

BY LAWS

EFFECTIVE DECEMBER 17, 2018

UTAH HIGH SCHOOL BASKETBALL OFFICIALS ASSOCIATION

BY LAWS OF THE UTAH HIGH SCHOOL BASKETBALL
OFFICIALS ASSOCIATION, INC.

DATE: 11/19/18

ARTICLE ONE

MEMBERS OF THE ASSOCIATION

SECTION ONE MEMBERS Any individual may join the Utah High School Basketball Officials Association (UHSBOA) who is currently a registered high school basketball official with the Utah High School Activities Association (UHSAA). The UHSBOA does not discriminate based on race, gender, age, religion, color, marital status, disability, or national origin pursuant to state and federal law. Membership may be terminated, and/or disciplinary action may be imposed against members, pursuant to Section One, Section Five and Section Six of Article Two herein, by UHSBOA Board of Trustees for violating the **UHSBOA Integrity Program** which includes: Officials Code of Ethics, Rules of Conduct and Policies and Procedures.

SECTION TWO CLASSES OF MEMBERS The membership of the Association shall be divided into two (2) classes: Varsity and Sub-Varsity. "Varsity class" shall be defined as Members who have been appointed by majority vote of the voting trustees as per Section One, Section Five and Section Six of Article Two herein, of the Board of Trustees, through nomination by the Executive Committee of the Members Primary Chapter as per Section One, Section Two and Section Nine of Article Four. All other Members are "Sub-Varsity class" members.

SECTION THREE VOTING RIGHTS

- A) Each Member of each of the two (2) classes of members in good standing shall be entitled to one (1) vote on each matter submitted to a vote of the members.
- B) For a Member to be in good standing he or she must be registered with the UHSAA, current in all consecutive yearly Chapter dues pursuant to Section 2 (A) of Article Three of the Integrity Program of the UHSBOA, comply with attendance requirements, pursuant to Section Two (C) of Article Four of the Integrity Program of the UHSBOA and be in full compliance with the Officials' Code of Ethics, Officials' Code of Conduct and Policies and Procedures, Articles Two, Three and Four respectively, of the Integrity Program of the UHSBOA .

SECTION FOUR QUORUM Members holding **fifty-one per cent (51%) of the votes that may be cast** at any meeting shall constitute a quorum at any combined chapter meeting (UHSBOA meeting).

SECTION FIVE ACTION BY MEMBERS Any action required by law to be taken at a meeting of the members or any action that may be taken at a combined Chapter meeting (UHSBOA

meeting) of the members shall be by **majority vote of the quorum** of the membership unless specifically otherwise provided herein. If a quorum of membership is not present at the time of a call of votes, the vote on the proposed action shall be postponed until the next meeting of the membership, at which time a vote may be called notwithstanding the fact a quorum is not to be present. Electronic vote is not approved unless otherwise specifically approved by the Board of Trustees.

SECTION SIX PROXIES The UHSBOA shall not recognize proxy votes on any action required by law to be taken at a meeting of the members or any action that may be taken at a combined Chapter meeting.

SECTION SEVEN ELECTRONIC VOTING By approval of the Board of Trustees, for elections and matters before the Membership, electronic forms of voting may be utilized to collect and tally votes so long as the members are provided advance notification of such elections and matters at least fourteen (14) days prior to the electronic form being utilized and that the notice specify the opening date of voting, the closing date of voting and the announcement date of the results; and a separate notification to the Members that electronic voting is open to collect votes. A quorum shall not be required.

ARTICLE TWO

UTAH HIGH SCHOOL BASKETBALL OFFICIALS ASSOCIATION (UHSBOA) BOARD OF TRUSTEES

SECTION ONE GENERAL POWERS The affairs of the UHSBOA shall be managed by the **Board of Trustees** who shall qualify as the board members after having been duly elected and qualified as officers of the Executive Committee, pursuant to Section One and Section Three of Article Four, of the individual Chapters of the UHSBOA and shall serve on the Board of Trustees for and during their individual Chapter terms. The President and the Executive Vice President of each Chapter shall constitute the voting trustees on any action required by law to be taken by the Board of Trustees. Chapters of combined membership of both classes of members comprising of sixty (60) or more shall be entitled to one (1) vote for the President and one (1) vote for the Executive Vice President. Chapters of combined membership of both classes of members comprising of fifty-nine (59) or less shall be entitled to one (1) vote for the President and the Executive Vice President. In the event of tie vote on any matter coming before the Board of Trustees, the deciding vote shall be cast by the UHSAA Supervisor of Officials, and if the supervisor is unavailable to cast the deciding vote, an alternative UHSAA representative will be chosen, in unanimity, by the voting members of the Board of Trustees, then available to cast the deciding vote. The Board of Trustees may include as non-voting members of the Board of Trustees, any person who the Chair of the UHSBOA may deem necessary (e.g. Secretary, Treasurer and Evaluators). All lawful policies and procedures established by the Board of

Trustees shall be implemented in the Chapter Associations by the Executive Committees of the Chapters.

