

**By- Laws Of The  
Texas High School Basketball Officials Association**  
(A Non-Profit Corporation formed under  
Chapter 22 of the Texas Business Organizations Code)



**ARTICLE I**

**SECTION 1 – NAME:**

This organization shall be known as the **Texas High School Basketball Officials Association (THSBOA)**. The Corporation may do business under one or more assumed names. The assumed name under which business may be conducted is the **Texas High School Officials Association (THSOA)**.

**SECTION 2 – PURPOSE:**

The purpose of the Texas High School Basketball Officials Association (THSBOA) is to aid in the education and development of officials through the local THSBOA chapters, to identify problem areas and offer positive solutions, to upgrade the programs of the local chapters, and to enhance the communications among the UIL, TAPPS, and other clients, the local chapters and member/client schools. The UIL, TAPPS, and the THSBOA will work together with the schools and the coaches to provide the best education possible for the students through athletics.

**ARTICLE II**

**SECTION 1 – GOVERNANCE:**

The bylaws, policies and procedures of the THSBOA will be developed by the THSBOA State Board of Directors; and the entities responsible for developing rules, policies and procedures.

**SECTION 2 – MEETING:**

The THSBOA State Board of Directors may convene Semi-annually. They may elect to meet by phone or other electronic methods when preferred and may meet at other times when necessary. The THSBOA Executive Committee will determine the agenda. The meetings will be held at a reasonable site or facility that can be agreed upon by the THSBOA State Board of Directors.

**SECTION 3 – REMUNERATION:**

No THSBOA State Board Member shall receive remuneration for any act or services as a board member. This provision shall exclude reimbursement for reasonable expenses incurred in performing the business of THSBOA.

**ARTICLE III**

**SECTION 1 – STATE BOARD OF DIRECTORS:**

- a. The board will consist of one representative from each member chapter. This person should be very knowledgeable about all facets of the local chapter and keep chapter members aware of all major issues.
- b. The THSBOA Executive Committee Chairman may appoint one or more Ex-officio board member(s) to serve in an advisory capacity to the THSBOA Board of Directors. The Ex-officio member(s) will have no motion making or voting privileges. In the event of a vacancy caused by the removal or resignation of an appointed ex-officio representative, a new ex-officio representative may be appointed to fulfill the term remaining of the original ex-officio representative. The term of an ex-officio representative shall be three years. An ex-officio representative shall not serve consecutive terms.

- c. A substitute local chapter representative will be permitted to fill the voting position of an individual elected as THSBOA Executive Committee Chair.
- d. A local chapter THSBOA representative who is unable to attend a duly called state board meeting may designate a member of his/her local chapter to attend and vote in proxy for action items. THSBOA representatives may not designate another THSBOA chapter representative as proxy without consent of the local chapter BOD.

**SECTION 2 – ELECTION TO STATE BOARD OF DIRECTORS:**

Members of the State Board of Directors (BOD) may be elected or appointed by their local chapter policy. The local chapter THSBOA representative/director is the THSBOA, UIL and TAPPS point-of-contact and liaison for local chapter members. Inquiries to Executive Board members, or other chapter THSBOA BOD members, will be promptly referred to the local THSBOA representative. THSBOA, UIL and TAPPS will communicate to local chapter members through the chapter THSBOA representative. Playoff assignments may be communicated directly to the chapter assignment secretary with carbon copy (cc) to the local THSBOA representative.

**SECTION 3 – QUORUM:**

Fifty percent (50%) of the board members must be present at board meetings to constitute a quorum. Substitutes or proxy votes will be honored if approved by the board members present at the start of the meeting. Action taken is official if approved by a majority vote.

