voluntarily willing to take the role. This role will consist of keeping the minutes for the meetings and being responsible for the records.

SECTION 6. Honorary membership may be conferred upon an individual by unanimous vote of the Board of Directors. This honor is usually reserved for special recognition of long years of exemplary service either to the Association or the game of basketball. Honorary members shall not be required to pay dues but cannot vote or hold an office.

SECTION 7. Auxiliary membership is reserved for members who have paid their state and local dues but are not actively engaged in officiating basketball games. Auxiliary members are not required to pay assigning fees. Auxiliary members are not required to attend meetings of this chapter; however, to be voter eligible, Auxiliary members must achieve the meeting standard for voting that applies to active members and pay state/local dues on a timely basis.

SECTION 8. The acceptance of membership in the Laredo Basketball Officials Chapter of the Texas Association of Sports Officials obligates each member to observe all regulations as set forth in the Constitution, By-Laws and stated policies of TASO and the Laredo Basketball Officials Chapter.

ARTICLE -5- OFFICERS AND BOARD OF DIRECTORS DUTIES

SECTION 1. The officers shall consist of a President, Vice President, Treasurer and Assigning Secretary. The recording secretary, parliamentarian and sergeant-at-arms are not officers but are board members. The Recording Secretary, Parliamentarian and Sergeant-At-Arms are appointed by the President with the approval of the Board.

SECTION 2. The Board of Directors shall consist of all elected officers, Representatives, and the immediate Past President. The immediate Past President will serve as ex-official member of the Board of Directors without voting privileges. Therefore, there shall be seven (7) voting members of the Board of Directors, with the President (or other presiding officer) exercising voting privilege only to break ties. The Seven (7) voting members of the Board of Directors shall be the President, the Vice President, the Treasurer, the Assigning Secretary, and the three (3) division representatives. (Division 1&2 representative, Division 3&4 representative and Division 5 representative.)

SECTION 3. The Board of Directors shall meet monthly either in person or virtually. Additional meetings of the Board of Directors shall be scheduled as needed as recommended by the President. Disciplinary and/or "special administrative" Board meetings will be held in Executive session as part of formal disciplinary procedures, for purposes of conducting a trial and determining a punishment. The removal of Board members, officers, and division representatives may occur when a Board member is found in violation of the Constitution, By-Laws, fails to perform their appointed duties as specified in the Constitution, or is found in violation of the Board member attendance code. Ethics violations and ethics complaints directed at Board members will be solely addressed by the TASO Basketball Division via the TASO Procedural and Policy Violation guidelines.

A The following Board member attendance code is applied to duly scheduled Board of Director meetings – not emergency meetings -- and general Chapter meetings as they appear on the Chapter meeting calendar.

B When 2 consecutive or 4 total Chapter and/or Board meeting absences in a given term year (April 1st thru March 31st) are recorded, a certified letter will be sent to the Board member by the Chapter Recording Secretary, with the approval of the board, warning them of their potential violation of the Board absence code.

C When 5 total meeting absences in a given term year (April 1st thru March 31st) are recorded, a certified letter, approved by the Board, will be sent by the Recording Secretary informing the Board member that a hearing date will be scheduled to discuss their impending removal based on violation of the Board absence code.

D. The Board members may request a waiver per absence prior to recording the 5 absences. Each waiver date must be approved by a two-thirds (2/3) affirmative vote of the Board.

E The Board of Directors by a two-thirds (2/3) affirmative vote may find the Board member in violation of the absence code and be removed from office.

F In the event that the Board member is removed from office, the President will nominate, and the Board will approve a replacement member.

SECTION 4. Chapter meeting calendar including meeting dates, site(s), and agendas will be approved by the Board of Directors each year. The number of scheduled general membership meetings shall not exceed a maximum of (15) per year (basketball season). The calendar will also be posted on the chapter website at least 2 weeks prior to the first Chapter meeting. All meetings shall have an agenda calling for the scheduled beginning of the meeting no later than 7:00 p.m. and the scheduled conclusion of business at or before 8:30 p.m.

SECTION 5. Each member of the Board of Directors shall cast one vote (except as stated in Section 2 of Article 5).