SECTION TWO CHAIR AND CHAIR ELECT A Chair and a Chair Elect of the UHSBOA Board of Trustees shall be appointed by majority vote of the Board of Trustees pursuant to Section One, Section Five, Section Six and Section Seven of Article Two herein for two (2) year term of office from the Varsity class membership in good standing in the UHSBOA, and shall not serve on a Chapter Executive Committee during his/her term. Shall be non-voting members of the Board of Trustees. The Chair shall be willing to carry out the duties of the office as set forth by the Board of Trustees and shall serve as the UHSBOA Integrity Officer. The Chair Elect shall not be from the same chapter as the Chair and be willing to carry out the duties of the office as set forth by the Chair and the Board of Trustees and will serve as Chair following the expiration of the term of office of the Chair.

SECTION THREE REGULAR MEETINGS Regular meetings of the Board of Trustees of the UHSBOA shall be held from time to time as the Chair shall set; however, in no event shall the Board of Trustees meet less than four (4) times during any calendar year to consider the affairs of the UHSBOA.

SECTION FOUR SPECIAL MEETINGS Special meetings of the Board of Trustees of the UHSBOA may be called at any time by the Chair or by and at the request of at least 40% of the voting members of the Board.

SECTION FIVE ACTION BY THE BOARD Any action required by law to be taken by the Board of Trustees or any action that may be taken by the Board of Trustees shall be by **majority vote of a quorum** of the voting trustees.

SECTION SIX QUORUM **Sixty percent (60%) of the voting members** of the Board of Trustees constitutes a quorum of the Board of Trustees.

SECTION SEVEN PROXY VOTES Proxy votes are allowed for any and all votes before the UHSBOA Board of Trustees. Proxy votes can be made through email but must be emailed to one (1) voting trustee of the Board of Trustees, the Chair and the Chair Elect. The proxy must be dated and must indicate the name and email address of the voting member. The proxy may either specify the vote the member wishes to make, and/or give the Chair or Chair elect the option to vote in the best interest of the UHSBOA or may indicate which voting trustee of the Board by name the member designates as having his/her voting rights. The Proxy shall count towards a quorum.

SECTION EIGHT COMPENSATION Members of the Board of Trustees shall receive no monetary compensation for their services, except during term of service, members of the Board of Trustees need not pay prescribed Chapter dues, Clinic and/or training registration fees.

SECTION NINE VACANCY Vacancies on the Board of Trustees, with the exception of the Chair and Chair Elect; shall be filled by the procedure provided herein for filling of vacancies of the officers of the individual Chapters of the UHSBOA pursuant to Section Ten of Article Four herein. In the event the office of Chair becomes vacant, the vacancy shall be filled by the Chair Elect pursuant to the procedure for appointment in Section Two of Article Two herein.

SECTION TEN REMOVAL Removal of members of the Board of Trustees shall be by the procedure provided herein for the removal of officers of the individual Chapters of the UHSBOA pursuant to Section Twelve of Article Four. In event of the Chair or Chair Elect, removal shall be by recommendation of a majority of the Board of Trustees and by confirming vote of a majority of the voting trustees of the Board of Trustees or by petition of at least twenty per cent (20%) of the UHSBOA Members and confirming vote of 2/3 of the Membership of the UHSBOA.

ARTICLE THREE

CHAPTERS

SECTION ONE PRIMARY CHAPTER MEMBERSHIP Each member of the UHSBOA must, for purposes of establishing a quorum and establishing Chapter voting rights, be a member of a Primary Chapter. A member's Primary Chapter shall be the Chapter to which his or her place of residence is geographically closest. However, by designation upon yearly registration with the UHSAA, and unless disapproved by the Board of Trustees, for good cause shown, a member may have membership in a Chapter of other than the Chapter geographically closest to his or her place of residence. Except for any votes called at a combined meeting of Chapters (UHSBOA meeting), each member shall only have voting rights in his or her Primary Chapter.

SECTION TWO INITIAL CHAPTERS The membership of the UHSBOA shall be divided into Chapters by geographical location. Each Chapter shall be identified by the name of their choosing as approved by the UHSBOA Board of Trustees by majority vote of a quorum of the voting trustees. The initial Chapters are: **Northern Utah Basketball Officials Association, Salt Lake Basketball Officials Association, Wasatch Basketball Officials Association and Provo Basketball Officials Association**. Additional Chapters may be admitted to the UHSBOA pursuant to Section Four of Article Four of the Integrity Program of the UHSBOA. Any member of the UHSBOA may attend meetings at any Chapter; however, a member may only cast votes at meetings of his or her Primary Chapter and at combined meetings of Chapters (UHSBOA meetings), unless otherwise approved by the UHSBOA Board of Trustees. Any meeting attendance outside of the member's primary Chapter must be reported to the Secretary, or other member of the Executive Committee, of the primary Chapter for credit towards meeting attendance requirements.