**SECTION 4 –STATE BOARD OF DIRECTORS SHALL:**

- a. Plan practical clinics and other training programs for officials.
- b. Develop a “recommended” policies and procedures manual for all THSBOA Chapters.
- c. Develop bylaws and policies to become a THSBOA member and for non-renewal of officials.
- d. Suggest ideas to improve lines of communication among the UIL/TAPPS, chapter officers, coaches and officials.
- e. Develop a pay plan to recommend to the UIL Legislative Council. A meeting will be held with a UIL Committee of superintendents, athletic directors and other school administrators to determine the pay plan for officiating games.
- f. Develop and recommend tools for evaluating officials during the regular season and the post season.
- g. Recommend uniform policies and procedures for scratching officials to UIL, TAPPS and other clients.
- h. Develop policies and procedures for Ethics Violations and appeals process.
- i. When requested by a client, select THSBOA Board members to assist as evaluators for Playoffs, Regional and State Finals. Recommend others to help serve as evaluators throughout the year.
- j. Develop Operating Procedures for the THSBOA.

**Section 5 – STANDING-COMMITTEES:**

- a. Members of the State Board of Directors shall occupy membership in the following established Standing - Committees:
  - i. Recruitment and Ethics
  - ii. Rules and Policy
  - iii. Appropriations and Oversight (Finance)
  - iv. Chapter
  - v. Education
- b. The THSBOA Board Committees shall select a Vice-Chair from its respective members on a tri-annual basis during the first Breakout Session of the THSBOA Annual Pre-Season Meeting.

- c. Additional Sub-Committees may be formed as deemed necessary and appointed by the Executive Committee.

#### **ARTICLE IV**

##### **SECTION 1 – EXECUTIVE COMMITTEE:**

- a. There shall be an Executive Committee of five members composed of the Committee Chairs of the five (5) established Standing Committees described in Article III; Section 5.a.
- b. Officers of Executive Committee shall be the Chair and Vice-Chair.
- c. Members of the THSBOA Board of Directors shall elect the Executive Committee Chair and Vice Chair by ballot at the Post Season Meeting.
- d. The Executive Committee Chair may appoint one or more ad-hoc committee(s) at his/her discretion with consent and advice from the Executive Committee.
- e. The immediate past Executive Committee Chair will serve as an advisory non-voting member of the Executive Committee for up to three years after leaving office. If he/she is not elected/re-elected to the THSBOA board from his/her local chapter the Executive Committee Chair will have the discretion to appoint him/her as an ex-officio advisor to the Executive Committee for a term not to exceed three years.

##### **SECTION 2 - TERM OF OFFICE:**

- a. The three-year term of office for the THSBOA Executive Committee Members will be from April 1 to March 31.
- b. Each Committee Chairman shall serve a three-year term with no officer serving consecutive terms. If a local chapter's THSBOA Representative is elected as Executive Chair, a substitute chapter member may be appointed/elected to fill his/her voting position on the board.
- c. The Vice-Chair of a committee whose chairman has been elected THSBOA Executive Committee Chair will be the "Acting" Chair of that committee for the duration of the term or until such other provision is made pursuant to these by-laws.
- d. Outgoing Executive Committee Chairs cannot serve as a Vice-Chair within any committee for a period of one year.
- e. Executive Committee Members will be succeeded by the Vice-Chair person of their respective committees.
- f. If the appointed Vice Chair cannot fulfill his/her duties pursuant to being replaced by the chapter being represented, the new chapter representative shall not be considered for an executive chair position.

##### **SECTION 3 - DUTIES:**

The duties of THSBOA Executive officers shall be as follows:

- a. Preside at all meetings of the Board and perform all duties usually required of the board and other provisions of these bylaws.
- b. Issue notice of all meetings of the Board, record and maintain all minutes of meetings, maintain all information on members of the THSBOA, and perform other duties required by the board and provisions of these bylaws.
- c. The Appropriations and Oversight (Finance) Committee will conduct oversight of THSBOA funds/bank accounts and see that all income and expenditures are handled according to the Association's guidelines and accepted standard accounting principles.

