

**SFA Basketball Officials Association
of the
Texas Association of Sports Officials
Bylaws**

(Adopted March 2000)

ARTICLE I

Name

- Section 1. This organization shall be known as the SFA Basketball Officials Association, Inc. of the Texas Association of Sports Officials.
- Section 2. The SFA Chapter is authorized by and will be governed by the Constitution and the Bylaws of the Southwest Basketball Officials Association and the Bylaws of the SFA Chapter, and if a conflict occurs, the Constitution and Bylaws of the Texas Association of Sports Officials will take precedence.

ARTICLE II

Object

- Section 1. The object of the SFA Chapter shall be to provide basketball officiating and to promote sportsmanship among all persons involved in the game through diligent enforcement of the established rules of play.

ARTICLE III

Members

- Section 1. Membership shall be open to any person in good physical condition of proper interest, upon received payment of dues in accordance with the provisions of Section 6 of this Article, and thereby agreeing to the conditions of these Bylaws, as amended, being binding and conclusive.
- Section 2. Regular members shall be those persons who have paid their dues, and any additional fees assessed for the current year to the Chapter and the Texas Association of Sports Officials and are not on suspension by either organization. Their divisional rankings correspond to those rankings in the Texas Association of Sports Officials.
- Section 3. Associate membership status is available to any individual at 50% of the annual local dues as set by the Board of Directors of the SFA-TASO. Associate Membership will be a "social" membership status in that it is a non-voting membership. Those individuals electing to join SFA-TASO as an Associate Member will not be assigned ball games by any SFA-TASO

Secretary. They will be allowed to attend the annual meetings, banquet and other gatherings as scheduled by the Board of Directors.

Section 4. Upon the signed recommendation of one member, seconded by another member, and upon three-fourths vote of the Chapter members in attendance at the Annual meeting, honorary life membership can be conferred upon any person who shall have rendered notable service to the Chapter. To be considered for this membership, such person shall have been retired from active officiating for a minimum of three years.

Section 5 The dues for membership for the fiscal year of April 1 to March 31 shall be due and payable upon written notification by the Secretary. The amount of such dues shall be set by the Board of Directors and shall be spent for the Secretary's fee, selection expenses, postage, the annual banquet, and other Chapter business. For his/ her dues, each member shall receive admission to the annual banquet. For their time and service rendered on behalf of the Chapter, officers of the Chapter shall be exempt from payment of dues. Regular members who have not paid their dues by April 1 shall be assessed a late fee as set by the Board of Directors.

Those officials who do not pay dues by the deadline as set, shall have their game schedule pulled and reassigned. Special consideration for reassignment of games will be given by the Board of Directors only.

Section 6. There shall be a transfer fee of \$25.00 levied against all Texas Association of Sports Officials members transferring into the SFA Chapter whenever so determined by the Board of Directors.

Section 7. All Chapter members must attend 60% of the specified required meetings at which an attendance roll check will be made. Any member in attendance at the State TASO meeting will receive credit for two (2) such required meetings. A member who is approved by the Secretary to officiate a game during a required meeting shall be counted as present for that meeting. Attendance at meetings of other basketball chapters will be counted as credit for required SFA Chapter meetings. All other meetings, clinics, or officiating assignments for which attendance credit is given shall be determined by the Board of Directors.

Section 8. All members shall conform to the following Code of Ethics:

- A. An official must be above reproach in all parties concerned in all game situations;
- B. An official must be on time for game assignments (one hour before tip-off if possible, no later than 30 min before);
- C. An official's uniform must be kept neat, clean, and meet the requirements of the TASO;

- D. An official shall not criticize or attempt to explain other officials' decisions to any party concerned with any game;
- E. An official shall not solicit games;
- F. An official should stay in proper mental and physical condition to fulfill game assignments with his/her best effort; and
- G. An official must always adhere to the Code of Ethics of the Texas University Interscholastic League and the National Collegiate Athletic Association.

ARTICLE IV

Meetings

- Section 1. The regular meeting dates of the chapter shall be determined by the Board of Directors at its first meeting of the year.
- Section 2. Special meetings can be called by the President or the Board of Directors and shall be called upon the written request of ten members of the Chapter. The purpose of the meeting shall be stated in the call. Except in cases of emergency, at least three days notice shall be given.
- Section 3. Twenty-five members of the Chapter shall constitute a quorum at all meetings.