SECTION THREE PETITION OF NEW CHAPTERS Groups of Utah High School Basketball Officials desiring to organize as new Chapters of the UHSBOA shall have the right to petition the Board of Trustees of the UHSBOA for induction pursuant to Policies and Procedures established in

Section Four of Article Four of the Integrity Program of the UHSBOA, which shall necessarily include as prerequisite, official recognition of the petitioning group by the UHSAA.

SECTION FOUR REGULAR MEETING OF CHAPTERS Meetings of each Chapter shall be called from time to time as the Executive Committee of each Chapter shall deem necessary and proper; however, chapters must hold and conduct Chapter business at least on the dates prescribed by the Board of Trustees of the UHSBOA.

SECTION FIVE SPECIAL MEETINGS Special meetings of the membership of each Chapter may be called at any time by the President of the Chapter or by **sixty per cent (60%)** for the members of the Chapter having voting rights.

SECTION SIX NOTICE OF MEETINGS

- A) The Board of Trustees of the UHSBOA shall, at least on a basketball season basis, establish and publish date, time and place for combined Chapter membership meetings (UHSBOA meetings) and minimum uniform dates for meetings of the Chapters of the UHSBOA. Each Chapter Executive Committee may however determine the place and starting and ending time of Chapter meetings.
- B) Notice shall be sent of all special meetings pursuant to the terms of Article Twelve herein.

SECTION SEVEN QUORUM No quorum shall be necessary for Chapters to conduct business including voting on matters brought before it at meetings.

SECTION EIGHT ACTION BY MEMBERS Any action required by law to be taken at a meeting of the members of a Chapter or any action that may be taken at a meeting of the members of a Chapter shall be by majority vote of those present and in good standing, pursuant to Section Three (B) of Article One, to cast a vote.

SECTION NINE CHAPTER FINANCIAL POLICY

- A) Membership dues shall be collected at the chapter meetings by the Chapter Secretary and or Treasurer, pursuant to Section Two (A) 1 of Article Three of the Integrity Program of the UHSBOA, and a deposit shall be prepared by the Secretary and or Treasure and at least one other Chapter Executive Committee member at the conclusion of each meeting. Deposits shall be made no later than the end of seven (7) business days after collection and preparation for deposit.
- B) Bank statements of account shall be sent to either the President or the Treasure of the Chapter and shall be reconciled by the Treasurer on a monthly basis. Bank statement of accounts and reconciliations shall be reviewed by the President of the Chapter on a monthly basis.

- C) An annual budget shall be prepared for each Chapter by its President and shall be approved by vote of the voting members of the Executive Committee of the Chapter.
- D) All expenditures of Chapter funds shall be authorized preferably by the Chapter Executive Committee but at least by the President prior to transaction and if only approved by the President, shall be ratified by the Executive Committee as soon thereafter as practical. All authorized expenditures shall be made to the appropriate party by the Treasurer as soon as practical after authorization and or receipt of billing.
- E) Chapter checking accounts will require two authorized signatures on checks. Any member of the chapter Executive Committee may be authorized to sign checks of the Chapter.
- F) No Chapter check made payable to a member of the Executive Committee authorized to sign checks may be signed by the payee.
- G) No Chapter check may be payable to "cash."
- H) For each expenditure, the Treasures shall maintain a written invoice or receipt for at least a period of three (3) years. If no invoice or receipt is available for an expenditure, the President shall prepare and sign a written explanation of the expense and the reason for which there is no invoice or receipt which the Treasurer will maintain with Chapter financial records for a period of three (3) years.
- I) The Treasurer shall prepare and distribute to Chapter members the previous year's financial report at the first Chapter meeting of each year. A copy of the previous years financial report of each Chapter shall be filed with the Secretary of the Board of Trustees of the UHSBOA who will maintain it as part of the UHSBOA financial records for a period of three (3) years.

