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To: Rich Carter

Facsimile Phone Number: (860-755-9435)

Total Pages: 10 (including this Page)

Re: ECBOA By-Laws

From: Carlos M. Megias, Underwriting Counsel

Date and Time 7/18/04 at 12:00 a.m. (p.m.)

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Comments:

CONSTITUTION AND BY-LAWS OF THE
EAST COAST BASKETBALL OFFICIALS ASSOCIATION, INC.

ARTICLE I - NAME

The name of this corporation shall be the East Coast Basketball Officials Association, Inc. (Hereinafter ECBOA).

ARTICLE II - PURPOSE

The general purposes and object of this corporation shall be to secure employment for its members as officials at sporting events conducted by various secondary schools in the area; to provide education, leadership, training and clinics in order to foster, develop and refine the officiating skills of the corporate members for the mutual benefit of the members and the schools which employ the corporate members to officiate their athletic events; to find officials to accept employment to officiate athletic events on behalf of the various secondary schools in the area who employ the corporation for this purpose; and generally to promote brotherhood, good sportsmanship and fair play in conjunction with all athletic events. To cooperate with all organizations officially connected with the game of basketball in furthering its interest and ideals.

ARTICLE III - AFFILIATION

This corporation shall be affiliated with the Florida High School Activities Association, Inc. and is subject to the By-Laws and policies of that body insofar as they affect and prescribe the duties and responsibilities of this corporation and its individual members and the schools served by this corporation.

ARTICLE IV - MEMBERSHIP

Section 1: The membership of the ECBOA shall at all times consist of all persons who hold current registrations with the FHSAA as sports officials, have registered with this corporation, have paid their current dues and possess no physical impairment which would inhibit their ability to competently officiate athletic events for the various schools which retain this corporation for the purpose of providing them with officials. The Executive Committee may limit new membership as required by this Association.

Section 2: An individual seeking membership in the ECBOA shall complete a membership form and present a current Florida High School Activities Association, Inc. officials registration card along with the current dues.

Section 3: The conditions of continued membership in the ECBOA are applicable to all members alike. They are:

- a. Faithfull compliance with these by-laws and all rules and regulations of this Association, and the Florida High School Association, Inc.
- b. Payment of all dues to the ECBOA
- c. Maintenance of conduct which will bring credit to the ECBOA.
- d. Attend one designated state rules clinic.
- e. Attend five (5) business meetings. Failure to attend meetings shall be grounds for disqualification and discipline.

Section 4: If at any time the Executive Committee of the corporation becomes aware of a physical impairment which in the opinion of the Executive Committee could impair the ability of a member or prospective member to work as a sports official, the executive committee can require, as a condition of membership or continued membership, that the member or prospective member provide the committee with a certificate from a medical doctor certifying that the individual concerned is physically capable and able of functioning as a sports official.

Section 5: The Executive Committee, at its discretion, may designate honorary and life members.

Only active members in good standing shall vote on Association business.

Section 6: Members may belong to more than one Association but must apply in writing and receive written approval of the Executive Committee.

Section 7: All new members will be placed on probationary status until granted active status by vote of Executive Committee.

ARTICLE V - DIRECTORS

Section 1: The board of directors of the corporation shall consist of nine (9) members in good standing of the corporation, being the current president, current vice president, current secretary and current treasurer, and five (5) at large members of the Association.

Section 2: Each of the officers shall be elected by the membership at its annual meeting on the _____ and shall continue in office until the next annual meeting of the corporation for the election of directors and officers or until their successors shall be elected and qualified, unless there occurs a vacancy by resignation, death or removal. In the event of such contingencies arising, the remaining board of directors shall have full power to fill all vacancies which may occur in their body to serve until the next annual election.

The at large members of the association shall have two year terms, and their elections shall be staggered so that no more than two at large members are elected in any one year.

ARTICLE VI - OFFICERS

Section 1: The officers of the ECBOA shall be a president, a vice president, a secretary, an a treasurer. The President serves as chairmen of the board of directors.

Section 2: The election of officers and any open position for members at large shall be held during the Annual Meeting of the ECBOA, and they shall serve for the term of one (1) year from adjournment of the Annual Meeting at which they are elected or until their successors are elected members at large shall serve two year terms.

Section 3: The officers and any open position for members at large shall be elected by a majority vote of the members present and voting at the Annual Meeting. All votes shall be by secret ballot.

Section 4: Should any vacancy occur in an office, he shall be replaced by a majority vote of the Executive Committee and shall serve until the next annual election.

Section 5: The president shall appoint a nominating committee consisting of at least three (3) members. The chairmen of the nominating committee shall be the immediate past president. Nominations will be accepted from the floor.

ARTICLE VII - DUTIES OF OFFICERS

Section 1: President--It shall be the duty of the President to preside at all membership meetings of the ECBOA, to execute all rules and regulations which pertain to the ECBOA's business or organization, and to make such appointments as he deems necessary with the concurrence of the Executive Committee. He shall serve as an Ex-Officio member of all committees. Only active members in good standing with five (5) years experience in this Association are eligible for this office.

