

GARDEN STATE BOARD OF OFFICIALS

CONSTITUTION

ARTICLE I

The name of this organization shall be:

Garden State Board of Officials for Intercollegiate Women's Basketball.

ARTICLE II

The purpose of this organization is to foster high standards of officiating by:

1. Examining all prospective candidates and current members.
2. Proving a list of approved officials.
3. Clarifying rules to players, coaches, and officials in the interest of standardizing and improving officiating based on NCAA standards.
4. Conducting mandatory inservice education for all members.
5. Encouraging good sportsmanship and a high level of skill.

ARTICLE III

1. **Active Members** A fee paying member who has been granted a rating through the regular examination process and has met the following obligations:
 - A. has attended the mandatory interpretation and inservice meetings as set forth by the Executive Board
 - B. has paid fees by the designated date set forth by the Executive Board
 - C. adhere to the GSBO rules and regulations
 - D. to attend any inservice clinics and/or floor evaluations as directed by the Executive Board
 - E. Any member, in good standing, may request that their name be placed on the inactive list, and receive partial credit for dues paid. Such request must be made, in writing, to the Coordinator of Officials prior to any game assignments by said Coordinator of Officials
 - F. One (1) year independent contract will be offered to each working member of the GSBO through the Coordinator of Officials. Term of the contract will commence with the beginning of the college basketball season (date to be determined) and will terminate at the end of the basketball officiating season (date to be determined). Contract will coordinate with the annual fees. Official will be required to sign contract each basketball officiating season.

- 2. Inactive Members** A fee paying person who held the status of working member but no longer chooses to officiate basketball due to personal reasons.
Member may become inactive for an indefinite period of time.
Inactive member will pay an annual fee set forth by the Executive Board in Article V.

Inactive members who want to become active members must complete the following:

1. Submit letter to the Board Secretary requesting active member status.
2. Inactive (No Availability) submit previous years officiating schedule
Inactive (No Officiating) attend summer camp and pass evaluation process

- 3. New Member** An official seeking membership to the GSBO must meet the following criteria:

1. attend an open try out and meet qualifying standards
2. satisfy the requirements of the examination committee
3. pay annual fee set forth by the Executive Board

ARTICLE IV

Officers Responsibilities, Elections and Terms of Office

- 1. Executive Board shall consist of the following:**

A. Elected Officers

1. President
2. Vice President
3. Secretary/Treasurer
4. Members-at-Large (3)

B. Appointed Officers

1. Coordinator of Officials/Assignor
2. Assistant Coordinator of Officials
3. Interpreter
4. Membership coordinator
5. Ethics Chairperson

C. Power of Executive Board shall be:

1. Interpret and execute the Board s constitution, rules and regulations
2. Rules on all matters not specifically covered by the constitution, rules and regulations
3. Call special meeting of the membership when deemed necessary
4. Name the appointed officers
5. All elected executive members shall have one (1) vote on all board matters

2. Responsibility of the Officers:

Elected Positions

A. **President** shall assume the following duties:

1. preside over the general meeting
2. act as chairperson of executive committee
3. coordinate the work and serve as an ex officio member of all committees of the Board
4. inform the membership of all regulations concerning officiating
5. rule on all matters of board policy
6. authorize payments of bills submitted by treasurer
7. appoint all committees
8. set up meetings

B. **Vice President** shall assume the following duties:

1. act as President in absence of President
2. chair nominating committee
3. select evaluators for the upcoming season

C. **Secretary/Treasurer** shall assume the following duties:

1. record and duplicate minutes of all meetings and distribute
2. collect dues
3. pay bills
4. prepare a written annual report at the annual meeting

Appointed Positions

A. ***Coordinator of Official/Assignor*** shall assume the following duty:

1. make all basketball officiating assignments
2. perform appropriate computation and evaluation of official's rating cards, if necessary
3. perform appropriate computation of official s ratings and evaluations
Provide a final written report with all officials ratings and evaluations to the Vice-President eight (8) weeks from the conclusion of the NCAA Division III tournament.
 1. continually monitor evaluation reports from evaluators and take appropriate action
 2. issue and administer annual independent contract to all working members

B. Interpreter

1. Present NCAA rules and mechanics at annual meeting
2. Fields and answers questions relative to the NCAA rules and mechanics
3. Prepares and administers the annual theoretical exam

C. Membership Coordinator

1. Recruits new member to the Board
2. Coordinate the selection process of all applicants to the Board

D. Ethics Chairperson

1. Investigates all written inquiries against member officials
2. Submits investigative findings and final recommendations to the Executive Board

E. Assistant Coordinator of Officials

1. Assist Coordinator of Officials with job duties
2. Act as the Coordinator of Officials in the absence of the Coordinator

Terms of Office

A. Elected officers shall serve a two (2) year term:

1. President, Recording Secretary/Treasurer and two (2) At-Large members shall be elected in the odd numbered calendar year
2. Vice President and three (3) At-Large members shall be elected in the even numbered calendar year

B. Appointed officers

1. terms at discretion of Executive Board.

