

# CONSTITUTION

## ARTICLE I

### NAME

This organization shall have as its official name the **Gulf Coast Basketball Officials Association** hereinafter referred to as “**GCBOA**”.

## ARTICLE II

### OBJECTIVES

The objectives of **GCBOA** shall be to:

- A. Provide the area served by **GCBOA** with the highest quality of basketball officiating.
- B. Foster and enforce the highest standard of ethics among the members of **GCBOA**.
- C. Achieve uniformity and excellence in the interpretation and administration of basketball rules.
- D. Promote and enforce the highest principles of honesty, sportsmanship, and fair play in the game of basketball.
- E. Cooperate with the **Florida High School Athletic Association** in all endeavors that will best serve the interests of basketball at all levels supervised by the **FHSAA**.
- F. Cooperate with organizations and individuals serving the best interests of basketball, providing such cooperation does not contravene the rules and regulations of the **FHSAA**.

## ARTICLE III

### MEMBERSHIP

- A. Prospective new members of **GCBOA** may qualify for admission to the organization upon the following conditions:
  1. A member must pay membership dues, which shall be determined annually by the Executive Board of **GCBOA**, each year. *The Board may, in its sole discretion, defer payment of membership dues and deduct such dues from game fees due to the member.*
  2. The individual must be duly registered with the **FHSAA** and proof shall be presented of such registration to the Secretary of the **GCBOA**.
  3. The individual must have a current and approved Level II background screening, in compliance with the Jessica Lundsford Act, with evidence of successful and current Level II background screening submitted to the Secretary or other Board Member designated by the Board of Directors to receive and retain such proof of screening.

- B. Once the conditions set forth in Section A of this article have been met, the Individual shall be admitted to active membership in **GCBOA** with the same duties and rights as other members.
- C. Inactive membership in **GCBOA** may be maintained by a member who petitions for, and is granted by the Executive Board, a leave of absence for a period of one year. Payment of dues will make the individual a voting member.
- D. Membership in **GCBOA** shall be based on qualifications previously stated herein and in no way shall factors of race, creed, color, national origin, or sex be considered in such qualifications.

#### **ARTICLE IV**

##### **DUTIES OF THE MEMBERSHIP**

- A. All members of the **GCBOA** are expected to become familiar with and observe this Constitution, and to keep it and all amendments to it as part of their personal records.
- B. Each member of **GCBOA** is expected to adhere to the cardinal principles of officiating as set forth in the **FHSAA Officials Handbook** as well as in the following list:
  - 1. Know the basketball rules of the National Federation of State High School Associations as modified by the FHSAA.
  - 2. Follow the N.F. of S.H.S.A. basketball officiating mechanics, as modified by the **FHSAA**.
  - 3. Be on time to game assignments. For tardiness the Executive Board may assess proper fines, which the individual may appeal to the Grievance Committee.
  - 4. Wear the proper game uniform and accessories. Maintain a neat appearance.
  - 5. Be in good physical and mental condition for a game assignment and refrain from consuming any alcoholic beverages or impairing drugs prior to or during a game to which assigned.
  - 6. Do not solicit games from coaches or other schools in position to influence the assignment of games.
  - 7. *Do not officiate, for compensation, games, contests or scrimmages, for schools or other institutions that have been deemed by the Executive Board to be a school or association that should contract with and/or obtain its basketball officials for contests through the GCBOA, and during such periods of time as the Executive Board may determine from time to time. Schools and institutions include schools and institutions not registered with the FHSAA, and any other organization that uses paid officials. The Executive Board shall assure that the restrictions of this section are disclosed to the membership at pre-test meetings and in the minutes of such meetings.*

8. Do not fraternize with coaches, players, or spectators prior to or during a game. Officials may converse with coaches to impart necessary information within the context of the rules.
9. Do not give information that a team may use against an opponent.
10. Maintain a professional relationship with fellow officials in the presence of coaches, players, and spectators.
11. Adhere to all policies, rules and regulations as may be set forth from time to time by the Executive Board, pursuant to Article V, Section I, below.

