

**OHIO VALLEY OFFICIALS ASSOCIATION
BASKETBALL
BY-LAWS**

SECTION 1: MEMBERSHIP

- A. General Membership: The general membership of the Association shall be divided into the four groups as defined by the OHSAA and two additional groups as established by the OVOA:
1. Class 1: Eligible to officiate all levels. Required for OHSAA postseason tournaments.
 2. Class 2: Eligible to officiate all levels of contests except varsity high school.
 3. Class 3: Restricted to 7-8-9th grade and non-school officiating.
 4. Class 4: Not permitted to officiate contests involving students in grades 10-12.
 5. Unlicensed: Membership shall include all members who are active officials, but have not held or do not hold an OHSAA license.
 6. Inactive: Membership shall include any member, in good standing, who is no longer engaged in high school officiating who wishes to maintain membership in the Association.
- B. Life Membership: Any member who is nominated by the Advisory Board may be elected for Life membership. Such election shall be by a two-third-majority vote of those present at the Annual Election.
- C. Honorary Membership: Any member who has completed 25 years of membership in the Association.
- D. Honorary Membership (Awarded): The At-Large Advisory Board may award Honorary Membership to any person. Recipients should be involved or affiliated with the basketball officiating community. This action requires two-thirds vote of the at-large Advisory Board.

SECTION 2: OFFICERS AND APPOINTED ADVISORY BOARD MEMBERS

The term of office for all officers of the Association shall commence on April 1 and terminate on March 31. The advisory board shall appoint the position's outlined below in addition performing the requirements listed here:

- A. President: The President shall be the chief executive officer for the Association.
1. He/she shall preside at all meetings of the Association and the Advisory Board.
 2. He/she shall have the authority to represent the Association on any and all business requiring immediate attention.
 3. He/she shall serve as an ex-officio member of all committees.
- B. Vice President: the Vice-President shall perform the duties of the President in his/her absence.
1. He/she shall assist the President when requested to do so.
 2. He/she shall serve as an ex-officio member of all committees.

The following Bylaws become effective May 15, 2013

- C. Secretary: The Secretary shall be the chief business officer of the Association. As such, his/her duties shall include the following:
1. Be responsible for the administration of the Association.
 2. Be responsible for submitting all reports, forms, etc. as required of the Association by the Ohio High School Athletic Association (OHSAA).
 3. Represent the Association at all OHSAA meetings and clinics as required.
 4. Act as the first contact for new members coming into the Association.
 5. Collect dues and fines.
 6. Be responsible for all publications and reports as required by the Advisory Board and the OHSAA.
 7. Keep the minutes of all meetings of the Advisory Board and of all business meetings of the Association.
- D. Treasurer: The Treasurer shall be the chief financial officer of the Association. As such, his/her duties shall include the following:
1. Establish a fiscal year for the Association. This shall be 12 consecutive months.
 2. Open and maintain a checking account, at a financial institution of his/her selection in the name of the Ohio Valley Officials Association - Basketball.
 3. Request and initiate signature cards from said financial institution. Signature on file at the institution shall include that of the Treasurer, the President, and the Vice President.
 4. Prepare with Advisory Board approval, an annual budget for the Association.
 5. Maintain, for internal control purposes, an easy "pay out order" form documenting all disbursements of funds from the Association's checking account.
 6. As "cash flow" permits, invest excess monies not currently needed for operations in some type of temporary investment plan using his/her expertise and applying the interest income to enhance the total revenue of the Association.
 7. Annually secure a performance bond in an amount determined by the Advisory Board. The premium for the bond shall be paid from the Association treasury.
 8. Prepare and submit for Advisory Board approval, at fiscal year end, an Income Statement and Balance Sheet reflecting the financial position of the Association.
- E. Program Director: The Program Director shall set up and coordinate the agenda for all of the association's rule interpretation meetings:
1. Responsible for meeting with the Rules Interpreter to discuss material to be covered in rules interpretation meetings.
 2. He/she shall be responsible for selecting guest speakers.
 3. Responsible for moderating the rule interpretation meetings.
 4. Term: The term for this position shall be 3-years unless position is combined with Rules Interpreter.
- F. Rules Interpreter: The Rules Interpreter will be the Technical Officer in charge of rules and mechanics instruction of the general membership.
1. Responsible for representing the Association at all OHSAA rules meetings and clinics as required.
 2. Responsible for selecting, with Program Director and Advisory Board approval, one or more instructors to conduct the new member's classes.
 3. Responsible for meeting with the Program Director to discuss material to be covered in rules interpretation meetings