C. Resigned positions shall be filled by vote of the Executive Board as soon as possible

3. Election of officers:

Nominees shall notify the Chairperson of the Nominating Committee (selected by the Executive Board) by the nomination date deadline (date to be determined by Executive Board) of the election year, in writing, of their intent to run for a vacant office. Nominations close on the deadline date for written nominations. No nominations will be accepted after the deadline date, from the floor at the annual meeting or may be written in on the ballot.

4. Meetings and Responsibilities:

All members must attend a mandatory interpretation/ inservice/business meeting to be held before the start of the season. Meeting date to be set forth by the Executive Board.

1. All members must attend the mandatory spring meeting to be held each spring for the election of officers, and for new and old business.

ARTICLE V

Fees

1. The annual fee shall be determined annually by the Executive Board for active and inactive members. Fees will be coordinated with annual officials contract.

- (1) 2. Fees must be paid each year by the date set forth by the Executive Board or one to fifteen (15) days after fee deadline date with an additional \$50.00 late fee penalty.

Sixteen (16) to thirty (30) days after fee deadline date with an additional \$100.00 late fee penalty.

Dues later than thirty (30) days WILL NOT be accepted and the official will be removed as a member of the Board.

ARTICLE VI

Operating Code

1. All meetings will follow Roberts Rules of Order.
2. Amendments to the constitution must be mailed two weeks prior to a general meeting.
3. Simple majority of those present at a general meeting or those responding to a mail vote is required to pass all resolutions and amendments.

ARTICLE VII

Uniforms

Uniforms shall be designated by the NCAA Rules & regulations

ARTICLE VIII

Evaluation of Active Members

Officials will be ranked at the end of the basketball season based on a review by the Coordinator of Officials/Assignor. Ranking will be based on evaluation criteria and submitted evaluation material for each official. Such an evaluation may affect game assignment for the next officiating basketball season or an official may not receive an annual contract.

ARTICLE IX

Disciplinary Action

Disciplinary action shall be recommended as deemed necessary by the Ethics Committee for violations of the Constitution, Rules and Regulations, Operating Code/Procedure and the Code of Ethics.

ARTICLE X

Board of Review

Board of review will be composed of the Executive Board and will be charged with acting on the recommendation of the Ethics Committee. The Board of Review will have the power to enforce all penalties.

Article XI

Closed Date Requirements, Penalties and Confirmations

1. Each official must close out available officiating dates as they are no longer available. First offense will result in a twenty-five dollar (\$25.00) penalty. Second offense will result in the removal of two (2) games from the officials schedule. Failure to pay the penalty within seven (7) days of the infraction will result in the removal of all remaining games from the officials schedule.

2. The Referee must contact both the U1 and U2 one (1) week prior to the scheduled game assignment. If the U1 or U2 has not been contacted by the referee within three (3) days of the scheduled game assignment, the U1 and U2 must contact the referee with a follow up call to the Coordinator of Officials/Assignor. Failure to follow the game confirmation procedures may result in lost game assignments.

3. Acceptable methods of communication for these procedures:
 - a. telephone
 - b. fax
 - c. post card
 - d. updated closed date sheet
 - e. e-mail

GARDEN STATE BOARD OF OFFICIALS

CONSTITUTIONAL CHANGES

October 20, 2002
Annual Interpretation Meeting

The following recommended changes are to be made to the existing constitution:

ARTICLE III

Section 1 Active Members

Delete Item C has taken the annual theoretical exam

Section 2 Inactive Member

Delete Entire Section: A fee paying person who held the status of working member but no longer chooses to officiate basketball due to personal reasons. If you are inactive for two (2) years, you must attain active status by meeting the criteria set forth for members in Article III, Section 1 & 2.

Reward to read: A fee paying person who held the status of working member but no longer chooses to officiate basketball due to personal reasons. Member may become inactive for an indefinite period of time. Inactive member will pay annually a fee set forth by the Executive Board in Article V.

Inactive members who want to become active members must complete the following:

1. Submit letter to the Board Secretary requesting active member status.
2. Inactive (No Availability) submit previous years officiating schedule
3. Inactive (No Officiating) attend summer camp and pass evaluation process

Section 3 New Member

Delete Number 3 Pass theoretical exam (minimum score of 85%)