ARTICLE FOUR

CHAPTER OFFICERS

SECTION ONE OFFICERS The officers of individual Chapters shall be a President, an Executive Vice-President (Varsity representative), two (2) Vice-Presidents, an At Large Vice-President (Junior-Varsity representative), Assigner (Varsity and Sub-Varsity), Evaluator(s), and a Secretary and/or Treasurer; and shall constitute the **Executive Committee** of the Chapter. The Executive Vice-President shall supervise the training and recommendation for advancement and/or demotion of Varsity members and represent the interests of the Varsity membership on the Executive Committee. The At Large Vice-President shall supervise the training and recommendation for advancement and/or demotion of Sub-Varsity members and represent the interests of the Sub-Varsity membership on the Executive Committee. Nothing herein shall prohibit the Executive Committee of a chapter from having such other members, or fewer members or forming committees as it deems necessary from time to time to assist in

performing the duties of the Executive Committee or any of its officers. However, individual chapters shall have a President and Executive Vice-President. Only the President, the Executive Vice President, the two (2) Vice-Presidents and the At Large Vice-President(s) shall be entitled to serve as Members of the Board of Trustees of the UHSBOA. The President, the Executive Vice-President, and the two (2) Vice-Presidents of each Chapter shall be from the Varsity membership of the chapter. The At Large Vice-President(s) and other members of the Chapter Executive committee may, but need not be, from the Varsity membership of the Chapter. Only members in good standing of a Chapter, as defined in Article 1, Section 3 (B), may qualify for office in a Chapter. The Assigner(s) and Evaluator(s) may, but need not be, from Chapter membership.

SECTION TWO VOTING MEMBERS OF THE EXECUTIVE COMMITTEE Only the President, the Executive Vice-President, the two (2) Vice-Presidents and the At Large Vice-President(s) shall be voting members of the Executive Committee. In case of a tie vote, the Evaluator (eldest by date of birth if multiple), or if not available, the Varsity Assigner, or if not available, the Sub-Varsity Assigner (eldest by date of birth if multiple), or if not available, the Secretary, or if not available, the Treasurer, in that order, shall be entitled to cast the deciding vote.

SECTION THREE ELECTION OF VOTING MEMBERS OF THE EXECUTIVE COMMITTEE Pursuant to Section Three (A) and (B) of Article One and Section Seven of Article Three; the President and the two (2) Vice-President voting members of the Executive Committee shall be elected by a majority vote of the Chapter members present and qualified to vote when the vote is called. The Executive Vice-President shall be elected by the Varsity class members of the Chapter only. The At Large Vice-President(s) shall be elected by the Sub-Varsity class members of the Chapter only.

SECTION FOUR APPOINTMENT OF NON-VOTING MEMBERS OF THE EXECUTIVE COMMITTEE The non-voting members of the Executive Committee shall be appointed by a majority vote of a quorum of the voting members of the Chapter Executive Committee, pursuant to Section Eight and Section Nine of Article Four, and confirmed by a majority vote of the Chapter membership, pursuant to Section Three (A) and (B) of Article One and Section Seven of Article Four, as soon as practical after appointment.

SECTION FIVE TERM OF OFFICE

PRESIDENT: unlimited two (2) year terms.

EXECUTIVE VICE-PRESIDENT: unlimited two (2) year terms.

TWO (2) VARSITY VICE-PRESIDENTS: unlimited two (2) year terms.

AT LARGE VICE-PRESIDENT: unlimited two (2) year terms.

NON-VOTING MEMBERS OF EXECUTIVE COMMITTEE: unlimited one (1) year terms.

Officers of the Chapters shall assume office on April 1st of the year of their election to office.

SECTION SIX REGULAR MEETINGS Regular meetings of the executive Committee shall be held from time to time as the President shall set or as requested by at least two (2) voting members of the Executive Committee.

SECTION SEVEN SPECIAL MEETINGS Special meetings of the executive Committee may be called at any time by the President or by or at the request of at least two (2) voting members of the Executive Committee.

SECTION EIGHT ACTION BY THE EXECUTIVE COMMITTEE Any action required by law to be taken by the Executive Committee or any action that may be taken by the Executive Committee of the Chapter shall be by majority vote of a Quorum (Section Nine of Article Four) of the Executive Committee. In any situation where there is a tie vote, then and only then the Evaluator (eldest by date of birth if multiple), or if not available, the Varsity Assigner, or if not available, the Sub-Varsity Assigner (eldest by date of birth if multiple), or if not available, the Secretary, or if not available, the Treasurer, in that order, shall be entitled to cast a vote.

SECTION NINE QUORUM **Seventy-five percent (75%) of the voting members** of the Committee constitutes a quorum of the Executive Committee of the Chapter.

SECTION TEN VACANCIES All vacancies on the Executive Committee between election shall be filled by **appointment by majority vote** of the remaining voting members of the Committee and **confirming vote of a majority of the membership** of the Chapter as soon after appointment as practical if more than half of the term of office has expired at the time of vacancy occurs; otherwise, the vacancy shall be filled by nomination and election by the members of the Chapter by the same procedure as chapter officers are elected as their terms naturally expire.