#### **ARTICLE V**

**SECTION 1 –REMOVAL OF EXECUTIVE COMMITTEE MEMBERS:**

Any member of the Executive Committee may be removed for good cause through use of the following procedure:

- a. Upon written request by any member of the THSBOA Board to the Executive Committee setting forth the specific reasons why a current member of the Executive Committee should be removed, the Executive Committee at its next properly called meeting at least seven (7) days after the request may consider whether sufficient good cause exists for the removal of the Executive Committee Member in question.

**SECTION 2 – HEARING FOR REMOVAL:**

At the meeting at which the removal request is considered, the Executive Committee member in question shall be afforded an opportunity to address the specific reasons set forth in the removal request.

**SECTION 3 – VOTE REMOVAL:**

- a. An affirmative vote of three-fourths of the votes cast is required to remove the Executive Committee member from his elected position.
- b. If the Executive Committee member in question is not an officer, then action requiring a vote shall be handled by the Executive Committee.
- c. If the Executive Committee member in question is an elected officer, then any action requiring removal shall be submitted to the general membership for a vote.

**SECTION 4 – FILLING A VACANCY:**

Any vacancy caused by the removal of an Executive Committee member shall be filled pursuant to Article III; Section 2 of the Bylaws.

**ARTICLE VI**

**SECTION 1 – LOCAL CHAPTER**

The local Chapter is the most important segment in the overall officiating program in the State of Texas. All registered officials must be members of a local chapter.

**SECTION 2 - PURPOSE:**

THSBOA Local Chapters are formed primarily for the purpose of improving officiating knowledge and skill. Each chapter, in its regularly scheduled meetings studies rules, mechanics of officiating and has organized group discussions. Chapter Assignment Secretaries work with client schools in the assigning of games. The chapters take on the responsibilities for recruiting, training and retaining officials. THSBOA will provide all possible guidance and support.

**SECTION 3 – FORMING A LOCAL CHAPTER:**

- a. The establishment of a new chapter will be considered at the "Post -Season" Board of Directors meeting. A new chapter will be considered in an area that fills the requirements to best support the University Interscholastic League activities in that area. The new chapter should be beneficial to both the schools concerned and the THSBOA Officials. New chapters will not be approved for a split of a chapter because of political or factional problems.
- b. The official(s) making application for the establishment of a new chapter must submit all of the following information to the THSBOA Chapter Committee in order to have the request acted upon at the "Post - Season" Board of Directors Meeting. This required information is due no later than 45 days prior to the Board meeting.

A copy of proposed Chapter by-laws.

A list of proposed officers names, addresses, telephone numbers.

A list of schools to whom the new chapter plans to offer their services. The list must include the chapter(s) now serving each school.

- c. Established non-THSBOA local chapters desiring to affiliate with THSBOA will follow the same criteria as in paragraph (b) above.
- d. The THSBOA Chapter Committee will forward copies of the application to the local chapter's Board of Directors affected by the establishment of the new chapter. The Committee will research the application for the impact on the current Chapter(s) and make their recommendation to the entire board. The new Chapter must be approved by majority vote of the THSBOA Board of Directors.

#### **SECTION 4 – CHAPTER REQUIREMENTS:**

- a. Conduct a minimum number of chapter meetings.
- b. Submit a copy of the chapter bylaws, constitution and operating procedures to the THSBOA Chapter Committee Chair. A Chapter's bylaws shall reflect the minimum requirements of the THSBOA bylaws.
- c. Refrain from soliciting games or schedules from a school that is being serviced by another THSBOA Chapter.
  - i. A THSBOA chapter cannot solicit games or schedules from a school/client that is already being serviced by another THSBOA chapter unless permission is granted by the other member chapter.
  - ii. If a UIL/TAPPS Member School or other client initiates contact with the chapter it is permissible to have communication in reference to game schedules and assignments.
  - iii. THSBOA Member Chapter Secretaries should request an email or other written correspondence from the contacting school requesting the THSBOA member chapter services.
  - iv. Mutual respect between all THSBOA Member Chapters is expected and required.
- d. Require the Chapter rules interpreter to score at least 90% on all the required tests to be conducted by the THSBOA Rules Interpreter.
- e. The THSBOA local chapter representative will timely submit a list of eligible officials to the UIL to be considered for playoff, regional and state assignments in accordance with UIL directives and deadlines, these by-laws, and THSBOA Policies and Procedures.
- f. Conduct an active and ongoing educational program and a program for the recruitment of new officials.
- g. Chapters may keep a local point system, but it is not required.
- h. Members may have dual chapter membership. The official must designate their primary chapter and may only be assigned playoff games from that chapter unless specifically requested by a school through the secondary chapter.
- i. Chapters may not assign a non-THSBOA official to a UIL/TAPPS member school game.
- j. Require all coaches to complete a referee scratch via the UIL/TAPPS Online scratch form, without exception, in accordance with UIL/TAPPS scratch policy.

