

WESTCHESTER-PUTNAM WOMEN'S BASKETBALL OFFICIALS ASSOCIATION, INC.

CONSTITUTION NOVEMBER 2007

Article I - NAME

The name of this organization shall be the Westchester-Putnam Women's Basketball Officials Association, Inc., hereafter referred to as WPWBOA or The Association.

Article II - PURPOSE

The purpose of this organization shall be:

- Sec. 1 - The development and maintenance of a membership consisting of certified and experienced basketball officials whose integrity is above reproach and who are actively engaged each year in officiating games.
- Sec. 2- Fostering a high standard of ethics. Encouraging fair play, sportsmanship and closer cooperation and better understanding among officials, athletic directors, coaches and players.
- Sec. 3 - To study and improve the technique of officiating in basketball
- Sec. 4 - To study the administration and revision of rules, particularly from the standpoint of the official.
- Sec. 5 - To promote the uniform interpretation and administration of the official basketball rules by all officials within this territory.

Article III --- MEMBERSHIP

Sec. 1 - Members shall be classified into Active, Inactive, Life, and Associate.

A. - An Active Member is one who has passed the required written and practical examinations, has paid dues as specified in the Policies and Procedures manual and maintains professional standards. An active member is entitled to one vote at any general Association meeting.

1. Members must reside within the borders of Westchester & Putnam Counties. Current members who reside outside the above borders prior to the ratification of this document will continue to be considered members in good standing.

2. Dual Members: Upon ratification of this document, the WPWBOA will no longer accept dual members. Any dual members who are on the roster prior to the ratification of this document will be considered members in good standing and retain dual member privileges. If a dual member whose home board is a board other than Westchester/Putnam forfeits his/her home board membership, they must then meet the criteria set forth above in Section 1-A-1.

3. Transfers: Officials who are certified women's basketball officials in the State of New York and wish to transfer to the WPWBOA can do so once they submit the State approved transfer document from his/her original board. He/she will then be evaluated by the Executive Board and placed in the appropriate group.

Officials who are certified women's basketball officials from outside the State of New York prior to residing within the borders of Westchester and Putnam counties and wish to apply to the WPWBOA must submit written documentation of membership in good standing and experience from their previous state board/association, and subsequently satisfy the examination of applicants requirements specified in Article III Section 4. He/she will then be evaluated by the executive committee. The executive committee will determine group placement.

B. An inactive status may be granted to a person who has been an Active member for at least three years immediately preceding the application for such status, unless prevented from remaining active due to a physical disability and/or other extenuating circumstances. The conditions for Inactive membership are:

- 1) Member shall apply to the Executive Board in writing, stating the reasons for such a request.
- 2) Inactive members shall not work any assigned contests in the areas serviced by this Board.
- 3) Inactive members shall pay an inactive fee as set forth in the Policies and Procedures manual.
- 4) Inactive members shall not be covered by insurance by this Board.
- 5) Inactive members shall be excused from attending meetings during the inactive period, with the exception of the Rules Interpretation meeting in November and the Business Meeting in March/April.
- 6) Member will not forfeit his/her ratings level after being inactive for one year. Upon return to active status, member will return as unranked in his/her class/level.
- 7) Members shall not remain on inactive status for longer than one year unless an extension is granted. Members who maintain an inactive status for longer than one year for reasons other than medical or military service, will drop one ratings class. Extensions may be granted for an injury, military service, etc. subject to recommendations of the Executive Board. (Extenuating circumstances will be reviewed by the Executive Board.)

C. To be eligible for Life Membership, a member shall meet the requirements set forth in both #1 and #2 below.

- 1) Have served as an active member for a period of at least 20 years. Years of service from the Hudson Valley Board of Officials (HVBO) count toward total years of service. Life members prior to ratification of this document will continue to be life members upon ratification.
- 2) Have served on the Executive Board of the HVBO, or the WPWBOA for at least two terms.
 - A. Life members are exempt from paying annual dues.

D. Associate Members are defined as:

- 1) Members who are returning from inactive status
- 2) Members who only provide limited, or fill in availability to BOCES.
 - A. Associate members do not take up a ranked spot in their group.