SECTION ELEVEN COMPENSATION Members of the executive committee shall receive no monetary compensation for their services with the exception of the Varsity Assigner, the Junior-Varsity Assigner and Evaluator(s), whose compensation shall be set by the UHSAA and/or Executive Committee of the Chapters. Furlough of dues, clinic and/or training registration fees for Executive Committee members shall not be considered compensation paid.

SECTION TWELVE REMOVAL Removal of any member of the Executive Committee of a Chapter, voting or non-voting, shall be by **recommendation by a majority vote of the remaining voting and non-voting members of the Executive Committee and by confirming vote of a majority of the membership in good standing** of the Chapter, pursuant to Section Three (B) of section One, or by **petition of at least twenty percent (20%) of the Chapter members in good standing, pursuant to Section Three (B) of Article One, and 2/3 vote of the membership in good standing, pursuant to Section Three (B) of Article One**, of the Chapter.

SECTION THIRTEEN POWERS AND DUTIES OF THE EXECUTIVE COMMITTEE

- A) The Executive Committee shall act as the governing body of the Chapter and shall have the power and authority to conduct Chapter business in an attempt to obtain the stated purpose and objectives of the Association, which shall be to promote and encourage quality basketball officiating through training, evaluating, and representing members and making game assignments when called upon to do so by area public and private schools and athletic groups and leagues.
- B) The Executive Committee of each Chapter Association in concert with the Board of Trustees of the UHSBOA shall be solely responsible to oversee the training, evaluating and assignment of members to game assignments.
 - a. In establishing guidelines by which Assigners make game assignments, the Executive Committee in concert with the UHSBOA Board of Trustees shall consider, in no particular order as to importance, among other relevant factors:
 - i. Membership class (varsity or sub-varsity);
 - ii. List ranking as established by the Chapter Executive Committee (sub-varsity rank) in concert with the UHSBOA Board of Trustees (varsity rank);
 - iii. Availability;
 - iv. Compliance with the UHSBOA Integrity Program;
 - v. Test Score(s); and
 - vi. Membership standing pursuant to Section Three (B) of Article One
- C) The Executive Committee shall be solely responsible to oversee elections of its Chapter and shall assign one of its members not up for re-election to preside over the elections for the coming season.
- D) The Executive Committee of each Chapter shall have the authority to appoint and organize such committees as it deems necessary and proper from time to time to conduct the affairs of the Chapter. At least one (1) voting or non-voting member of the Executive Committee shall serve on each said committee and act as the committee's chair.

SECTION FIFTEEN DUTIES OF THE INDIVIDUAL MEMBERS OF THE EXECUTIVE COMMITTEE

- A) The President shall preside at all meetings of the Executive Committee and membership meetings of the Chapter unless said presiding authority is delegated to someone else by the President or unless these By Laws specifically provide otherwise. The President shall also organize the agendas for all Executive Committee and membership meetings unless said duty is delegated to someone else by the President. The President shall direct the maintenance and custody of the membership personnel files and financial records of the Chapter. The President shall supervise the creation of the yearly operating budget and take necessary steps to insure the proposed yearly budget is disseminated at the beginning of each

basketball season to Chapter members for review, comment and approval. In the temporary absence of the President, the Executive Vice-President shall assume the duties of the President until the President is able to re-assume his or her duties.

- B) The Executive Vice-President, the two (2) Vice-Presidents and the At Large Vice-President shall assist the President in his or her duties as needed and shall complete such tasks as assigned to them by the President. The Executive Vice President shall supervise the training and recommendation of the advancement and/or demotion of the Varsity members and represent the interests of the varsity membership on the Executive Committee. The At Large Vice-President shall supervise the training and recommendation for advancement and/or demotion of the sub-varsity members and represent the interests of the sub-varsity membership on the Executive Committee.
- C) The Secretary shall:
 - a. Keep and record the minutes of all executive Committee meetings and of all votes called by the membership of the Chapter and maintain said records for a period of at least two (2) years after which they may be destroyed;
 - b. Keep and maintain attendance rolls for all Chapter meetings and required clinics; and
 - c. At least on a monthly basis during the High School Basketball season, report to the membership all action taken by the Executive Committee, excluding action of confidential nature. "Confidential" shall be defined as any action which, if made public, would cause a member of the chapter undue humiliation. Actions of the Executive Committee and the voting records of the executive committee shall not be confidential merely because disclosure of the official acts to the membership may cause humiliation or embarrassment to the executive Committee or any of its members. All records maintained by the Secretary and or Treasurer of the Chapter shall, upon request, be made available for review to the Board of Trustees of the UHSBOA.
- D) The Treasurer shall:
 - a. Collect and record all dues paid by members of the Chapter;
 - b. Make deposits of all funds received by the Chapter in compliance with the financial policies established from time to time by the Board of Trustees;
 - c. Prepare and disseminate a financial status report to all members of the chapter at least once a year and as more often as directed by the Chapter President; and
 - d. Make payment of all bills approved by the Executive Committee and of any assessment approved by and levied upon the Chapter by the Board of Trustees of the UHSBOA.
- E) Varsity Assigners shall be selected by direction of the UHSAA in concert with the Chapter Executive Committee and the UHSBOA Board of Trustees. Sub-Varsity Assigners shall be selected by the Chapter Executive committee in concert with the UHSAA and the UHSBOA Board of Trustees. The Varsity Assigners and Sub-Varsity