### **ARTICLE VII**

#### **SECTION 1 – MEMBERS:**

THSBOA member officials are persons who are in good standing with the THSBOA and their local basketball chapter.

#### **SECTION 2 – REQUIREMENTS:**

- a. Register with the THSBOA in order to be eligible for a UIL Contest.
- b. Be at least sixteen (16) years of age.
- c. Pay the required state and local registration fee/dues.
- d. Complete the current rules and mechanics examinations by the required deadline and obtain at least 70%.
- e. Be in compliance with the UIL C&CR, Section 1204 background policy.

- f. Submit date of birth, social security number, and full name for a background check.
- g. Be a member of a THSBOA local Chapter.
- h. Dual chapter members must designate their primary chapter to the THSBOA Board Representative.
- i. State dues/registration fees are non-refundable.

**SECTION 3 –MAINTAINING MEMBERSHIP:**

- a. Pay the annual fee/dues in accordance with stated polices as outlined by the THSBOA State Board.
- b. Properly complete and submit the online registration requirements.
- c. Fullfill all examination requirements as set forth by the THSBOA State Board.
- d. Be in compliance with the UIL C&CR, Section 1204 background policy.  
<http://thsboa.arbitersports.com/front/108492/Site/Background-Check-Information/Background-Check-Review-Criteria>
- e. Inform the local THSBOA representative of an indictment for any crime.
- f. Maintain high standards of conduct and submit required special report forms and UIL incident reports.,  
<http://uil.arbitersports.com/front/105040/Site/Incident-Reports/Incident-Reports>
- g. Successfully complete the UIL Official’s Compliance Program (OCP) online training.  
<https://thsboa.arbitersports.com/front/108492/Registration/Officials-Compliance-Program>

**SECTION 4 –MEMBERSHIP TRANSFER REQUIREMENTS:**

- a. Maintain the minimum THSBOA membership requirements.
- b. Verification of membership standing from previous Chapter THSBOA Board Director.
- c. Must be a member in good standing with the THSBOA and local THSBOA Chapter.

**ARTICLE VIII**

**SECTION 1 – EXAMINATION REQUIREMENTS:**

- a. Rules and mechanics examinations along with the UIL OCP exams must be completed on the THSBOA website. <https://thsboa.arbitersports.com/front/108492/Test> and <https://thsboa.arbitersports.com/front/108492/Registration/Officials-Compliance-Program>
- b. Each member official must pass the online tests with a minimum score of 70% in order to receive game assignments or game schedules. A member must be a Playoff Preferred Official (PPO) qualified official (score a minimum of 90% on all tests- rules exam, PPO test and 3-person mechanics exam) in order to officiate Playoff Games, UIL/TAPPS assigned games, Regional and State Tournament Playoff games.

**SECTION 2 – DATES:**

- a. Dates and content for the exams will be established each year by the THSBOA Recruitment and Ethics Committee based on its availability from the NFHS.

**SECTION 3 - RULES MEETINGS:**

- a. Rules meetings will be held at the Chapter level each year.
- b. Regional and/or state meetings will be scheduled by the THSBOA Education Committee at the THSBOA BOD spring meeting or at the earliest possible date to encourage maximum participation.