B. Associate members are eligible for sectionals provided they work the required number of games.

Sec. 2 - Applicants seeking membership shall apply to the Secretary for the application forms, which must be filled in and filed with the Secretary. New applicants must be at least 18 years of age and qualify for membership as outlined in Article III.

Sec. 3 - Application forms must be accompanied by the examination/application fee set forth in annual Policies and Procedures Manual. The application fee also entitles the applicant to attend the Officials Clinic. Application fees are non-refundable.

Sec. 4 - Examination of applicants shall consist of:

- (a) New York State written examination: The required passing grade shall be in compliance with the guidelines set forth by New York State.
- (b) Practical examination: All new applicants passing the written examination shall be given practical (floor) examinations under the direction of the Chairperson of the Examining Committee and the Board President.

In addition, applicants will be graded on a Pass/Fail/Probation basis based on the recommendations of the Examination Committee. **Removed “are subject to approval of the Executive Board”**

1. Applicants who pass are immediately granted full rights of membership and are considered a member in good standing.

2. Applicants who fail, will not be considered a member in good standing of the WPWBOA and the application fee is non-refundable.

3. Applicants who are on Probation will have to re-take the practical (floor) test at the end of the season; i.e.: recreation tournament. Those on probation are considered members in good standing, are covered by insurance and enjoy the benefits of membership until their re-test (floor test). If the applicant passes the re-test, he/she is granted immediate membership. If the applicant fails the re-test, all benefits of membership are immediately forfeited. The applicant must re-apply for membership in September and pay a re-application fee as set forth in annual Policies and Procedures Manual.

4. Applicants who pass are required to work one game at the annual county recreation tournament. Applicants who pass on probation are required to work two (2) games at the annual county recreation tournament, a.k.a. “The Rat Race”. This tournament is usually held in March, but the dates may vary.

Sec. 5 - New York State Dues shall be paid for by the general fund for each Active member.

Sec. 6 – There shall be no reciprocity of membership with other officials’ organizations which are not a New York State Girl’s Basketball Officials’ Association.

Article IV --- Officers

- Sec. 1 - The elected officers of this Association shall be:
- a. President
 - b. Vice President
 - c. Secretary
 - d. Treasurer
 - e. Interpreter
 - f. Past President
 - g. Member-at-Large
- Sec. 2 - The officers of the Board will be considered the Executive Board.
- Sec. 3 - Each officer shall serve for two (2) years or until his/her successor has been elected.
- Sec. 4 - The succession from Vice President to President shall be automatic.
- Sec. 5 - Election of the officers shall be staggered as follows:
- A. Odd year – Vice President and Treasurer
 - B. Even year – Secretary, Interpreter and Member-at-Large
- Sec. 6 - Elections shall be held at the end-of-season General Business Meeting. Terms will begin as per the date set forth in the Policies and Procedures Manual.
- Sec. 7 - Duties of Officers:
- (a) The President shall call to order all meetings of the Board and of the Executive Board and shall preside at all meetings. The President shall appoint Chairpersons to all committees and together with the Chair, select the members of the committees.
 - (b) The Vice President shall, in the absence of the President, perform the duties of the President.
 - (c) The Secretary shall keep a complete and accurate record of all proceedings in an official association book of minutes.
 - (d) The Treasurer shall keep a complete and accurate record of all monies received and disbursed. He/She shall disburse all monies under the direction of the board. He/She shall submit a written report of the Treasury at each business meeting. The executive board shall arrange for an annual audit/review of the accounts of the Association.
 - (e) Official Interpreter shall interpret any rule/mechanic change presented by the NCAA or the NYSGBOA and demonstrate said changes to our Board, and interpret any rule problems presented to the Board by its members, or by schools serviced by the Board. The interpreter can appoint an assistant interpreter if he/she so chooses.
 - (f) The Past President shall be the chair of the AD/BOCES committee.