**VIOLATION OF ANY OF THE FOREGOING MAY CONSTITUTE IMPROPER CONDUCT AND SUBJECT A MEMBER TO DISCIPLINARY ACTION BY THE EXECUTIVE BOARD.**

- C. The deadline for payment of annual dues, except for new members, shall be October 15<sup>th</sup>. Any member who fails to meet this deadline, unless the Board elects to defer payment of annual dues pursuant to Article III, Section A(1), will not be assigned games until the dues are paid and the member has complied with any other applicable policies and procedures of the GCBOA are paid.
- D. Every member of **GCBOA** is required to attend all pre-test meetings as set forth by the Executive Board. Failure to meet this requirement shall result in disciplinary action as may be determined by the Executive Board, which may include imposition of a fine per meeting missed unless excused by the Executive Board for unusual circumstances.
- E. Subsequent to the **FHSAA** basketball examination, a member may not miss two consecutive meetings, unless excused by the Board. Failure to meet this requirement shall result in disciplinary action as may be determined by the Executive Board, which may include imposition of a fine per meeting missed.
- F. Each member who officiates games assigned by **GCBOA** does so as an: **INDEPENDENT CONTRACTOR, NOT AS AN EMPLOYEE OF GCBOA OR THE SCHOOLS INVOLVED.**
- G. Any member who fails to fulfill a confirmed assignment will be fined the amount of his/her game fee(s) for the game(s) assigned. A second missed assignment may bring about disciplinary action from the Executive Board. *The Executive Board*, at its discretion, may excuse failure to fulfill a game assignment upon presentation of a written petition setting forth *good cause* for the failure.
- H. Any individual who has been a member of **GCBOA** for less than three years, unless excused by the Executive Board which may be on an individual basis based upon the experience of each member, shall be required to attend at least two of the pre-season training clinics provided by this organization. All other members shall *attend at least one pre-season clinic*. *The Executive Board*, at its discretion, may excuse such attendance *upon presentation of a written petition setting forth good cause*. **NO GAMES WILL BE ASSIGNED TO A MEMBER**

**WITH AN UNEXCUSED ABSENCE UNDER THIS SECTION UNTIL AFTER  
DECEMBER 1 OF THAT SEASON.**

**ARTICLE V  
OFFICERS**

- A. The Executive Board, also known as officers, has the dual responsibility of insuring, in so far as is practical, the assignments of the best qualified officials available for each game, and that each official has the opportunity to improve his/her proficiency and state ranking.
- B. The elected officers of **GCBOA**, who shall be members of the Executive Board as hereinafter provided, shall be:
1. President
  2. Vice-President
  3. Secretary
  4. Treasurer
  5. Commissioner
  6. Member-at-Large *Position A*
  7. Member-at-Large *Position B*
- C. The term of office shall be two years, with the President, Secretary and *Member-at-Large Position A* being elected in that order in the odd years, and Commissioner, Vice President, Treasurer and *Member-at-Large Position B*, *being elected* in that order in the even years.
- D. To be eligible for any office, a member must have been an active member for at least (3) *three* years in the **GCBOA**.
- E. There shall be no limitations on the number of terms an officer may serve.
- F. Officers may be paid salaries, as may be set by the Executive Board, on a year-to-year basis, provided the salaries are paid out of the game administration fees and dues for that year. If the salaries require payment out of other GCBOA funds, the Board must obtain approval of the majority of the membership in attendance at a meeting of the membership where a quorum is present. Salaries may be based upon a game fee for each game assigned or at set flat salary. All officers shall be reimbursed or pre-paid for legitimate expenses incurred on behalf of **GCBOA**, upon approval of the Executive Board.
- G. An officer of **GCBOA** may be removed from office under the following conditions:
1. A written petition for removal of an officer shall be filed with the Secretary by any member or group of members of **GCBOA** alleging improper conduct, malfeasance, dishonesty, gross neglect of duty, or gross incompetence in connection with the performance of the officer's duties.
  2. The Executive Board shall conduct a due process hearing on the petition. The Executive Board, by majority vote, shall make a written

recommendation to the membership of **GCBOA** as to whether the removal shall be upheld or denied with the reasons set forth. *If the Executive Board denies the petition then, at the next meeting of **GCBOA** at which there is a special quorum of two thirds of the active membership present, a three-fourths vote of the active members will *override* the Executive Boards recommendation to deny the petition, thus resulting in the removal of said officer.*

- H. The Executive Board will appoint all committees of the **GCBOA**, *with majority rule*, as set forth in the **FHSAA Officials Handbook**, as well as additional committees when deemed *reasonable and necessary* by the Executive Board.