#### **SECTION 4 - RULES INTERPRETATIONS:**

- a. An official THSBOA State Rules Interpreter will be selected by the THSBOA Board of Directors by application.
- b. Application will be developed by the THSBOA Executive Committee.
- c. The term of office for the THSBOA State Rules Interpreter will be 3 years. Rules Interpreter can reapply at the end of term.
- d. Rules interpretations will be submitted to the THSBOA to be placed on the web site and updated as the season progresses.
- e. There will be interpretations and information regarding rules and mechanics submitted for the web to enhance the education of officials. Most of this information will be supplied by the national rules organizations.
- f. Board members and officials are encouraged to submit informational items they write that will benefit other members.

#### **ARTICLE IX**

##### **SECTION 1 - ILLEGAL CONDUCT:**

Membership will not be allowed or renewed if:

- a. Convicted, or adjudicated with a finding of fault, guilt or violation, in regard to an offense involving a minor for any sexual offense unless/until such offense has been reversed by proper authority with jurisdiction over the matter.
- b. Convicted, or adjudicated with a finding of fault, guilt or violation, in regard to an offense involving any illegal/illicit drug or controlled substance as prescribed by federal or state law or regulation, prior to five (5) years following the completion of any sentence/parole/probation period imposed for the offense.
- c. Currently serving a sentence or a parole/probation period for any offense or adjudication of guilt imposed by any court, judge or administrative body, other than simple traffic violations or class C misdemeanors.

##### **SECTION 2 - CURRENT MEMBER OFFICIALS:**

- a. A THSBOA member/official who is indicted/charged for any felony criminal offense, or charged with a violation of any state or local statute pertaining to misconduct with a minor, illegal drugs, or an unlawful use of a controlled substance, may be suspended, pending resolution of the indictment or charge.
- b. Conviction, adjudication of fault, or finding of guilt (plea agreement or nolo contendere) of any felony may result in immediate and automatic forfeiture of the officiating membership.
- c. THSBOA officials must inform his/her THSBOA Chapter Board Representative and local chapter ethics committee of any felony indictment or criminal charge, excluding class "C" misdemeanors and/or minor traffic offenses, immediately upon receipt of or upon having knowledge of such indictment or charge. THSBOA chapter representative will immediately notify the THSBOA BOD Recruitment and Ethics Committee Chair and THSBOA Executive Committee Chair.
- d. Failure to notify the THSBOA Chapter Board Representative and chapter shall itself be a basis for immediate and automatic forfeiture of the officiating membership.
- e. Local chapter officers and/or ethics committee will, without delay, investigate and determine appropriate suspension/forfeiture in accordance with THSBOA Policies and Procedures and UIL C&CR Section 1204. <http://thsboa.arbitersports.com/front/108492/Site/Background-Check-Information/Background-Check-Review-Criteria>
- f. THSBOA Recruitment and Ethics Committee will monitor and review decisions by local chapter adjudications to ensure compliance with THSBOA by-laws, policies and procedures, and UIL C&CR 1204.

### **SECTION 3 - REINSTATEMENT/REAPPLICATION OF MEMBERSHIP:**

An official whose membership has been forfeited, suspended or revoked or an applicant who is denied membership, under the provisions of this policy, may petition for reinstatement/reapplication based on the following:

- a. If suspension, revocation or forfeiture of a membership is based upon conviction, adjudication or finding as a result of a felony: the official/applicant may petition for membership one year after the completion of the parole/probation period; if convicted on an illegal/illicit drugs or controlled substance offense the official/applicant may petition for membership 5 (five) years after the completion of the parole/probation period, or immediately upon dismissal or reversal of the charge or conviction (provided the offense was NOT involving a minor or a sexual offense).
- b. If suspension, revocation, forfeiture or denial results from a misdemeanor or other non-felony charge: the official/applicant may petition for membership immediately upon the completion of the parole/probation period (provided the offense was NOT involving a minor or a sexual offense).
- c. If suspension, revocation, forfeiture or denial of membership is based upon any conviction, adjudication or finding involving a minor or sexual offense, reinstatement/reapplication will not be permitted, unless/until such offense has been reversed by proper authority having jurisdiction over the matter.