Sec. 8 - The Chairperson of the Examining Committee shall be responsible for all arrangements pertaining to the written and practical examinations. The Examining committee will consist of three (3) members; the Chairperson who is appointed by the Board president and two (2) members-at-large appointed jointly by the committee chair and The President. The committee shall be responsible for the scheduling of Board Officials for the County Recreation Basketball Tournament. The Examining Committee shall also be responsible for grading the written exams of all applicants in November as well as practical examination evaluation and re-tests at the County Recreation Tournament at the conclusion of the season.

Sec. 9 - Any Executive Board member who is absent without just cause from two consecutive Executive Board meetings shall have his/her office reviewed by the other members of the Executive Board, which shall have the option to declare it vacant.

Sec. 10 - If a vacancy occurs on the Executive Board, the President, with the approval of a majority of the Executive Board, will appoint a successor, who will serve until the next election.

Sec. 11 – In order for an executive board meeting to take place, five (5) members of the executive board must be present.

Article V --- COMMITTEES

Sec. 1 - At a minimum, the following committees must be established:

1. Ethics Committee
2. Ratings Committee
3. Tournament/League Committee
4. Training Committee
5. Hospitality Committee
6. Examining Committee
7. Nomination Committee
8. AD/BOCES Committee

Sec. 2 – All committees are at the discretion of and appointed by the President.
Additional standing committees when appropriate maybe established by the Executive Board.

Article VI --- AMENDMENTS TO THE CONSTITUTION

Sec. 1 – All proposed amendments to the Constitution must be submitted in writing to the Board Secretary no later than February 28 of each year. Amendments will be presented to the membership in writing at least two weeks prior to the Annual Business Meeting for review, and read by the Secretary to the Association for consideration at the Annual Business Meeting.

Sec. 2 – After the reading, and a Q&A, a vote will immediately be taken upon the proposed amendments.

Sec. 3 – A quorum, as defined in the Annual Policies and Procedures Manual, must be present in order for any vote to take place. A two-thirds favorable vote of the quorum present shall be required in order for the proposed amendment to become part of the Constitution.

Sec. 4 – Upon approval, the Secretary and Vice President will modify the Constitution and new copies will be e-mailed to the membership within 30 days. For those members without e-mail, a copy will be mailed via regular USPS mail.

Article VII --- OTHER

Sec. 1 – In case the President can no longer fulfill his/her responsibilities, the Vice President will assume the post.

Sec. 2 – In the case of the resignation of the President, the Vice President will assume the office of President, appoint a Vice President and finish the term. Both positions will remain filled until the next regularly scheduled election.

WESTCHESTER-PUTNAM WOMEN'S BASKETBALL OFFICIALS ASSOCIATION, INC.

POLICIES AND PROCEDURES

Article I – MEETINGS AND QUORUM

Sec. 1 – The business of the Association shall be held as follows: The Executive Board will meet prior to August 15th to determine the dates of the meetings.

- a. There shall be 4 MANDATORY meetings consisting of:
 1. Rules Interpretation and mechanics meeting in November
 2. Written Exam in November
 3. General Business meeting in January
 4. End of Season Business Meeting in March or April

Sec. 2 – A special meeting can be called by the President or at the written request of at least ten (10) members, submitted in writing to the President. As these meetings are not regularly scheduled meetings, they are not mandatory, but members are strongly advised to be present.

Sec. 3 – There shall be an interpretation section meeting at the beginning of each meeting to address any questions or situations that have arisen since the last meeting.

Sec. 4 – A quorum shall be defined as of two-fifths of the active membership.

Article II – VOTING RIGHTS

Sec. 1 – Each active member of the Association in good standing is entitled to one (1) vote.

Sec. 2 – Proxies are not accepted. Members must be present in order to vote.

Sec. 3 – When a vote on issues other than Constitutional amendments is necessary, a vote will pass so long as those in favor outnumber those not in favor.

Article III – NOMINATIONS

Sec. 1 – By January 1st of each year, the President will appoint a Nominating Committee, consisting of a Chairperson, and two (2) members-at-large.

- A) It shall be the duty of this committee to prepare a slate of one or more candidates for each Executive Board office that is up for election.
- B) Nominations will be closed on February 1st. Any member of the WPWBOA in good standing shall be eligible for a nomination for a vacant office and must notify a member of the Nominating Committee in writing prior to the February 1st deadline. On the prescribed election day, no nominations will be accepted from the floor.
- C) Members may only be nominated and elected for one (1) office per term.