Section 2: Vice-President--It shall be the duty of the Vice President to assume the duties of the President when necessary. He shall serve as liason between the ECBOA and Schools served by the ECBOA for all mechanic and rules clinics being conducted by the ECBOA for interscholastice sports. Only active members in good standing with three (3) years experience in this Association are eligible for this office.

Section 3: Secretary--It shall be the duty of the Secretary to record the minutes of the business meetings of the the ECBOA and Executive Committee.

He shall notify members and schools served by the ECBOA of all ECBOA actions and policy changes. He shall handle all general correspondence of the ECBOA. If the Secretary is unable to attend any meetings of the ECBOA, the Secretary shall furnish the President with the minutes of the previous meeting.

He shall publish annually a roster of the Association which shall include names, addresses, telephone numbers both home and business and zip codes for all members of this Association. Shall prepare a roster showing names, test score for last three years, number of games worked in previous year (broken down in classes varsity, junior varsity, 9th grade, junior high) and numbers of years experience. Said roster shall be supplied to each member at the first regular business meeting each year. Only active members in good standing with three (3) years experience in this Association are eligible for this office.

Section 4: Treasurer--It shall be the duty of the Treasurer to collect all money due to the ECBOA from officials and schools and keep a record of these collections and he shall report all delinquencies to the Board of Directors. He shall furnish the ECBOA members with a financial report at the annual meeting of the ECBOA. He shall prepare a statement (short form) showing the source of all monies relieved and the receipts of all monies disbursed at each business meeting. He shall maintain a checking account for this purpose in the name of the East Coast Basketball Officials Association, Inc. The checks of the ECBOA shall require on signature, with the President, Treasurer and one other officer designated by the President, signing the signature card. All officers authorized to sign checks shall be covered by a Surety Bond, not less than \$10,000.00. He shall maintain such other accounts as directed by the President and shall see that all government reports and tax returns are prepared and filed. Only active members in good standing with three (3) years experience in this Association are eligible for this office.

ARTICLE VIII - EXECUTIVE COMMITTEE

Section 1: The business affairs of this corporation shall be managed by an Executive Committee which shall be made up of the current directors and officers and the immediate past president.

Section 2: The Executive Committee shall meet at the call of the president.

Section 3: A quorum shall consist of a minimum of five members of the Executive Committee.

Section 4: The Executive Committee may remove any of its own members, for cause, by a 2/3 majority vote of the entire membership of Association.

ARTICLE IX - MEETINGS

Section 1: The Annual Meeting of the corporation shall be held at the time of the first regular schedule meeting in January of each year. The President shall set the location of the meeting.

Section 2: Written notice stating the date, place and hour of the first regular meeting of the Association shall be posted at the site of the state basketball clinic held in Palm Beach County.

Section 3: Those members present at the annual meeting shall constitute a quorum.

Section 4: All members in good standing under the provisions of Article IV of these By-Laws shall be entitled to vote.

Section 5: The clinics for basketball officials shall be held during the months of October or November at a location and date to be designated by the President. Additional meetings may be called by the President to comply with FHSAA rules. Notice of all such clinics shall be announced at the regularly scheduled meeting.

Section 6: The President shall have the authority to call General Membership or Executive Committee Meetings. Attendance at called meetings shall be mandatory, unless excused.

Section 7: It shall be the duty of each member of the Association to become informed of the date, time and place of all scheduled meetings.

ARTICLE X - REGULATIONS

Section 1: The Executive Committee shall adopt regulations, not inconsistent with the provisions of these By-Laws, to provide for the orderly conduct of all meetings of the ECBOA. A record shall be maintained by the Secretary of all such regulations adopted by the Executive Committee.

Section 2: In the Absence of specific rules, Robert's Rules of Order, Revised shall govern the deliberations of the ECBOA.

Section 3: A Parliamentarian may be appointed for any business meetings of the ECBOA by the President.

ARTICLE XI - FLOOR EXAM

All officials must receive a floor exam prior to qualifying to act as a varsity official.

ARTICLE XII - RATING SYSTEM

To be determined at a later date.

ARTICLE XIII - BOOKING

Section 1: Officials shall be assigned games as determined by the Executive Committee or its designated Booking Agent.

Section 2: No official shall book games, other than junior college, college and professional games, on any night during basketball season. These officials must so notify the Booking Agent of their bookings prior to the booking of the high school games for the same dates.

Section 3: Any official desiring to be released from a ECBOA officiating assignment for personal reasons must personally receive a release from the Booking Agent in order to remain in good standing. If the desired release is for the purpose of officiating a college, junior college or professional game, the release must personally be obtained by the booking agent for the junior college, college or professional association.

Section 4: No official may book any game independently with schools who are served by the ECBOA or in service area. This applies to all interscholastic sports booked by the ECBOA.

Section 5: Any complaints regarding assignments may be taken in writing to the President by an official; the President shall utilize these By-Laws as a guideline for settling such complaints. The President's decision shall be final.

Section 6: No official shall be assigned to varsity games without having received a minimum score of 75% on the supervised part of the last state administered written examination for which results are available.