### **SECTION 4 – OTHER CONDUCT:**

Other conduct covers a multitude of indiscretions including, but not limited to:

- a. Failure to accurately complete an online Officials Incident Report and submit it in a timely manner.
- b. Failure to wear the approved uniform.
- c. Chronic tardiness to games.
- d. Disruptive behavior during meetings.
- e. Officiating a contest where there is a conflict of interest.
- f. Inappropriate dress arriving at or departing from a contest site.
- g. Use of tobacco at a game site to include school grounds and locker room.
- h. Consuming alcohol on game day prior to a game.
- i. Disrespectfully addressing fans, players, coaches, administrators or officials.
- j. Failure to cooperate with THSBOA Board or UIL personnel.
- k. Illegal gambling; gambling on high school events.
- l. Campaigning for tournament assignments.
- m. Lack of preparation.

### **SECTION 5 – PENALTIES:**

Conduct determined to be unethical by a THSBOA Board representative or THSBOA Official may be penalized. Penalties include, but are not limited to, letters of reprimand, public censure, single or multiple contest suspensions, revocation of membership as a THSBOA official.

### **SECTION 6: UNSATISFACTORY PERFORMANCE:**

The THSBOA Board Representative or a Local Chapter designee may investigate reports of unsatisfactory officiating submitted by a school administrator, coach, Basketball Board Representative or a UIL staff member. They may request information from such parties as deemed appropriate. A trained observer/evaluator may be assigned to report on the official's performance. When an official is found to have officiating deficiencies, the THSBOA Executive Committee or the THSBOA Evaluations Committee may request a local chapter to provide remedial work, or change the official's classification and if deemed necessary, suspension.



## **SECTION 7 - REPORTING UNSPORTING CONDUCT:**

- a. The report of unsporting situations shall be completed after any contest where an unusual situation develops including but not limited to:
  - i. Ejection of coaches and players.
  - ii. Ejection of spectators.
  - iii. Unsporting conduct by coaches, school officials, players or fans.
  - iv. Physical contact of a game official.
  - v. Any other atypical situation which may arise during a contest.
- b. The situation may occur prior to, during or after the contest.
- c. These reports must be submitted to the UIL office within two business days after the contest via the online incident reporting form.
- d. Each reported unsporting conduct report will be investigated by a member of the UIL staff.

Note: *Unsporting conduct will include the following but is not limited to: fighting, verbal abuse or dissent directed toward an official or opponent, racial or ethnic slurs, profanity or obscene gestures, flagrant or violent fouls, taunting, trash-talking or baiting, cheating, throwing or abusing equipment, physical intimidation or abuse of an official or opponent, and unauthorized leaving of the team bench area.*

## **ARTICLE X**

All matters concerning member ethics and conduct shall be processed in accordance with the following guidelines.

### **SECTION 1 - CHAPTER LEVEL ENFORCEMENT:**

Initial reports of violations by THSBOA members are to be heard and adjudicated by the Chapter Board (or their designee) or by a THSBOA designee. These cases are handled in writing or in a hearing if requested by the accused.

- a. Complaints involving chapter members shall be resolved by one of the following methods:
  1. By any reasonable manner set forth in the Chapter Bylaws if the matter is reconciled with no sanctions to an individual;
  2. By a due process hearing which includes timely notice, an opportunity to appear before the decision making authority, to present witnesses in their behalf, to controvert information adverse to their interests, and to cross examine witnesses providing information against them, if there is a possibility of chapter sanctions against any individual.
  3. There shall be no more than one committee within any one THSBOA Chapter with ethics responsibility.
- b. Chapter options:
  1. The THSBOA Chapter may reserve all disciplinary or ethics matters for determination by the full Chapter Board of Directors, Ethics Committee, or their designee.
  2. Committee powers may be limited to investigation with a report to the full Chapter Board of Directors and the THSBOA Chapter Board Representative. The Chapter may delegate decision making authority to a committee (or their designee).
- c. An appeal of a matter decided shall be as follows:

Two levels of appeals for officials:

  1. First level of appeals: When the official is ruled against by the THSBOA designee the official may appeal to the Chapter level designee or board. When the initial ruling is made at the Chapter level the official can appeal the decision to the THSBOA designee.

