

**VICTORIA
BASKETBALL
OFFICIALS
ASSOCIATION**

CONSTITUTION

Revised: April 2009

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Revised: October 2007

ARTICLE I – NAME

The name of the Association shall be the VICTORIA BASKETBALL OFFICIALS ASSOCIATION (VBOA).

ARTICLE II – JURISDICTION

The Association will provide officiating service for all organized basketball games within the boundaries of Greater Victoria and surrounding South Island school districts, including School Districts 61, 62, & 63 as described in the Area Charter granted by the British Columbia Basketball Officials Association (BCBOA). The Association shall also try to provide officiating service to games and tournaments outside those designated boundaries when asked by the appropriate local Association.

ARTICLE III – PURPOSE

- a) To provide qualified officials for all organized basketball games in the Association's jurisdiction.
- b) To provide education and training in rules knowledge, mechanics, and philosophy of officiating to its members.
- c) To encourage the spirit of fair play and sportsmanship amongst players, coaches, and fans.
- d) To maintain a good working relationship with organizations and teams connected with the game of basketball.
- e) To promote fellowship amongst its members.

ARTICLE IV – MEMBERSHIP

SECTION 1 – TYPES

- a) **PROBATIONARY** – Any member who has not completed the requirements of a REGULAR member. Such members can introduce and speak on motions, but cannot vote.
- b) **REGULAR** - Any member who has during the previous season paid dues, completed the written exam, attended regular meetings, and been assessed by the Education Committee. Such members can participate in all matters concerning the Association business and shall be entitled to vote on matters before the Association.
- c) **LIFE** – A member of the Association who has contributed significantly to basketball officiating in this jurisdiction. Approval of this designation will be by majority vote of the regular members at the AGM. If the Life member is not a Regular member then they may attend any meetings of the Association, with his/her right to speak on but not vote on any motions put to the meeting. A Life Member may serve on any Standing Committee.

- d) **GOOD STANDING** – A member shall be in Good Standing except where designated as “Not in Good Standing” by the Executive as a result of violating the Constitution or By-Laws of the Association or as a result of actions that are deemed to be against the interests of the Association. A member “Not in Good Standing” shall not be permitted to vote at meetings and shall be prohibited from officiating at games allocated by the Association.

SECTION 2 – CEASING MEMBERSHIP

A member shall cease to be a member when that member:

- a) Leaves – notifies the Secretary in writing or verbally; or is
- b) Expelled – by a special resolution approved by two-thirds of the quorum of members at a regular meeting. A brief statement of the reason or reasons for the proposed expulsion shall accompany the notice of special resolution for expulsion. The person who is subject to the expulsion shall be given an opportunity to be heard at the regular meeting before the special resolution is put to a vote.

ARTICLE V – THE EXECUTIVE

SECTION 1 – MEMBERS OF THE EXECUTIVE

- a) The Executive shall consist of three Directors elected at the Annual General Meeting.
- b) Election of the Directors shall be conducted by an appointed Regular member in good standing. All Regular, Associate, and Life members in good standing are eligible to be elected to the position of Director. The newly elected Directors shall take their positions immediately. If there is more than one nomination then the election shall be by secret written ballot of Regular members in good standing.
- c) If there is no candidate for a Director’s position, the Directors who have been elected may appoint person(s) to the vacant position(s).
- d) The Directors must decide on one or two-year terms of office so at least one Director from the current year will carry on for the next term.
- e) The Directors will, by agreement, take the positions of Chairperson, Secretary, and Director-At-Large.
- f) The appointed positions of Allocator, Treasurer, and Educator shall be members of the Executive, shall attend Executive meetings, and shall have the right to speak, but not vote, at Executive meetings.
- g) Any Executive member may be removed for failure to perform their duties according to this Constitution by a special resolution approved by two-thirds of the quorum of members at a regular meeting. A brief statement of the reason or reasons for the proposed removal shall accompany the notice of special resolution for removal. The person who is subject to the removal shall be given an opportunity to be heard at the regular meeting before the special resolution is put to a vote.

SECTION 2 – DUTIES OF THE DIRECTORS

The Directors will:

- a) Appoint an Allocator, a Treasurer, and an Educator.
- b) Provide a recommendation to the Association members for the final remuneration for the Allocator, Treasurer, and Educator for approval by the membership at the AGM.
- c) Organize the agenda for each meeting.
- d) Arrange for any special Committees when needed.
- e) Monitor the duties of the appointed Executive members.

ARTICLE VI – DUTIES OF THE EXECUTIVE

SECTION 1 – CHAIRPERSON will:

- a) Act as the representative of the Association within the basketball community.
- b) Ensure that all meetings of the Association are conducted in a proper manner.
- c) Supervise the activities of the Executive and other committees.
- d) Be responsible for the proper functioning of the Association.
- e) Ensure that the members are informed about the location and time of meetings.

SECTION 2 – SECRETARY will:

- a) Prepare the correspondence of the Association.
- b) Prepare the minutes of all meetings.
- c) Maintain an up-to-date membership list.