The following Bylaws become effective May 15, 2013

4. Term: The term for this position shall be 3-years
- G. Technology Officer: The Technology Officer is responsible for keeping the association informed and educated on all forms technology.
 1. Responsible for assisting in the formatting of the association Blue Book directory.
 2. Responsible for maintenance and updating of the association web site.
 3. Responsible for educating the association membership on matters involving the association and state (myohsaa) web sites.
 4. Responsible for assisting at rule interpretation meetings in the presentation of topics requiring the use of audio-video equipment.
 5. Responsible for conducting, with the assistance of the election committee, the annual association tournament selection process.
 6. Responsible for researching new technology opportunities for the association.
 7. Term: The term for this position shall be 3-years unless combined with any other position.
- H. Officials Development Officer
 1. This position should be held by a current member of Ohio Valley Basketball Officials Association. This person will teach rules and mechanics to officials that generally have 3 years or less of basketball officiating experience. This instructor will generally teach the rules and mechanics the same as the regular class instructor, but will probably go into more detail with the rules and mechanics because of the inexperience of most officials that will attend the class. This class is an option for officials with very little experience.
 2. Term: The term for this position shall be 3-years unless combined with any other position.
- I. Removal Of An Appointed Officer
 1. Appointed Officers may be removed from office at any time. This action requires two-thirds vote of the at-large advisory board.

SECTION 3: ELECTIONS

- A. The Advisory Board shall appoint a Nominating Committee, which will be chaired by an Advisory Board member. This Committee will also include two Class 1 members to assist the Chairman. The Committee will present the Advisory Board a list of its nominees for approval.
- B. The Secretary will present the Association a list of the nominees in a special mailing. The listing should provide a brief background on each of the candidates and the offices or awards they are running for.
- C. The Advisory Board will accept additional nominations submitted by any eligible voter at any meetings prior to the "Election Meeting" (also known as the Annual Business Meeting). There shall be at least one regular scheduled meeting prior to the "Election Meeting" for this purpose.
- D. The candidates shall be introduced to the general membership at a regular meeting of the Association.
- E. An Election Committee, chaired by a board member, shall oversee the election at the Annual Business Meeting or any other Special Business Meeting of the general

The following Bylaws become effective May 15, 2013

- membership. The Election Committee shall also include two Class 1 members of the Association.
- F. The Election Committee shall take recorded attendance, distribute and collect ballots at the Annual Business Meeting.
 - G. The results of the election shall be tabulated by the Election Committee and reported to the Advisory Board.
 - H. In the event of a tie, the most current advisory board shall break the tie by a simple majority wins vote.
 - I. The Advisory Board shall certify the results of the election and notify the general membership at its earliest convenience of the election results.
 - J. All eligible voting members must cast their ballot at the same location and on the same date for the Annual Election Meeting and at any other scheduled Business Meeting.
 - K. Absentee ballots may be submitted via the Internet. Ballots sent via the Internet must be sent from the members association identified e-mail address to the election committee chairman. Absentee ballots will only be accepted if returned to the Election Committee Chairman prior to the election.
 - L. The Election Committee may opt to conduct the association election online using a process approved by the At-Large Advisory Board. This system shall be reviewed and approved annually.