Assigners shall, pursuant to the ranking of members established by the Chapter Executive Committee (sub-varsity rank) and the UHSBOA Board of Trustees (varsity rank) and as otherwise directed by the Chapter Executive Committee and/or UHSBOA Board of Trustees make, by electronic or written communication, game assignments via ArbiterSports League Administration Software within reasonable time. Only when “last-minute” changes or cancelations occur shall the Varsity Assigners and/or Sub-Varsity Assigners make assignments verbally (in person or by phone); said assignments must also be made via ArbiterSports League Administration Software. The Varsity Assigners and Sub-Varsity Assigners shall provide a report to the Integrity Officer of the UHSBOA (i.e. Chair) of games assignments declined and/or “turned back” by members, pursuant to Section two (J.2 & 4) of Article Three of the Integrity Program of the UHSBOA, including any to work comparable level game assignments from alternative sources, unless by alternative sources as may be approved from time to time by the Chapter Executive Committee, in concert with the UHSBOA Board of Trustees, excepting those to be deemed by the Assigner as justifiable as per Section two (J.3) of Article Three of the Integrity Program of the UHSBOA. **Said report shall be made available by Assigners to the Integrity Officer twelve (12) hours prior to each in-season scheduled meeting of the UHSBOA Board of Trustees.** The UHSBOA Board of Trustees shall carry out action, pursuant to Section Two (J.2.ii) of Article Three of the Integrity Program of the UHSBOA, against offending members. Said action against a member shall comply with Section Five (G) of Article Four in the Integrity Program of the UHSBOA. A record of said action shall be made part of the member’s personal file.

ARTICLE FIVE EVALUATIONS

SECTION ONE PROCEDURE Evaluations of the membership by the membership (peer evaluations) shall be merely a tool used by the voting trustees of the UHSBOA Board of Trustees and Executive Committees of the individual Chapters in ranking of members for game assignment purposes. Evaluations shall not be necessarily conclusive of ranking.

- A) The voting trustees of UHSBOA Board of Trustees shall conduct yearly (at minimum) an evaluation meeting, as it deems appropriate, of the Varsity class membership for advancement and/or demotion; and to appoint new members as nominated by the members Chapter Executive Committees, pursuant to Section One, Section Five and Section Six of Article Two. Varsity class members, and/or nominated members shall only be compared together for ranking purposes on the Varsity List. Evaluation meetings, by invitation of the voting trustees of the UHSBOA Board of Trustees, may include, but not be limited to, any UHSBOA member deemed necessary (i.g. Secretary, Assigners, Evaluators); to whom no vote shall be given.

- B) The voting members of the Executive Committee of each Chapter Association shall conduct yearly (at minimum) an evaluation meeting, as it deems appropriate, of their Sub-Varsity class members for advancement and/or demotion; including member nomination to the voting trustees of the UHSBOA Board of Trustees for Varsity class appointment, pursuant to Section Two, Section Eight and Section Nine of Article Four. Sub-Varsity class members shall only be compared together for ranking purposes on the Sub-Varsity List. Evaluation meetings, by invitation of the voting members of the Chapter Executive Committee, may include, but not be limited to, any UHSBOA member deemed necessary (i.g. Secretary, Assigners, Evaluators); to whom no vote shall be given.
- C) Membership evaluations shall be used for ranking purposes and shall be completed by peers and/or Evaluators, shall be in written or electronic form and shall include an explanation if a below average score is given. Evaluations not complying with these requirements shall not be used for ranking purposes by either the voting trustees of the UHSBOA Board of Trustees nor the Chapter Executive Committees and shall be discarded.
- D) Only the subject member, the voting trustees of the UHSBOA Board of Trustees, the members Chapter Executive Committee and, on a need-to-know basis, a representative of the UHSAA shall be entitled to view evaluations, unless otherwise deemed necessary and agreed upon by the subject members Executive Committee and voting trustees of the UHSBOA Board of Trustees.
- E) Evaluations shall be made part of each members personnel file and shall remain part of said file for a period of two (2) years from the date of the evaluation, after which time they shall be discarded.
- F) Ranking for game assignments purposes shall be on the basis of two (2) distinctions (1 member = 2 rankings) for each class of member (Varsity and Sub-Varsity) which shall be (1) High School Boys and (2) High School Girls. Exceptions may occur with game assignments based on need and/or circumstances as deemed necessary by the Assigner(s).
 - a. Varsity class rankings for purposes of game assignments are:
 - i. 100 – Referee
 - ii. 200 – Umpire 1
 - iii. 300 – Umpire 2, Junior-Varsity Referee
 - b. Sub-Varsity class rankings for purposes of game assignments are:
 - i. 400 – Transitional: Junior-Varsity Referee, Varsity Umpire 2
 - ii. 500 – Junior-Varsity Referee
 - iii. 600 – Junior-Varsity Umpire & Sophomore Referee
 - iv. 700 – Sophomore Referee