SECTION 6. The Board of Directors shall have jurisdiction over such matters as cannot be handled conveniently by the Chapter at regular meetings and shall meet at the call of the Secretary issued at the request of the President or at request of fifty percent (50%) of the total membership of the Board of Directors. They shall perform all other duties assigned to them by the Chapter. The president shall appoint officers and Division representatives to fill any vacancy which may occur with approval of the board.

SECTION 7. The Board of Directors shall be empowered to hire and enter into salary agreement with an individual or individuals for the purpose of assisting the Chapter in the assignment of all games officiated by the Chapter. These individuals will be named the Assigning Secretary and the Sub-Varsity Assignment Directors(s), and they will be members of the chapter. Both the Assigning Secretary and the Sub- Varsity Assignment Director(s) will be under the direct control of the Board of Directors. The Board of Directors will determine their duties and responsibilities in the appropriate annual Assigning Secretary's agreement.

SECTION 8. The President shall: (a.) be the chief Executive Officer who shall reside at all the meetings of the chapter and of the Board of Directors; (B) shall appoint the various standing committees and shall be a member ex-official of all committees; (C) perform such other duties as are usual for such an officer. The president shall be followed for the conduct of all business of the chapter by the vice president and/or any other presiding officer:

(D) attend the annual Texas Association of Sports Officials state meeting as a representative of the chapter; and,
(E) be elected for a term of two (2) years in odd numbered years and continue until a new president is elected.

SECTION 9. The Vice-President shall: (A) in the absence of the President, shall perform all the duties pertaining to the office of the President; (B) serve as the Chapter Trainer (C) serve as the program chairman for all regularly scheduled meetings; (C) attend the Annual State Meeting and a camp endorsed by TASO before each season begins; (D) oversee new members' training; attend a camp endorsed by TASO before each season begins; (D) be elected for a term of two (2) years in odd numbered years and continue until an new Vice-President is elected.

SECTION 10. The Treasurer shall: (A) keep the accounts and records and collect the dues, fees, assessments, and disburse same through a bank account or through the Assigning program to include the signature of the Treasurer and the President or Vice President. Send invoices to membership and record payments on a timely basis of membership. Be the custodian of all funds and all financial reports belonging to the Chapter; make competent use of accounting software as required by the board; make a summary report at every Chapter and Board meeting plus detailed report to the Chapter annually and the Board of Directors and membership upon request; and, (B) be elected to a term of two (2) years in (even numbered years) and continue until a new Treasurer is elected.

SECTION 11. The Assigning Secretary shall: (A) be responsible for the assignments of all varsity contests serviced by the Chapter, including all varsity tournaments; (B) appoint, with approval of the Board, sub-varsity assignment directors who will assist in the assignment of sub-varsity contests and varsity/sub-varsity tournaments at the discretion of the Assigning Secretary; (C) serve as the liaison with coaches in regards to game assignments; and, (D) keep a written record of all assignments, cancellations and scratches that is to be submitted to the Board as deemed necessary for record keeping. (D) Be elected to a term of (2) years in (even numbered years) and continue until a new Assigning Secretary is elected.

SECTION 12. Division Representatives shall: (A) Be one (1) representative each from Divisions I through. (B) be elected by a caucus of the division members following the election of Chapter officers. They will serve a term of two (2) years; Division 1 and 2 elections will be on even number years; Division 3 and 4 elections will be on odd number years and Division 5 election will be on even number years. may be elected to no more than 2 consecutive terms; (C) maintain contact with their division members and act as liaison between their division and the Board of Directors. They will be expected to keep the board of Directors informed about any member of the division that might incur some problems which could render the official less than what would normally be considered an active member. Also, they are expected to keep the division members informed of Chapter business if they would be unable to attend meetings.

SECTION 13. The Parliamentarian shall: (A) maintain a current file of the Constitution, By-Laws and Policies Apply the Chapter policy in determining arrival time credit for members at Chapter meetings, Record chapter meeting attendance and maintain records of same); (B) The Parliamentarian shall establish a sign-in sheet for late arrivals in compliance with the Chapter policy should late arrivals be permitted. (C) have control of all elections and recall and, with the Secretary, counting of the election or recall returns; and (D) will serve to a term of one (2) year or until a new one is appointed.