### **Committees and their Responsibilities:**

1. **EVALUATION COMMITTEE:** The evaluation committee is responsible for setting up the process and selecting those individuals who will assist with the evaluation of member officials within the local association. Each official with two or more years experience should be evaluated at least once during the season. First year officials should be evaluated periodically throughout the season.
  2. **ASSIGNMENT COMMITTEE:** The assignment committee is responsible for overseeing the entire contest assignment procedure within the local officials associations. This includes ensuring compliance with requirements on the composition of officiating crews, reviewing and approving each member official's schedule of assigned contests, and making the assigning officer aware of any corrections that need to be made before the assignment schedule is submitted to the membership. It is not implied that the assignment committee is to make the assignments.
  3. **RECOMMENDATIONS COMMITTEE:** The recommendations committee is responsible for reviewing the evaluations of each member official during the regular season. This committee is also responsible for preparing and submitting to the FHSAA Office a list of member officials who deserve consideration for assignment to the STATE SERIES contests. The assignment officer should act on the recommendations of this committee.
  4. **GRIEVANCE COMMITTEE:** The grievance committee is responsible for hearing complaints and appeals made or brought by one or more of its member officials. Member officials who have grievances because of penalties may appeal under the provisions of the local officials association's Constitution and By-Laws.
- I.
1. The Executive Board shall have the right to formulate Policies, Rules and Regulations of the GCBOA, not inconsistent with the Constitution, which Policies, Rules and Regulations may address matters deemed necessary for the operation of the GCBOA.
  2. Any Policies, Rules and Regulations promulgated by the Executive Board shall take effect upon not less than 30 days prior written notice to the GCBOA

Membership, which notice may be by email to the email addresses provided by the Members to the Executive Board.

## **ARTICLE VI**

### **DUTIES OF OFFICERS**

- A. The duties of the **President** shall be:
1. To preside at all meetings of **GCBOA** and Executive Board.
  2. To call such special meetings of **GCBOA** or the Executive Board as he shall deem necessary.
  3. To represent **GCBOA** in all dealings with outside agencies or persons, except for those powers specifically delegated to the Commissioner.
  4. To assist the Commissioner, upon request, in dealing with outside agencies or persons.
  5. To conduct with outside agencies or persons, such correspondence that is in the best interests of **GCBOA**, or to assign same to the Secretary.
  6. To assign a rules interpreter(s).
  7. To perform such other duties as are provided, or shall be provided, elsewhere in this Constitution.
- B. The duties of the **Vice-President** shall be:
1. To preside at meetings of **GCBOA** and the Executive Board in the absence of the President.
  2. To be in charge of training, and to supervise the preseason clinics.
  3. To perform the functions of the office of the President, as set forth in Section A of this Article, whenever the President is unable to do so.
  4. To *assist the Treasurer in performing* the duties of the Commissioner, as set forth in section E of this Article, whenever the Commissioner *and/or Treasurer* is/are unable to do so. The Vice-President is to *be* compensated proportionately for the time the Commissioner's duties are performed.
  5. *To provide the FHSAA with all FHSAA required filings and information relating to training.*
  6. To perform such other duties as are provided, or shall be provided, elsewhere in this Constitution.
- C. The duties of the **Secretary** shall be:
1. To preside at the meetings of **GCBOA** and the Executive Board in the absence of both the President and Vice-President.
  2. To maintain official records of **GCBOA**, including copies of the Constitution and amendments thereto.

3. To give notice of all regular and special meetings of GCBOA.
4. To record and keep minutes of all meetings of **GCBOA** and the Executive Board and present same for appropriate approval.
5. To correspond with the members of **GCBOA**, outside agencies and persons, as directed by the President.
6. To keep an accurate attendance record for all meetings and clinics.
7. To assist the Vice President in providing the FHSAA with all FHSAA required filings and information relating to training.
8. To file with the FHSAA meeting and game counts for the GCBOA membership, as may be required by the FHSAA, from time to time.
9. To perform such other duties as are provided, or shall be provided, elsewhere in the Constitution.