2. Second level of appeals: Either the official or the initial ruling entity may appeal to the THSBOA Appeals Board if they are unhappy with the decision at the first level of appeals.

## **SECTION 2 - THSBOA STATE ENFORCEMENT:**

- a. Initial reports of violations by a THSBOA Chapter, or THSBOA Board Representative are to be heard and adjudicated as follows:
  1. Complaints involving a THSBOA member Chapter or THSBOA Board Representative shall be resolved by the following method:
    - i. The THSBOA Executive Committee Chair, as appropriate, shall appoint one or more disinterested persons to investigate the allegations of a complaint against a THSBOA member Chapter or THSBOA Board Representative and present the results to the THSBOA Board or their designee or the THSBOA designee.
- b. THSBOA Options:
  1. In the event a THSBOA Chapter fails to set out in its constitution or bylaws any of the options delineated herein for the THSBOA Chapters, the provisions set out for the THSBOA shall be binding on all parties.
  2. In the event a situation arises which is not covered in these procedures or guidelines, the THSBOA Executive Chairman shall determine the proper procedure or procedures in such case and recommend inclusion of appropriate language in these guidelines to the next meeting of the THSBOA Board of Directors. Any modification of the decision by the THSBOA Executive Chairman shall not be applied retroactively.
  3. In any situation not addressed by these guidelines or which in the opinion of the THSBOA Executive Committee Chairman that the best interests of all parties involved would best be served, the THSBOA Executive Committee Chairman may make any determination of a matter otherwise authorized in these guidelines, provided the determination is agreed to by the affected party.
  4. An appeal of a decided matter shall be heard by the THSBOA Appeals Board.

## **SECTION 3 – NOTICE:**

- a. Notice means written notice, mailed "Certified Mail Return Receipt Requested" to the respondent at the most recent address furnished to the Chapter Secretary, or via the THSBOA Website, or hand delivered to the respondent. Notification may also be sent to the Chapter Membership, if deemed necessary and shall contain the following items:
  - i. Date or dates of alleged infraction(s);
  - ii. Description of alleged infraction(s);
  - iii. Name of person initiating action unless determined to be confidential in accordance with following rules governing same;
  - iv. Identification of provision of constitution, bylaws, or rules involved;
  - v. The day, time and location of the hearing;
  - vi. The range of action that may be taken as a result of the proceedings;
  - vii. In the absence of good cause shown, that failure to attend the hearing will terminate the respondent's rights to appeal any discretionary decision of the committee.
- b. A respondent shall be given no less than 5 day notice of any THSBOA Chapter hearing which might result in action adversely affecting the respondent.
- c. A respondent shall be given not less than 15 day notice of any (THSBOA Chapter/THSBOA) hearing which might result in action adversely affecting the respondent.

- d. Notice by "Certified Mail Return Receipt Requested" shall be presumed to be received by a respondent 5 days after deposit in the U. S. Mail, postage prepaid and addressed to the respondent's address contained in the official roster book of the chapter or THSBOA Central Hub Web Portal.