SECTION 14. The Sergeant-At-Arms shall (A) Maintain order and proper decorum at each chapter and board of directors meeting (B) Will assist the Parliamentarian as needed. (C) Will serve a term of one (2) years or until a new one is appointed.

SECTION 15. The Recording Secretary shall; (A) answer all correspondence directed to the chapter after conferring with the President. Attention will be given by the Secretary to the handling of questions presented by the members, especially those of new members and transfers; (B) maintain the minutes of all general meetings and Board of Directors' meetings, post deliver same to the webmaster for posting on Chapter website for examination by the membership. If a portion of the Board of Directors meeting is declared in "special administrative" Executive session by the presiding officer for sensitive matters, then those portions of the minutes (only) shall be excluded from the posted written minutes; (C) be reimbursed for all expenses; including office stationery, postal expenses and mileage when attending out of town meetings concerning chapter business. All expenditures must be approved by the Board of Directors; (D) attend the annual Texas Association of Sports Officials state meeting as a representative of the Chapter. (E) will serve a term of (2) years or until a new one is appointed.

ARTICLE-6-ELECTION OF OFFICERS AND THE BOARD OF DIRECTORS

SECTION 1. The President, Vice President, Treasurer and Assigning Secretary should be elected as follows:

- A. A nominating committee of 3 (one from each division) shall be appointed by the President during the current season, no later than two (2) meetings prior to the next to the last meeting of the year.
- B. It is recommended that the membership contact committee members to notify of the member's intent to be considered for office. These candidates shall be voted on at the last meeting provided they are eligible to vote as a result of the achievement of the voting criteria.
- C. Immediately after the report of the nominating committee, the President shall call for nominations from the floor for each office and the member accept the nomination. In order to be a candidate for elected office, nomination must be accomplished by the close of this meeting. All candidates must meet the eligibility to vote criteria as set by the Board to run for elected office or to replace an elected Board member subsequent to the election via the nomination process.
- D. The Parliamentarian and the Recording Secretary will prepare written ballots with all candidates nominated for each office. Absentee voting is allowed for eligible members who have met the voting criteria for the current election. (1) The votes will be cast during a time period specified by the Board of Directors and will end prior to the election meeting. (2) Absentee voters must inform the Parliamentarian and Recording Secretary of their intention to vote absentee before the announced deadline. (3) The votes will be anonymously cast via electronic means examples being but not limited to The Arbiter or TASO. (4) Absentee ballots will include officer candidates only; division representatives will be voted in caucus and not absentee. In case of a run-off election, absentee votes will be cast electronically via a website platform. (5) The Parliamentarian, Recording Secretary, and President will be informed of who voted absentee and the absentee voting results directly by the service prior to the election meeting.
- E. President, Vice President, Recording Secretary, Treasurer and Assigning Secretary shall be voted on separately and the nominee receiving the majority of vote cast by the members present plus eligible absentee votes, shall be declared elected. A majority will consist of 51% or more of the votes cast by the membership present. To be eligible to run for President, Vice President, a member must be in good standing for at least 4 years and be a division 1 official through UIL. Treasurer and Assigning Secretary a member must be in good standing with the chapter for a minimum of 4 years and be at least a division 2 official through UIL. If no candidate receives a majority vote on the first ballot, the candidates with the top two vote totals will have an electronic runoff election as specified by the Board with all eligible voters to participate. Ballots shall be maintained by the current Parliamentarian, stored by Division, stored for a minimum of 30 days, and made available to any candidate requesting to examine same.
- F. Division Representatives shall be elected by a caucus of each division following the election of officers. A person shall not be a Division representative and hold any other elected office in the Chapter. The member receiving the most votes cast by the Division membership present shall be declared elected as the Division Representative.
- G. In the division caucus, a member may only vote and/or run for office in the division in which they currently reside, unless he/she is a higher seed member running for a lower seed position. The division representative must be a member of the division they represent, per points total, before and after the election through their term in office. Failure to follow this statute will result in immediate forfeiture of the division representative's position. At least two weeks prior to the caucus, the Parliamentarian and Recording Secretary will verify the member's division. Note: Game points may be submitted each year from the day after the chapter election to September 1st. A member's division will not change from September 1st until after the election.
- H. In the event of extraordinary circumstances, the board by a two-thirds (2/3) majority vote may authorize an electronic ballot election with all board member candidates, officer, and division representatives, voted upon via electronic ballot. The voting process may then be specified and agreed by the Board by a majority affirmative vote.