Sec. 2 – A paper ballot of the membership shall elect the officers at the annual General Business meeting. The elected officers shall assume their duties the day following the annual end of season General Business meeting. In the event there is an uncontested position, election shall be by a single vote cast by the Board Secretary. Should the position of Secretary be uncontested, the Vice President will cast a single vote.

Article IV – GROUNDS FOR DISCIPLINE

Sec. 1 – Any member whose actions are detrimental to the best interest of the Association is subject to suspension or expulsion from the Association by a majority vote of the Executive Board. A suspension shall be for a period of not greater than one year. **A suspended official may only attend the annual spring business meeting.**

Sec. 2 – A suspended member is also subject to a fine and no games shall be officiated by him/her until he/she is reinstated in the Association.

Sec. 3 – Active board members will be suspended for:

- A. Failure to pay monetary fines assessed by the Association as detailed in Article V of the Policies and Procedures manual.
- B. Failure to pass the annual exam.
- C. Making false or misleading statements on the application for membership.
- D. Giving, accepting, or exchanging any gift, favor or item of monetary value for the purpose of enhancing one's opportunity for game assignments.
- E. Repeated and documented failure to be at game site 30 minutes prior to the scheduled start time.
- F. Talking to the media, posting on the blog, etc...
- G. Egregious behavior including but not limited to fighting and cursing.
- H. Other items that may arise that are considered by a unanimous vote of the Executive Board to be detrimental to the Association.

Article V – DUES, FEES, FINES

Sec. 1 – The membership year shall be from May 1 of one year through and including April 30 of the succeeding year.

Sec. 2 – Annual dues for active members shall be equal to 90% of a varsity game fee for the upcoming year as per the contract on file with Section 1. Dues will be rounded up to the next whole dollar. If there is a need to raise the annual dues higher than the 90% rate stated above, a simple majority of the general membership must approve this change at a business meeting where a quorum exists.

Sec. 3 - Annual dues for inactive members shall be one-third of the regular dues for active members, rounded up to the next whole dollar.

Sec. 4 - Dues will include a rulebook and must be paid on or before the date of the Annual General Business Meeting in April.

Sec. 5 – No dues shall be charged to Life Members.

Sec. 6 – Dues paid to the Association for that year shall not be refunded.

Sec. 7 – If dues are not paid by the specified dates in Article V section 4, the following penalties will apply:

- A \$40 fine will be imposed for all dues not paid by the published date of the April General Business meeting.
- If the fine for not paying dues is not paid in the ten (10) days following the April General Business Meeting, the member will forfeit his/her membership, be dropped from the active list and his/her name will not be given to NYS as an active/eligible official in good standing. Any official whose membership is forfeited must reapply for membership as per the guidelines set forth in the Constitution. When membership is forfeited and the official is dropped from the active roll, any rankings and classifications are also forfeited.

Sec. 8 – Unless a formal letter (via e-mail; MS Word attachment or US Mail) requesting an excused absence is provided to the President and approved at the sole discretion of the President at least seven (7) days prior to any mandatory meeting **or in exceptional circumstances, within 24 hours after the meeting**, any member who does not attend a mandatory meeting will be fined as follows:

- Miss 1 meeting: Letter of warning
- Miss 2 meetings: \$50 fine, payable within 10 days of notification of the missed meeting
- Miss 3 or more mandatory meetings: Automatic suspension for 1 year, non-negotiable.
- The following are NOT valid excuses for missing a mandatory meeting: Working a recreation game, a CYO game or officiating another sports game.

Sec. 9 – Officiating out of uniform as reported in writing (mail or email) by a fellow official, coach or school administrator – first occurrence, warning, 2nd occurrence \$50 fine, 3rd occurrence \$75 fine. More than 3 occurrences will result in a suspension for the remainder of the season and sectionals.

Sec. 10 – Not at game site 30 minutes prior to game - 1st occurrence - warning. 2nd occurrence - half a game fee, 3rd occurrence same season - suspension for the remainder of the season.