SECTION 3 – DIRECTOR-AT-LARGE will:

- a) Assist the Chairperson as needed.
- b) Be the liaison of the Executive for any special committees.

SECTION 4 – ALLOCATOR will:

- a) Be responsible for allocating all games within the jurisdiction of the Association.
- b) Allocate officials to games up to their level of qualification according to the determination of the Educator.
- c) Be available to receive phone calls for a minimum two-hour period daily.
- d) Be permitted to work personally assigned games as long as Allocator duties are fulfilled satisfactorily.
- e) Endeavour to allocate games at least one week in advance.
- f) Report at all meetings.

SECTION 5 – TREASURER will:

- a) Prepare an annual budget including estimated income and expenses for the Association to be presented to the membership for approval at the October regular meeting.
- b) Keep accurate accounts of all monies of the Association and records of the individual accounts of officials. The Treasurer must be prepared to report on these records and on the Association's financial status at all meetings.
- c) Submit a complete financial report to the Executive by the May 31 year-end date.

SECTION 6 – EDUCATOR will:

- a) Train and educate all members of the Association, through a variety of means including presentations at clinics and regular Association meetings.
- b) Conduct written exams and floor tests of the members.
- c) Provide rules interpretations.
- d) Determine the level of each official.
- e) Evaluate officials when requested.
- f) Attend a BCBOA clinic.
- g) Ensure that members are informed of clinics, camps, applications for tournaments, and other opportunities for professional improvement.

ARTICLE VII – BUSINESS OF THE ASSOCIATION

SECTION 1 – REQUIRED MEETINGS

- a) Regular meetings shall be held at least once each month from October to February.
- b) The Annual General Meeting shall be held in April.
- c) Quorum at the AGM or Regular meetings shall be one-third of the regular members in good standing.
- d) Voting at the AGM or Regular meetings shall be by simple majority of the quorum, except where otherwise noted.
- e) The Executive shall meet prior to each meeting.
- f) Special meetings may be called at any time by the Executive or on receipt of a petition by at least five members in good standing. The Executive or the petition shall specify the purpose of the meeting. Ten days notice of the meeting is necessary.
- g) The agenda of a special meeting can only deal with the item(s) referred to in the original request for such a meeting. A quorum at a special meeting shall be one-third of the regular members in good standing. Any votes at a special meeting must be passed by two-thirds of the quorum.

SECTION 2 – FINANCE

- a) The fiscal year shall be from June 1 to May 31.
- b) A complete financial report shall be available by May 31.
- c) The Treasurer and one other Director must sign all cheques issued by the Association.
- d) All debits paid/cheques issued must have appropriate supporting documentation.
- e) A bank account shall be maintained at a reputable financial institution.
- f) The Association has no borrowing or lending power.

SECTION 3 – DUES

- a) The Association shall deduct a specified amount or percentage as defined in the By-Laws of the Association for games allocated by the Association. Said percentage shall be approved by the membership.
- b) The Association shall collect BCBOA dues, as set each year by the BCBOA.

SECTION 4 – REMUNERATION

- a) The Allocator, Treasurer, and Educator shall receive remuneration as approved by the Association membership in the By-Laws.
- b) No Directors shall receive Remuneration.

SECTION 5 – COMMITTEES

The Executive shall be empowered to appoint committees as needed including, but not limited to:

- a) **EDUCATION** – Includes members who are asked to help the Educator with his/her duties.
- b) **FEES** – Includes members appointed to recommend any changes in the fee structure for the following season.
- c) **GRIEVANCE** – To recommend solutions to problems brought forward to the Executive.
- d) **NOMINATING** - To find candidates for the Executive positions.
- e) **CONSTITUTIONAL** - The Executive shall appoint a committee at intervals of not more than four years to review this Constitution and make recommendations at a regular meeting.
- f) **AWARDS & HONOURS** – Includes members who wish to recommend to the Executive those fellow members who have contributed to basketball in some distinctive way over the years or over the past season.

ARTICLE VIII – AMENDMENTS AND DISSOLUTION

SECTION 1 – AMENDMENTS

- a) Any amendment to this Constitution or By-Laws shall require a two-thirds majority of the regular members in good standing at any properly constituted meeting. Any amendment must be submitted in writing to the Secretary for distribution and voted on at the next appropriate meeting.

SECTION 2 – DISSOLUTION

- a) The dissolution of the Association shall be by a special meeting called by the Executive. The Executive shall serve notice of this meeting 30 days in advance. A quorum at this meeting shall be two-thirds of all listed regular and life members in good standing. The resolution must be passed by two-thirds of the quorum.
- b) In the event that the Association is dissolved, then all Account Receivables and Payables shall be settled, all Association assets shall be sold, and all remaining monies shall go, to the Victoria and District Amateur Basketball Association.
- c) Any amendment to Section 2 of this Article can only be made by a special meeting called by the Executive. The Executive shall serve notice of this meeting 30 days in advance. A quorum at this meeting shall be two-thirds of all listed regular and life members in good standing. The resolution must be passed by two-thirds of the quorum.