Section 7: No official shall work more than 35 varsity games, excluding one (1) Christmas Tournament and all post season play.

Section 8: Any official who misses an assigned game shall be fined an amount equal to the monies he should have received. The official shall be removed from his next assignment, and all other assignments until fine is paid. Any Official that misses two assigned games in any one season shall be removed from all assignments for the remainder of the season. The disqualification may be appealed to the Executive Committee.

Section 9: The Booking Agent shall present a roster of the top 60 officials (as determined by rating system) to coaches for approval and scratches. The top forty approved officials may be eligible to work varsity games, the next seven (7) shall be designated as alternates. This roster shall be used to assign varsity ball games.

Section 10: The Booking Agent shall assign games as necessary to provide all qualified officials an opportunity to work games on a regular basis.

ARTICLE IV - UNIFORM

Section 1: All officials in the ECBOA must wear uniforms prescribed by the FHSAA.

ARTICLE XV - CONDUCT

Section 1: Officials must pay their dues as outlined in Article XVI.

Section 2: No official in the ECBOA shall drink any alcoholic beverages prior to the game, on the day of the game or during the game. Upon receipt or reasonable evidence of violation of this code, the official may be fined or suspended as determined by the Executive Committee.

Section 3: All officials must notify the Booking Agent, in the event of an emergency which prevents their reporting to an assigned game. Failure to report to an assigned game will result in the President issuing an assignment restriction on the official and he will determine proper judgment for this offense.

Section 4: Upon written complaint of a coach or fellow official of an official dressing shoddily and not in keeping with Article XIII the President may place assignment restrictions on the official for one week and request him to make corrections.

Section 5: An official who by deceit or by accident receives assignments to interscholastic contests before he is properly registered with the FHSAA shall be liable for all fines levied against the schools involved for having used an unregistered official. He shall pay the amount to the Treasurer of the ECBOA, who shall in turn issue a check in payment of the fines to the offended school or FHSAA. Upon proof of a violation of this section, the President shall restrict the offending official immediately, and he shall be reinstated only when he has presented proof of having properly registered with the FHSAA and has paid the fines levied.

Section 6: The president must investigate, or cause to be investigated, and complaints he received concerning the conduct or competence of any member, and he shall have authority to act in keeping with his findings in the best interest of the corporation.

Section 7: All complaints or reports to the ECBOA President must be in writing.

ARTICLE XVI - DUES AND FEES

Section 1: Each member of the ECBOA shall pay annual dues in an amount determined by the general membership at the annual meeting. These payments shall be made to the Treasurer at least two (2) weeks prior to the first game of the season of the sport to be worked. Persons failing to pay dues shall not be assigned until such fees have been paid.

Section 2: The minimum fee to be paid to members of the ECBOA for officiating interscholastic contest of schools served by the ECBOA shall be determined by the Executive Committee, in compliance with the FHSAA guidelines.

Section 3: Mileage expenses to be paid by the schools for travel to the game site by officials shall be determined by the Executive Committee in accordance with the guidelines set forth by the FHSAA. If a lesser amount is to be received for travel to a specific game site, the Booking Agent shall have sole responsibility for establishing the amount to be received. The Booking Agent shall notify the assigned officials of the amount to be received.

Section 4: In the case of postponement or cancellation of a game and the home team fails to notify the officials of such action thereby causing the officials to report for the game as scheduled, the school shall reimburse each official an amount set by the Executive Committee, in accordance with the FHSAA guidelines.

ARTICLE XVII - FINANCE

Section 1: The fiscal year of the ECBOA shall be from June 1 thru May 31.

Section 2: The Finance Committee shall be composed of the Treasurer, serving as chairman, the Vice President, all Booking Agents and one member appointed at large by the President.

Section 3: It shall be the duty of the Finance Committee to prepare a budget, make recommendations regarding dues, Booking Agent's fees, and all other financial matters. The Treasurer shall present a proposed budget for adoption by the members at the Annual Meeting.

Section 4: In the event of a shortage of funds, the Executive Committee may assess each member an equal share of money owed by the ECBOA, provided the amount is not more than \$5.00 per member. Any member failing to comply with the assessment shall not be in good standing.

Section 5: All officers may be reimbursed for any expense incurred in the performance of their duties as officers of the ECBOA upon presentation of receipted bills to the Treasurer, within the limits as provided in the budget.

Section 6: The Executive Committee may call for any type audit it deems necessary upon a majority vote of the members of the Executive Committee and shall do so upon the majority vote of the members at any membership meeting.

ARTICLE XVIII - TRANSFERRING OFFICIALS

Any official transferring into our corporation shall be subject to the Constitution and By-Laws as a member. He may achieve points on the rating system by presenting credentials concerning previous experience to the Executive Committee. No official transferring in may be eligible to work varsity ball games without either one year's probation or requesting and passing a floor exam to be administered by a minimum of five (5) members of the Executive Committee.

ARTICLE XIX - AMENDMENTS

Section 1: These By-Laws may be amended at the Annual Meeting or any other regular business meetings called for that purpose.