ARTICLE V

Officers and Duties

- Section 1. The officers of the Chapter shall be a President, a vice President, a Secretary and a Treasurer.
- Section 2. Duties of the President shall be to preside at all meetings, to appoint committees and additional officers necessary to carry on Chapter business, to call for any special meetings, to preside over and report to the Chapter all meetings of the Board of Directors.
- Section 3. Duties of the Vice President shall be to preside at all meetings in the absence of the President, to be responsible for informative Chapter progress, to make uniform rules interpretations, to take and keep attendance records, and to perform any other such duties as the President may assign.
- Section 4. Duties of the Secretary shall be to assign games, handle correspondence and to keep all other records and documents pertaining to Chapter business. . The Board of Directors shall determine the compensation to be paid to the Assignment Secretary and any assistants.

- Section 5. Duties of the Treasurer shall be to collect membership dues, to disburse payments as authorized by the Board of Directors and to keep accurate financial records subject to an annual audit by the Audit Committee.
- Section 6. Any officer may be removed from office for good cause on an affirmative vote or a majority of the general membership present and voting at an announced regular or called special meeting. For such removal vote to be taken, a petition of signatures of at least ten percent (10%) of members in good standing must be submitted to the Board of Directors which shall, upon verification of the signatures, order such a vote to be taken at the earliest possible date.

ARTICLE VI

The Board of Directors

- Section 1. The Board of Directors shall consist of the Officers of the SFA Chapter, one representative from each of the three divisions and the District 9 Director will serve if a member of the SFA Chapter.
- Section 2. The Board of Directors shall have general supervision of the affairs of the Chapter between its meetings, fix the hour and place of meetings, make recommendations to the Chapter, and perform such duties as, but not limited to the following:
- A. Providing a report to the Chapter on all meetings of the Board of Directors;
 - B. Enforcing payment of dues and assessments required of Chapter members;
 - C. Enforcing attendance regulations by placing first offenders on one year probation and suspending membership for one year. Such allegations of member misconduct or violations of these bylaws shall include, but not be limited to:
 1. Reporting for duty at a basketball game under the influence of alcohol;
 2. Failure to report for a scheduled game without sufficient notification to the Secretary or his aide;
 3. Failure to meet the attendance requirements of the bylaws;
 4. Deliberate solicitation of games without prior approval of the Secretary,
 5. Deliberate indifference inefficient conduct of games;
 6. Accepting or making assignments not authorized by the Secretary.
 - D. Impeach by a majority vote of the entire Board of Directors, an officer or director who fails in his duty or fails to act in the best interest of the Chapter.
- Section 3. In the event that any member becomes subject to probation, suspension, or impeachment; such member shall be notified by mail at least one week

prior to the meeting at which the probation, suspension, or impeachment vote shall be taken of the following:

- A. The alleged act(s) or failure to act;
- B. The date, time and place of the meeting at which he can reply to the charges;
- C. The date, time and place of the meeting at which the vote is to be taken.

Section 4. Any member on probation shall not be assigned playoff games.

Section 5. Unless otherwise ordered by the Board of Directors, regular meeting of the Board of Directors shall be held prior to each regular Chapter meeting. Special meetings of the Board of Directors can be called by the President and shall upon written request of three members of the Board of Directors.

ARTICLE VII

Election of Officers and Directors

Section 1. The Officers and Directors shall be elected by secret ballot at the Annual Meeting. Each member elected to any office must have a majority of the votes cast on any ballot. The term of office for the President, Vice President, Secretary and Treasurer shall be for one year from April 1 to March 31. The term of office for the three division directors shall be for two years from April 1 to March 31.

Section 2. Each Division Director shall, when elected, belong to the division which he represents, and a member shall vote only for the Director of his division, except for Associate Members who shall be permitted to vote for the Division V Director. All members may vote for President, Vice President, Secretary, and Treasurer. Absentee ballot may be cast in lieu of absence at any meeting in which a formal election is held.