D. The duties of the **Treasurer** shall be:

1. To preside at meetings of **GCBOA** on the absence of the President, Vice-President, and Secretary.
2. To collect all dues, fines, and other monies due **GCBOA**.
3. To deposit all monies of **GCBOA** in a bank account as directed by the Executive Board.
4. To keep faithfully a true record of all financial transactions of **GCBOA** and to report same as required by the Executive Board.
5. To present a report on **GCBOA's** financial condition at each regular meeting.
6. To pay all obligations of **GCBOA** as directed by the Executive Board.
7. To provide, at the first regular meeting of the season, a complete financial statement for the previous season, including the beginning and ending balances, and all income and expenditures.
8. *To perform the duties of the Commissioner, as set forth in section E of this Article, whenever the Commissioner is unable to do so. The Treasurer is to be compensated proportionately for the time the Commissioner's duties are performed.*
9. To perform such other duties as are provided, or shall be provided, elsewhere in this Constitution.

E. The duties of the **Commissioner** shall be:

1. To preside at meetings of **GCBOA** in the absence of the President, Vice President, Secretary, and Treasurer.
2. To assign all games contracted by GCBOA.

3. To develop a schedule of game assignments that will be fair and equitable as humanly possible, not only to the members of **GCBOA**, but also to the coaches and players of schools served by **GCBOA**.
4. To cooperate with **FHSAA** Commissioner and his duly authorized representatives in assigning officials to post-season tournaments, and to give said Commissioner/representative, upon request, unbiased information concerning the capabilities of **GCBOA** officials for postseason games.
5. *To assist the Executive Board in negotiations with coaches and other school officials on matters concerning game fees, scheduling of games, contracts, scratch lists, and other appropriate issues.*
6. *To provide the Secretary with varsity game counts for filing with FHSAA.*
7. *Present a copy of all schedules to the Board and Assignment Committees for approval two (2) weeks prior to publishing. All schedules are subject to Board and Assignment committee approval.*
8. To perform such other duties as are provided, or shall be provided, elsewhere in this Constitution.

F. The duties of the **Member-at-Large Position A** shall be:

1. To preside at meetings of the **GCBOA** in the absence of the President Vice President, Secretary, Treasurer and Commissioner.
2. To assist in the execution of all functions of the **GCBOA** if requested.
3. To coordinate with Member-At-Large Position B the year end banquet and golf outing and/or other season-end activities (banquet and golf outing or other season-end activities are not mandatory).
4. To coordinate hosting for regional games assigned to GCBOA area.
5. To be in charge of arranging for opening and closing venues for board and general membership meeting venues, i.e. opening closing, seating etc.
6. To assist the board to secure venues and coordinate the related activities for field clinics hosted by GCBOA.
7. To work with new officials to assist them with registration, testing, evaluation, uniforms, directions to games, etc.

G. The duties of the **Member-at-Large Position B** shall be:

1. To preside at meetings of the **GCBOA** in the absence of the President Vice President, Secretary, Treasurer, Commissioner and Member-at-Large Position A.
2. To assist in the execution of all functions of the **GCBOA** if requested.
3. To assist the Vice President in training, preseason clinics, and education on rules.
4. To coordinate with Member-At-Large Position A the year end banquet and golf outing and/or other season-end activities (banquet and golf outing or other season-end activities are not mandatory).



5. To advise membership on rule validation and yearly rules emphasis and enforcement.

## **ARTICLE VII MEETINGS**

- A. All meetings of GCBOA shall be conducted in accordance with **Robert's Rules of Order, Revised**, except when such rules conflict with specific provisions of this Constitution. A copy of **Robert's Rules of Order, Revised**, shall be held in the custody of the Vice-President and shall be available at each meeting.
- B. Except as provided elsewhere in this Constitution, the members present shall constitute a quorum, with a majority vote of the active members present being required to pass a motion.
- C. The order of business of meetings of **GCBOA** shall be as follows, except that in the pre-test rules meetings as provided hereinafter, rules study shall be the first order of business and roll call shall be the last order:
  - 1. Roll call
  - 2. Reading of the minutes
  - 3. Report of the Treasurer
  - 4. Report of the Executive Board
  - 5. Report of the Committees
  - 6. Old business
  - 7. New business
  - 8. Planned Program of instruction in basketball rules review, and/or basketball officiating procedures
  - 9. Rules study
  - 10. Report of the Commissioner
  - 11. Adjournment
- D. The annual organizational meeting of **GCBOA** will be held in August and/or September at a date, time and site to be determined by the Executive Board.
- E. At the organizational meeting, the Vice-President, with the approval of the Executive Board, shall designate the training clinic dates, times, and sites.
- F. There shall be six pre-test meetings of **GCBOA**, with rules study to be the primary order of business. The Executive Board shall set the dates, time(s), and site(s) for these meetings, meetings information shall be maintained on the GCBOA website. The Executive Board is authorized, at its discretion, to substitute the annual rules clinic conducted by the **FHSAA** for one of the pre-test meetings herein provided. The Executive Board may also substitute working court clinics for any of the pre-test meeting.