SECTION 4: ADVISORY BOARD

- A. All members of the Advisory Board must meet the qualifications of Article V, Paragraph C of the Constitution prior to their election/selection to the Advisory Board.
- B. The title of "Honorary Board Member" is reserved for any Life member of the Association who is interested in participating on the Advisory Board. Life members are a valuable asset and a great resource of information and expertise. The Advisory Board welcomes the opportunity to draw on this wealth of knowledge. Life Members are welcome at any Advisory Board meeting and are the Associations honored guests at the annual "Spring Dinner Meeting". Life Members should be contacted annually by the Secretary to identify those members that are interested in participating on the Board on a consulting basis. Life members shall have no voting privileges on the Advisory Board.
- C. The Advisory Board shall have the power to adopt all regulations to govern its deliberations. The Advisory Board's action shall be final.

SECTION 5: RENUMERATIONS

- A. Appointed positions may receive a stipend as approved by the Advisory Board.
- B. The Treasurer upon submission of documentation to substantiate the expense and the approval of the Advisory Board shall reimburse any member of the Association who incurs expenses while conducting Association business for said expenses.
- C. The Advisory Board members and the Life member(s) shall be exempt from paying the annual dues.

SECTION 6: MEETINGS

- A. The board shall set three (3) board meeting dates annually to conduct the business of the association. The board will hold a meeting between April and June to close out the prior season and make appointments for the new season. Prior to the first Association meeting, the board will meet to appoint committees' and plan for the new season. A meeting following the association election will address any new concerns and certify the election. Meeting dates will be set at the first board meeting of the new season.
- B. The Association shall hold its Annual Business Meeting at a time and place determined by the Advisory Board.
- C. An Advisory Board meeting may immediately follow a regularly scheduled meeting of the Association.
- D. The President may designate that a Special Business meeting will convene following a regularly scheduled meeting of the general membership providing that the Advisory Board has approved the Special Business meeting and the general membership has been notified at the regularly scheduled meeting preceding the Special Business meeting. The general membership must be notified of the purpose of the Special Business meeting prior to the meeting being held.
- E. The President, Vice President or Secretary of the Association may call special meetings of the Advisory Board. Such a request shall be conveyed to all Advisory Board members and contain a summary of the proposals of business to be brought before the meeting. Any Special Advisory Board meeting may be held at such convenient place and/or time as is determined by the officer calling the meeting. Notice of any Special Advisory Board meeting shall be given three days prior to the meeting.

SECTION 7: DISCIPLINE

- A. Any disciplinary action taken by the Board must be voted on at a meeting in which a quorum of the Advisory Board is present.
- B. Any member of the Association may be given a written reprimand for violating the objectives and purposes of the Association or the OHSAA. The Advisory Board may send a written reprimand without a formal hearing being held. For a written reprimand to be issued, two-thirds of the Advisory Board present when the charges are reviewed must vote for issuance of the reprimand.
- C. If a member of the Association is to be expelled or suspended for violating the objectives and/or purposes of the Association or the OHSAA, a formal hearing before the Advisory Board must be held. The Secretary shall provide written charges to the accused and to the Advisory Board members present at the hearing. The member charged shall be allowed to request, through the Secretary, to be present and/or represented at the hearing. Any action taken by the Advisory Board shall require a two-thirds vote of the Advisory Board members present at the hearing.

The following Bylaws become effective May 15, 2013

- D. Any member of the Advisory Board, elected, selected, or appointed, may be removed by an affirmative two-thirds vote of the Advisory Board present, whenever, in its judgment, the best interests of the Association may be served by said removal.
- E. The following procedure must be followed in order to remove an Advisory Board Member:
 - 1. Formal written charges must be presented to the accused via certified mail, return receipt requested.
 - 2. The accused must be allowed a formal hearing before the Advisory Board no sooner than 14 days after the accused is notified of the written charges.
 - 3. The President shall conduct the formal hearing and read the written charges to the accused. In the event that the president is the subject of the action to remove, the Vice President shall conduct the hearing.
 - 4. The accused must be permitted an opportunity to answer the written charges. This may be done by calling witnesses or confronting the accuser(s) before the Advisory Board. The accused may be given additional time, not to exceed 14 days, to collect evidence to rebut the written charges.
 - 5. All Advisory Board members entitled to vote must attend this hearing. Any voting member unable to attend this hearing must present a written excuse to the Advisory Board.
 - 6. Any action taken by the Advisory Board will require a two-thirds majority vote of the voting members present at the hearing.
- F. Any member who does not pay his/her dues by the date required by the Advisory Board shall be removed from membership in the Association. To be reinstated in the Association, the member who has not paid dues on time shall be required to pay a penalty fee to be determined by the Advisory Board and the required dues.
- G. Any member of the Association may file a grievance. The grievance must be submitted in writing and presented to an Advisory Board member. The Advisory Board member will see to it that the grievance is put on the agenda and discussed at the next scheduled Advisory Board meeting. The findings of the Advisory Board will be posted in the minutes and placed on the web site for review by the Association.