v. 800 – Sophomore Umpire

- G) The voting trustees of UHSBOA Board of Trustees, after considering all relevant factors pursuant, but not limited to, Section two of Article Six and Article One of Section Seven, shall be the exclusive judge on Varsity class member rankings, including whether a member should be removed from or moved on to the Varsity List. The voting members of Chapter Executive Committees, after considering all relevant factors pursuant, but not limited to, Section two of Article Six and Article One of Section Seven, shall be the exclusive judge of the Sub-Varsity class rankings of its Chapter members, including whether a member should be nominated to the voting trustees of the UHSBOA Board of Trustees to be moved on to the Varsity List as per Section One (A) of Article Five.

SECTION TWO GRIEVANCES Any member of the UHSBOA has the right to address any grievance by meeting with his or her Chapter Executive Committee. Prior to the discussion with the Chapter Executive Committee, the Committee shall provide the challenger with a copy of his or her complete personnel file. All grievances shall be heard, including, but not limited to, Sub-Varsity rankings and/or game assignments, and a decision made thereon at the next scheduled meeting of the Committee; unless waived by the member filing the grievance. Matters by or at the recommendation of the UHSAA Board of Trustees, a UHSAA representative or grievances concerning Varsity ranking and/or game assignments, and all other matters not satisfactorily resolved by the Chapter Executive Committee, which shall be submitted by the President of the Chapter to the UHSBOA Board of Trustees, shall be heard by the UHSBOA Board of Trustees for resolution. The decision of the UHSBOA Board of Trustees is final.

ARTICLE SIX BOOKS, RECORDS, REPORTS

SECTION ONE BOOKS AND RECORDS The UHSBOA and each of its Chapters shall keep correct and complete books and records of accounts and shall also keep minutes of the proceedings of the Board of Trustees and of the Executive committees of each Chapter, votes of membership and action of all committees organized by the authority of the Board of Trustees or by Executive Committee of a Chapter, and shall keep a record giving the names, addresses and telephone numbers of all its members. All books and records of the UHSBOA shall be entrusted to the custody and care of the Secretary and or Treasurer and, except for records of a confidential nature as defined herein, may be inspected by any member, or his or her agent or attorney, for any proper purpose at any reasonable time.

SECTION TWO PERSONNEL FILES The Executive Committee of each Chapter shall keep a personnel file on each member of the chapter which shall contain, among other relevant information, evaluations of the member, Executive Committee rankings of the members, record of any challenges made by the member of his or her ranking and the results thereof, attendance record of the member and any complaints or comments about the member

received by the Executive Committee from coaches, schools, other members, etc. No unsigned complaint or comment on an official shall be considered or become part of a personnel file for ranking or disciplinary proceedings. Upon receipt of signed complaint or negative comment on an official, the subject member shall be notified of same and allowed an opportunity to respond thereto in writing. Any such written response from a member shall be placed in the members personnel file.

- A) The contents of a personnel file shall be open for inspection to only the voting trustees of the UHSBOA Board of Trustees, member of the Executive Committee of the members Chapter, representative(s) of the UHSAA, on a need-to-know basis, and the member whose file is in question or his or her designated agent in writing.

ARTICLE SEVEN MEETING AND CLINIC ATTENDANCE

SECTION ONE ATTENDANCE All members of the UHSBOA shall meet attendance requirements of all regular meetings and clinics and established by the UHSBOA Board of Trustees and **one-hundred percent (100%)** of any meetings or clinics that from time to time may be made mandatory by the UHSBOA Board of Trustees after proper notice as defined in Section One of Article Twelve. Attendance requirements may, for good cause shown, be waived. To request an excused absence from a meeting, the member shall, in advance for the meeting in question, submit a written request for same to the Executive Committee of his or her Chapter explaining the reason(s) therefore. The decision to grant an excused absence from a Chapter meeting rests with the Executive Committee of the Chapter and the decision to grant an excused absence from a combined Chapter (UHSBOA) meeting or clinic rests with the UHSBOA Board of Trustees. Failure to attend, without excused absence the required number of meetings shall be a factor, among others, used in determining suspension, rankings, game assignments and/or post season eligibility. Suspension shall not be cause for refund of dues paid. If any member has a game assignment from the UHSBOA, other High School sanctioned sport or collegiate sport or professional sport which prevents him or her from attending a regular meeting or required clinic, he or she shall be excused from attendance and shall be counted as if in attendance.