- G. Regular season meetings shall be held after the test at the discretion of the board. The Executive Board shall set the dates, time(s), and site(s) for these Meeting. Meeting information will be maintained on the GCBOA website.
- H. The President is authorized to call a special meeting of **GCBOA** when he determines it to be advisable. Notice of such meeting shall be given to all members at least ten days in advance by the Secretary.
- I. Voting by proxy shall not be allowed at any meeting of **GCBOA**.

## ARTICLE VIII ELECTION OF OFFICERS

- A. Officers of **GCBOA** shall be elected at the election meeting. Vacancies in an office shall be filled as provided in Section F of this Article. All officers shall be elected individually by a majority of the total of the active members present plus the valid absentee ballots.
- B. The president shall appoint a nominating Committee of at least three members. Nominations may be made from the floor by any active member during the first meeting in January. Nominations for all offices shall close after the second January meeting, and may not be reopened at the election meeting unless, due to withdrawals, there is no nominee for a particular office. The Nominating Committee, which shall prepare and submit a list of nominees for the elective offices. This list of nominees shall be presented to the membership during the second regular meeting in January.
- C. The date for this election shall be the last regular meeting of the year. The officers shall assume their respective duties on the day following the Boys High School State Finals.
- D. There shall be a minimum ten-day written notice of the election, said notice to be given by the Secretary stating the date, time, and site for the election, as well as the nominees.
- E. The procedure shall be:
  - 1. The Secretary shall prepare separate ballots for each office.
  - 2. The vote shall be by secret ballot.
  - 3. If no candidate for a specific office receives a simple majority on the first ballot, there shall be a run-off election between the two *candidates for that particular office receiving the most votes, unless there is a tie which results in more than two top finishers*. The voting shall then continue *under this same procedure* until one candidate receives a simple majority of the votes cast.
  - 4. An active member may vote electronically via email. Email voting must originate from the member's address on record with the GCBOA. *Unless it is financially and procedurally practical for the Executive Board to do so,*

*electronic voting via email is not required to be by secret ballot. The Executive Board shall establish the procedure for electronic voting, which shall require, at a minimum, that at least one uninterested Executive Board member and one uninterested active member of the Nominating Committee receive and share with one another and the Executive Board, the information received from any such electronic vote received.*

- F. In the event of a vacancy on the Executive Board, the President shall notify the members of the vacancy at the next meeting. An election shall be held at the following regular meeting, with nominations to be made from the floor. If the vacancy is in the office of President, the notification shall be made by The Vice-President.

## **ARTICLE IX**

### **AMENDMENTS TO THE CONSTITUTION**

- A. An amendment to the Constitution may be proposed by any member or group of members of GCBOA.
- B. A proposed amendment to the Constitution shall be submitted in clearly legible writing to the Secretary of GCBOA at any duly called meeting of the GCBOA.
- C. A proposed amendment to the Constitution shall be read to the membership when submitted.
- D. A proposed amendment to the Constitution shall be voted on at the next meeting held not less than 14 days after such amendment is first red to the membership.
- E. No proposed amendment to the Constitution shall be adopted except by a two-thirds vote of the active members present at a duly called meeting of the GCBOA. For this purpose, a quorum shall be a majority of the active membership.

## **ARTICLE X**

### **THE FHSAA**

- A. The **Florida High School Activities Association** is hereby recognized as the governing body for all officials in the state of Florida, including those in the GCBOA.
- B. **GCBOA** shall follow all state guidelines handed down by the **FHSAA Executive Board** and the **FHSAA Commissioner**.