SECTION 8: APPLICATIONS

- A. The application for membership shall be made on the form provided by the Secretary for that purpose and accompanied by the dues and any fees applicable. The dues and fees shall be refunded if the Advisory Board does not accept the applicant.
- B. The application must specify that the applicant agree to abide by and be bound by the Constitution and By-laws of the Association and the OHSAA.
- C. The Association By-laws and Constitution shall be posted on the Association website.

SECTION 9: DUES

Life and Honorary Members shall be exempt from Association dues. Association dues and their payment date shall be determined annually by the Advisory Board, including any special assessment(s) as determined by the Advisory Board.

SECTION 10: STANDING COMMITTEES

The standing committees of the Association shall be Nominating Committee, the Grievance Committee, the Blue Book Committee, the Audit Committee, the Election Committee and the Constitutional Review Committee. The purpose of standing committees shall be as follows:

- A. Nominating Committee: The Nominating Committee shall be responsible for nominating qualified members to the membership for consideration as the officers or Membership-at-Large of the Advisory Board.
- B. Grievance Committee: The Grievance Committee shall be responsible for investigating charges concerning the actions of members who have been formally accused of violating the Constitution and/or By-Laws of the Association and/or the OHSAA. This committee may also investigate any charges of wrongdoing levied against an Advisory Board Member.
- C. Blue Book Committee: The Blue Book Committee shall be responsible for soliciting advertisers, gathering information and coordinating the printing of the Blue Book.
- D. Audit Committee: The Audit Committee is responsible for conducting an audit of the Associations books and records. The results of the audit shall be presented to the Board at the annual "Spring Diner Meeting".
- E. Election Committee: The Election Committee shall be responsible for conducting the annual Association election.
- F. Constitutional Review Committee: The Constitutional Review Committee shall be responsible for reviewing the Association constitution and by-laws and making any recommendations necessary to update these documents.

SECTION 11: PLAQUES, CERTIFICATES AND AWARDS

- A. Plaques: An honorary plaque shall be given to the immediate Past President and to the members of the Association who have been members of the Association for twenty (20) years.
- B. Certificates: A certificate shall be given to the member(s) of the Association who have been member(s) of the Association for five (5), ten (10), twenty-five (25) and thirty (30) years.
- C. Dan Tehan Ohio Valley Officials Association Basketball Hall of Fame: There may be a plaque awarded in memory of Dan Tehan to the member who best exemplifies Mr. Tehan.
 1. The Advisory Board shall nominate qualified members for consideration of the award.

The following Bylaws become effective May 15, 2013

2. Members may also be nominated from the floor at one of the association's rules interpretation meetings.
 3. Qualified members must designate the Ohio Valley Basketball Officials Association as their affiliate association on the OHSAA web site.
 4. A member may receive the award one time only.
 5. The nominee must be a member of the Association for fifteen (15) years.
 6. The following are guidelines for consideration of the Dan Tehan Award nominee which the nominee might possess, but should not be limited to:
 - a. Worked with new and fellow officials to improve officiating.
 - b. Exhibited leadership within the Association.
 - c. Dedicated to knowledge of rules, integrity and sportsmanship.
 - d. Service to the Association.
 - e. Officiated in either regional or state tournament games.
 - f. Promoted the Association to coaches, administrators, schools, media, and the general public.
 7. The association secretary will record the list of nominees and assembled the ballot.
 8. The secretary will present the ballot to the board at a special board meeting or through the internet.
 9. Voting board members will review each candidate's qualifications and cast a yes or no vote for each nominee.
 10. The secretary or his/her designate will collect the ballots and record the results.
 11. A nominee must receive a minimum of 70% affirmation of the board vote to be selected as a Dan Tehan award winner.
 12. There may be one or more winners in a given year.
- D. A gift complete with association logo shall be given to each board member who has completed his/her term in office to the satisfaction of the Board.