Section 3. In preparation for all elections of officers and directors, a Nominating Committee shall be selected by nominations from the floor. It shall be the duty of this committee to nominate candidates for the offices to be filled, and shall report at the regular meeting one week prior to the election at which additional nominations from the floor shall be permitted. Members of this committee shall serve as election judges at all elections by preparing ballots and counting votes.

Section 4. In the event of a vacancy in the office of President, it shall be filled by succession of the Vice President to the office of President for the remainder of the term.

Section 5. No member shall hold more than one elected office at a time, and no member shall be eligible to serve more than two consecutive terms in the same office, except the Secretary and Treasurer. Nor shall anyone perform the duties of any office without having been duly elected to that office.

ARTICLE VIII Committees

Section 1. A Program Committee shall be composed of the Vice President as chairman and two other members appointed by the President at the first regular meeting in January. It shall be the duty of this committee to plan the educational programs and any clinics for the succeeding year. The committee's report shall be submitted to the Board of Directors for final approval prior to the Annual Meeting.

Section 2. An Audit Committee of three members shall be appointed by the President at the first regular meeting in January. It's duty shall be to audit the Treasurer's account and to make its report at the Annual Meeting.

Section 3. Such other Committees, standing or special, shall be appointed by the President, as be, the Chapter, or the Board of Directors shall from time to time deem necessary to carry on the work of the Chapter.

Section 4. The President shall be an ex-officio member of all committees except the Nominating Committee.

ARTICLE IX Amendments to Bylaws

Section 1. These bylaws may be altered, amended, or repealed and new bylaws may be adopted by a three-fifths (3/5) vote of the Chapter members present and voting at any meeting at which a quorum is present, provided proper notice of the intention to alter, amend, or repeal these bylaws or to adopt new bylaws at such meeting has been given as prescribed in Article IX, Section 2.

Section 2. Any member may propose an amendment to these bylaws by reading such proposed amendment to the Chapter members at any regular meeting at least one (1) week prior to the time that a vote is to be taken.

ARTICLE X
Parliamentary Authority

Section 1. The rules contained in *Roberts' Rules of Order Newly Revised* shall govern the order of business in all cases to which they are applicable and in which they are not inconsistent with the bylaws or any special rules or order of the Chapter.

Article XI
Regular Season Game Assignment Policy

Section 1. The Assignment Secretary shall produce one recommended list of officials to work the 5A varsity games. These lists will be directed to the coaches who may then choose officials from the list at their discretion.

Section 2 Varsity coaches must select at least thirty (30) officials that they wish to use. Varsity coaches may scratch up to, but not exceeding, fifteen (15) officials. Scratched officials will not be assigned to either district or non-district games. The list should be returned to the Game Assignment Secretary along with the coach's schedule of home games for the upcoming season. Should a coach return his or her list of approved officials without thirty (30) names selected, then the Game Assignment Secretary will return the list to the coach requesting additional officials.

Section 3 The Treasurer shall supply the Assignment Secretary with a listing of all members who have paid their chapter and state dues prior to the deadline for such dues being paid as set by the SFA-TASO Board of Directors.

Section 4 The Assignment Secretary will assign the district games by selecting officials who appear on both the coaches' list of approved officials and also on the paid official list. Should the Assignment Secretary be unable to find officials to fill a game from the coaches lists, the Assignment Secretary may select officials from the recommended list who are not scratched by the coach. The Treasurer shall notify the Assignment Secretary of those officials who pay their dues after the deadline so that they may be placed in a pool to be assigned non-district games and be used to fill-in in district games.

Section 5 The assignment of non-district games may be made by selecting officials from the recommended list at the discretion of the Assignment Secretary. The Assignment Secretary shall select all Varsity Tournament assignments.

Section 6 It is strongly recommended that an official work no more than three district games for any one school, home or away. Also, that an official not be assigned any home and home series between two schools. The

Assignment Secretary may only deviate from this policy when no other officials can be found.

Section 7 After a game is assigned, coaches may use the UIL procedure to scratch an assigned official. The Assignment Secretary will supply the coaches with those officials who are open on the date of the game. The two coaches will agree on the official selected. The practice of reassigning officials to satisfy the wishes of coaches is discouraged; however, the Assignment Secretary will always act in the best interest of the SFA-TASO.