- I. Succeeding to the Presidency in case of resignation or removal will be Vice-President, Secretary and Treasurer.
- J. Board Members can serve in the same elected Board of Directors position for more than two. (2) consecutive terms as President, Vice-President, Treasurer and Assigning Secretary unless no new member is elected on their respected numbered years (even or odd). Division reps will serve a term of two (2) years; may be elected to no more than 2 consecutive terms. Officers will be elected in the following years.
 - President, Vice-President, Elected on odd number years.
 - Treasurer, Assigning Secretary; Elected on even number years.
 - Division 1, 2 and 5 Representative; Elected on even number years.
 - Division 3 and 4 Representative; Elected on odd number years.
- K. Chapter officers-elect and division representatives-elect will begin their term of office on April 1st of each year.

SECTION 2. The removal of Officers of the Chapter may be accomplished by as follows:

- A. A recall petition with the names of 2/3 of the total current membership will be presented to the Board of Directors and a date will be set for a recall election.
 1. The Recording Secretary and Parliamentarian, if the Recording Secretary is not the subject of the recall, will prepare written ballots that may ask only if the removal should take place. In the event the Recording Secretary is subject to recall, the President shall appoint an assistant to the Parliamentarian.
 2. A two-thirds (2/3) vote of a quorum of the membership is necessary for removal. In the event of a recall election a quorum will consist of at least fifty percent (50%) of the membership.
- B. A performance complaint heard by the Board of Directors.
 1. The complaint will be based on either (A) unsatisfactory fulfillment of the duties of the officer or division representative position as described in the Laredo Basketball Chapter.
(B) excessive violation of Chapter policy related to performance.
 2. A violation of the attendance code as specified in Article 5, Section 3 of the constitution.
 3. The complaint or attendance code violation hearing process will follow TASO Procedural and Policy Violation guidelines specifically Article II, Section A, General, Numbers 1 through 15
 4. A two-thirds (2/3) affirmative vote for removal of a quorum of the board of directors is necessary for removal of the officer, division representative, or committee member.

ARTICLE-7-AMENDMENTS TO THE CONSTITUTION AND BY-LAWS

SECTION 1. The constitution and By-Laws may be amended during the chapter meeting calendar year by giving notice of such change in writing to include email to the Recording Secretary who in turn shall immediately notify the President. The president will then present the proposed amendment(s) for approval by the Board at the next scheduled Board meeting. A two-thirds (2/3) affirmative vote of the Board will constitute approval of the proposal. The President shall make proper announcement at the next regular meeting. Action by the Chapter membership on the amendment(s) will be taken at the first meeting following the Presidential announcement.

SECTION 2. A two-thirds (2/3) affirmative vote of the membership present is necessary for adoption.

SECTION 3. Any proposed Constitutional amendments or By-Laws alterations during the non-chapter meeting calendar year (off season) must be submitted in writing to the president. The president will submit the proposal to the Board. If the Board of Directors approves the proposal by a 2/3 affirmative majority vote, member votes on the aforementioned will be emailed to the President and the votes will be counted by the Board of Directors under the guidance of the Parliamentarian. For a mail-in or email vote to be valid, fifty percent (50%) of the membership must respond.

ARTICLE-8-CONDUCT OF MEETINGS

Section 1. To the extent that there are not in conflict with Laredo Basketball Officials Chapter Constitution and By-Laws, Rules of Order shall prevail during Chapter meetings.

Section 2. The first Chapter meeting of the administrative year will be conducted as a business meeting. All chapter policies to be in force the current year will be announced during this meeting including attendance, assigning, and the Chapter budget.

(REVISED BY BALLOT ON 03-12-2024)