ARTICLE EIGHT DUES

SECTION ONE DUES Dues shall be established by each Chapter Executive Committee and shall be payable as set by the Committee. **No game assignments shall be made to delinquent members** until delinquent dues are paid in full. Dues may, for good cause shown, be waived by the Committee on a case-by-case basis. Any waiver of dues shall be duly noted in the personnel file of the member for whom dues have been waived.

ARTICLE NINE SEAL

SECTION ONE SEAL The UHSBOA Board of Trustees shall provide a corporate seal, which shall evidence official acts of the UHSBOA and shall bear the Association's name.

ARTICLE TEN INCOMING MEMBERS FROM OTHER ORGANIZATIONS

SECTION ONE INCOMING MEMBERS FROM OTHER ORGANIZATIONS Any Varsity level official joining a Chapter from another organization of basketball officials from within or from without the State of Utah, except those who have previously been active varsity members of this Association, must qualify pursuant to this Article before becoming a varsity class member during the year of entrance. How to qualify:

- A) Submit a letter of recommendation from the previous organization;
- B) Request and obtain an evaluation from the Executive Committee of his or her Chapter, or if from another organization (i.g. out of state), from the Supervisor of Officials or equivalent of the previous organization;
- C) Complete a Sub-Varsity class member evaluation period set by the Executive Committee of the Chapter; and
- D) As per Section One (B) off Article Five, be approved by the Chapter Executive Committee for nomination to the voting trustees of the UHSBOA Board of Trustees to be added to the Varsity List, pursuant to Section One (A) of Article Five.

SECTION TWO REQUIREMENTS WAIVED As for Section One (A), (B), (C) and (D) of Article Ten, any or all may be waived, for good cause shown, by the UHSBOA Board of Directors, pursuant to Section One, Section five and Section Six of Article Two.

ARTICLE ELEVEN RULES OF ORDER

SECTION ONE RULES OF ORDER The UHSBOA shall conduct all meetings and business pursuant to Robert's Rules of Order unless otherwise directed by the By Laws.

ARTICLE TWELVE NOTICE AND WAIVER OF NOTICE AND PROCEDURES

SECTION ONE REQUIRED NOTICE Whenever any notice is required to be given under the provisions of Utah Law or under the provisions of the Articles of Incorporation or of these By Laws, unless specifically indicated otherwise, said notice may be given by regular U.S. mail and or by electronic communication to all voting members at least seven (7) days but not more than thirty (30) days prior to the date of the special meeting, clinic and/or training. Whenever any notice is required to be given under the provisions of Utah Law or under the provisions of the Articles of Incorporation or the By Laws, a waiver thereof in writing signed by the person or

persons entitled to such notice, whether before or after the time stated therein shall be deemed equivalent to give of such notice.

SECTION TWO FAILURE TO COMPLY Whenever and if the UHSBOA Board of Trustees of the Executive Committee of any of its Chapters should fail to comply with any provision of these by Laws, unless said noncompliance is protested by a member of the UHSBOA or Chapter, as the case may be, within one (1) month of diligent discovery of the act of non-conformance, said act shall be deemed ratified and non-compliance shall be waived.

SECTION THREE PROTEST TO NOTICE If a protest to notice is lodged, the matter shall be fully considered by the Board of Trustees of the UHSBOA or the Executive Committee of the its Chapters, as the case may be, at the next regular meeting or if no regular meeting is scheduled within two weeks, by a special meeting called by the Director of the UHSBOA or Chapter President to be no later than two (2) months after the protest made.

ARTICLE THIRTEEN AMENDMENT OF THE BY LAWS

SECTION ONE AMENDMENTS These By Laws may be altered, amended or repealed, and new By Laws may be adopted by majority vote (51%) of a quorum of members of the UHSBOA, as per Section Fur of Article One, at any regular meeting of the membership of the UHSBOA or at contemporaneously held individual Chapter meeting of members or at any special meeting of same, if at least fourteen (14) days written notice is given of intention to alter, amend, or repeal or to adopt new By Laws at such special or regular meeting.

I, _____, the current Chair, as of the date below, of the Utah High School Basketball Officials Association, Inc., a Utah non-profit corporation, hereby certify:

The foregoing By Laws, comprising sixteen (16) pages in length, were adopted as the By Laws of the Utah High School Basketball Officials Association, Inc. on the _____ day of _____, 20_____.

Dated this _____ day of _____, 20_____.

Chair