Article XII

Playoff Game Assignment Policy

Section 1 A Member in Good Standing
A list of potential playoff officials will be determined by the board of directors. A member of the SFA-TASO must meet the following minimum qualifications to be deemed a member in good standing, and thereby be eligible for consideration for a play-off game assignment:

- Payment of all State and SFA Chapter dues.
- Payment in full of any assessed fines.
- Have no matter(s) pending before the Ethics Committee
- Meet the SFA Chapter requirement for attendance at Chapter meetings during the course of the season.
- Attain a passing score on the Rules and Mechanics Examination.

Section 2 Coaches request for officials
Under UIL contest rules, the coaches of competing schools must agree on officials

Pursuant to the UIL's policy, the Assignment Secretary shall honor a coach's request for a specific official, if that official meets the requirements of paragraph (1) above, and if that official is open.

A coach or the UIL, may choose to not request a specific official, but may stipulate certain criteria to be met in order for the SFA Chapter to provide an official or set of officials for a playoff game.

Among the most prominent of the criteria stipulated by coaches or the UIL are the following:

- Division classification.
- Racial preference and racial mix of the crew.
- Gender preference and gender mix of the crew.
- Proficiency in 3-Man Mechanics and 3-Man experience.
- Collegiate experience.

- Officiating style and big game experience.

The Assignment Secretary will strictly adhere to any Coach's or UIL request as to any of the stipulated criteria.

- Section 3 **Game Limitation**
 With the exception of an UIL Regional and State Tournaments, no official may work a team more than once in the playoffs.
- Section 4 **Honoring the Regular Season Schedule**
 As between all members in good standing, the Assignment Secretary. in assigning playoff game assignments, will give priority consideration to members which fully honor their regular season schedules.
- Section 5 **Schedule Management and In Season Performance**
 The Assignment Secretary in furtherance of determining The suitability of a member in good standing to work playoff games will take under advisement the following factors with respect to any member's schedule management and in season performance:
- Missed game assignments.
 - On time arrival at game sites.
 - Failure to communicate with co-officials 24 hours prior to game time which results in a missed game or late to game complaint, and thereby brings discredit to the SFA-TASO.
 - Coach's and co-officials communications concerning on and off court performance and professionalism.
 - Scores achieved by virtue of evaluations made by members of the Evaluation and Development Committee.

Article XIII
Fines and Penalties

- Section 1 **Meeting Attendance**
 A member who fails to meet the attendance requirements will result in probation and \$25 fine to be collected with the following years dues. Failure to meet the requirements while on probation will result in a one-year suspension.
- Section 2 **No Shows**
 An official who fails to show up for any assigned game will be assessed a \$25 fine. A second violation within one season will result in an additional \$25 fine and probation for the remainder of the season. A violation while on probation will result in a one calendar year suspension.
- Section 3 **Late Arrivals**

An official arriving late for an assigned game will be assessed a fine of \$10 beginning with the second violation. Notification of the violation will be given after the first incident. An official is considered late if he/she arrives less than 30 minutes before varsity game time and 15 minutes before sub-varsity. A third violation within a season will result in a \$25 fine and probation for the remainder of the season. A violation while on probation will result in a \$25 dollar fine and a thirty-day suspension. A second violation while on probation will result in a one calendar year suspension.

- Section 4 **No Show and/or Late Arrival Notification**
It is the responsibility of the co-official to report a no show or late arrival to the Secretary. Failure to report a violation will result in \$10 fine. It is mandatory that officials communicate with each other the day before an assigned game. The official designated as referee has the primary responsibility for initiating the contact although the other official(s) are also responsible.
- Section 5 **Game Cancellations**
An official giving 24 hours notice may cancel a game without penalty. A \$10 cancellation fee will be assessed beginning with the second cancellation of less than 24 hours notice. A fourth cancellation will result in a \$25 fine and the official will be required to appear before the Board of Directors with an explanation before continuing their schedule.
- Section 6 **Paying Fines**
Fines must be paid, by check or money order, to the treasurer within ten days of notification or the officials schedule will be reassigned.
- Section 7 **Appeals**
Appeals to these policies must be submitted in writing to the President within ten days of notification of the official. An appeal will only be considered by the Board after any applicable fine is paid. If violation is overturned, any fines submitted will be reversed.