#### **SECTION 4 – HEARING:**

- a. The hearing should be conducted generally in accordance with Robert's Rules of Order, Newly Revised. However, bearing in mind the requirement of a basic sense of fairness, the Chair may conduct the meeting in any way that results in a fair and orderly proceeding. Rules of Civil or Criminal Courts do not apply, and evidence, affidavits, parole, and other forms of evidence not normally admissible in courtrooms may be admissible, provided disclosure is made to the respondent who shall have a reasonable opportunity to controvert such evidence.
- b. The presiding officer is responsible for insuring an accurate record is made of all hearings and that such record is available to all parties so long as an appeal is permissible under these guidelines.
- c. Failure to make and maintain an adequate record may be grounds for dismissal of a matter and/or the initiation of a separate ethics procedure against the person who failed to maintain accurate records.
- d. Any person displaying disruptive conduct may be barred from the proceeding.

#### **SECTION 5 – APPEALS:**

Appeals to rulings against a Chapter or member may be appealed to the THSBOA Appeals board selected by the THSBOA Executive Committee Chairman.

- a. The THSBOA Appeals Board handles cases in writing or in a hearing at the request of the appellants. If a hearing is requested at the Appeals Board level, there is a \$50.00 fee to help defray expenses of the panel.
- b. The quorum of the THSBOA Appeals Board is three members.

*Note: The THSBOA Appeals Board Members should have no prior knowledge of specific event involved in a complaint and shall not conduct independent investigations to be heard by the THSBOA Appeals Board.*

#### **SECTION 6 – PENALTIES:**

- a. Reprimand – An Official letter of censure to the local Chapter or the individual regarding the violation(s). The letter of reprimand may be a permanent part of the local chapter's records.
- b. Probation – May be up to two calendar years. Any additional violations committed by the local Chapter or the individual official may result in more severe penalties being assessed. Probation may also carry with it restrictions such as prohibition from officiating varsity level contests, state playoffs, etc.
- c. Suspension – An individual may be suspended from one game to indefinitely. A chapter may be suspended from post season games or indefinitely. The local Chapter Board must approve an applicant for reinstatement after a suspension.
- d. An official or a local chapter may be reprimanded, placed on probation or be suspended for cause which shall include, but not limited to, the violation of policies, purposes, rules and regulations of the local chapter, or the THSBOA Board, and any conduct, both on and off the court, which would have a negative or detrimental effect upon the UIL, its members, students, the local chapter or THSBOA Board .

### **ARTICLE XI**

#### **SECTION 1 – NATIONAL MEMBERSHIP:**

- a. The THSBOA is a 100% member Association to the NFHS. The THSBOA submits dues to the National Federation for all THSBOA registered officials. <http://thsboa.arbitersports.com/front/108492/Site>

- b. Officials may go to the THSBOA website to utilize the link for details on insurance coverage. <http://thsboa.arbitersports.com/Groups/108492/Library/files/2014-15%20Insurance%20Summary-Officials.pdf> or [www.THSBOA.org](http://www.THSBOA.org)
- c. All THSBOA Chapters as well as the board of directors are covered by Directors and Officers Insurance (D&O).
- d. All THSBOA member chapters agree to abide by the UIL Constitution and Contest Rules Sections 1204 and 1208. <http://www.uiltexas.org/files/constitution/uil-ccr-section-1204.pdf> and <http://www.uiltexas.org/files/constitution/uil-ccr-section-1207-1210.pdf>

## **ARTICLE XII**

### **SECTION 1 – AMENDMENTS TO BY-LAWS:**

The duties of Executive Committee members and such regulations as may be necessary and proper for the conduct of the business and affairs of the THSBOA Board shall be provided for in the By-Laws. The By-Laws may be amended at any regular or properly called meeting by an affirmative vote of two-thirds of the votes cast, provided that a copy of the amendments proposed shall have been distributed to each member prior to the regular or properly called meeting at which the vote on the amendment is to be taken.

## **ARTICLE XII**

### **SECTION 1 – ADOPTION:**

**These By-Laws were adopted by the Board at a regular meeting on April 20, 2009.**

**Amended on November 12, 2010.**

**Amended on August, 18, 2013**

**Amended on August 17, 2014**

**Amended on May 5, 2015**

**Amended on April 24, 2016**

**Amended on August 27, 2017**

**Amended on August 12, 2018**