SECTION 12: TOURNAMENT SELECTION

- A. The OHSAA requires each association to nominate members who are eligible to officiate the State Basketball Tournament. The OHSAA will provide guidelines covering how many each association may nominate. The selection process must be completed and submitted to the OHSAA by March of the year prior to the tournament for which the selection process is applicable.
- B. The selection of tournament eligible candidates will be done under the following guidelines.
 1. The Secretary will announce the beginning of the process via e-mail to the association members. The members must OPT-IN by replying to the e-mail indicating they are eligible based on OHSAA requirements. The Secretary will then compile the list of those members eligible for consideration.
 2. The Secretary shall conduct the nomination process and voting with a system approved annually by the At-Large Advisory Board. The Secretary may seek assistance from members of the board if needed.
 3. Eligible Candidates and Voting Members: A member of the association

The following Bylaws become effective May 15, 2013

must meet the following guidelines in order to be eligible to vote and be placed on the tournament selection ballot.

- a. A member in good standing of the Ohio Valley Basketball Officials Association.
 - b. An OHSAA class 1 rated member.
 - c. Member must attend a minimum of 3 OVBOA rule interpretation meetings. In the event the member is unable to attend 3, he may appeal to the board for a 1 year eligibility exception. The Board may vote on any appeal in person or via email and the result of the vote shall be determined by simple majority.
 - d. Any member who appears on any other basketball association ballot shall be ineligible for the OVBOA ballot for the same season in question.
4. Ballot Tabulation: The Secretary shall manage the tabulation of the ballots. The Technology officer and one Election Committee Member shall audit the results.
 5. Tie-Breaking Process: In the event that the selection process results in a tie vote in the final positions, a board vote will be held to break the tie.
 6. Process Audit: Any member of the At-Large Advisory Board may call for an audit of the process or the results of the nomination process. Any audit shall be conducted by a minimum of three members of the board.
 7. Tournament Selection Confirmation: The Secretary will confirm that the list of association tournament selected members are eligible and will accept the nomination. The Secretary will also confirm that the list of selected members are not being nominated by another association. If a member is being nominated by more than one association the Secretary will contact the member and request that he/she choose an association for nomination. If a member declines the nomination the next ranking member will be added to the selection list.
 8. Ballot Submission: The Secretary will be responsible for submitting the list of association tournament selected members to the OHSAA.

SECTION 13: INTERNET BOARD VOTE

- A. In an effort to keep the flow of association business constant throughout the year, the board is authorized to vote on agenda items via the internet. Internet votes will be taken whenever an item of business must be addressed immediately. Items of significant importance to the association should not be addressed via the internet. The following process will be used when an internet vote is necessary
 1. An issue may only be placed before the board by a voting board member.
 2. An issue may only be placed before the board by a voting board member.
 3. The Secretary will circulate the motion to the entire board and request any discussion on the matter at hand. A minimum 3-day period for discussion response should be given.
 4. After the discussion period, the Secretary will circulate the motion to the entire board and request a response from voting members only.
 5. The voting period will be held open for 7 days.

The following Bylaws become effective May 15, 2013

6. After the 7 day voting period, the Secretary will circulate the results to the board and post to the internet.

SECTION 14: NEW OFFICIALS CLASS AND ENDORSEMENT

A. The association may choose to endorse a new officials class. This is not required however, endorsements are limited to one year at a time.

SECTION 15: AMENDMENTS

These By-laws may be amended by a two-thirds majority vote of the Advisory Board members present at any regularly scheduled Advisory Board meeting or at any Special Advisory Board meeting.