Sec. 11 – Officials are NOT PERMITTED TO CONTACT BOCES or any Section 1 committee member to solicit a game. Officials are responsible for keeping their availability current. If BOCES or a Section 1 committee member reports solicitation, the official will be fined a game fee per occurrence equal to the level in which they are certified.

Sec. 12 – An Official in attendance at an athletic contest/event as a spectator is not permitted to make negative or critical comments regarding the officiating of the game. If coerced or otherwise compelled to make a comment, the comment must be supportive or positive in nature toward the officiating. When in doubt, withhold comment. Any reports of conduct to the contrary will result in a \$50 fine for the first occurrence and a varsity game fee and 3-game suspension for all future occurrences.

Sec. 13 – The Executive Board reserves the right to request travel documents, doctors notes, etc. from repeat missed meeting offenders, as documentation to prove their reason for missing the meeting was valid.

Sec. 14 – All fines are payable within ten (10) days of receipt of fine notice. Failure to pay the fine will result in suspension for the remainder of the season and having the remainder of his/her schedule revoked. An official's suspension will not be absolved until the fines are paid. Season's conclusion does not erase the fines. Officials can request a hearing and appeal the fine/suspension as detailed in Article V, Section 15.

Sec. 15 – Hearing/Appeals Process:

Any complaints brought against a member of the Association must be signed by the complainant and postmarked/emailed within five (5) days of the alleged incident and sent to the President. A hearing must be conducted no later than twenty-one (21) days after the complaint is received. The accused member must be given written notice via certified mail of the hearing at least seven (7) days in advance and be given the opportunity to attend the hearing.

The appeal described above will be heard by the Executive Board plus four (4) members of the Association. The four members will be elected by the membership. The Vice President, Secretary, Treasurer, Interpreter, Past President and the four (4) members will vote on the appeal.

Article VI – STIPENDS

The President shall receive a stipend of \$2,000 per year and the Vice President, Secretary and Treasurer will each receive a \$500 stipend per year and the Interpreter will receive a stipend of \$250 per year.

Total clinicians stipend will be \$1,000 divided equally among the clinicians.

Article VII – OFFICIAL UNIFORM

The official uniform shall be defined by the New York State Girls Basketball Official Association. The official uniform is as follows:

1. Black New York State approved jacket with official NYSGBOA patch
2. Black and white striped V-neck, state approved shirt
3. Black dress slacks (no denim, rain pants or corduroy)
4. Black sneakers
5. Black socks
6. Black belt (if necessary)
7. Black Fox-40 whistle
8. Black lanyard

With the exception of wedding bands and medical identification bracelets, an official is NOT allowed to wear any jewelry.

Article VIII – ORDER OF BUSINESS

- a. Attendance
- b. Approval of the minutes of the prior meeting
- c. Report of the Secretary/Treasurer
- d. Report of other Committee Chairs
- e. Old Business
- f. New Business
- g. Adjournment

Article IX – CODE OF CONDUCT/ETHICS

1. Members are obligated to abide by the Constitution/Policies and Procedures manual of the Westchester Putnam Women's Basketball Officials Association as well as the contracts on file with Section 1, the NYSGBOA and NYSPHSAA.
2. The President will inform the assignors (BOCES) of all active and eligible officials along with their current classification. Official may not solicit games by calling BOCES/Section 1 Committee Members or Coaches. This is in violation of the Policies set forth in this manual.
3. Officials are assigned games according to ratings received and their availability.
4. An official may request in writing to BOCES not to service a particular school or not to work with a particular official. A copy of this request should also be sent to the Board President.
5. Members WILL NOT accept an assignment unless you have every intention of completing it.
6. Officials must confirm, with a telephone call, the contest with the home school by 12PM the day of the contest. A voicemail message on the AD office phone is acceptable.
7. If a valid reason prevents you from working an assigned contest, inform the BOCES assignor immediately. Penalties and procedures are outlined in the Section 1 contract.
8. Officials are not permitted to switch an assignment with another official. All changes must go through the assignor. In an emergency situation, i.e., BOCES is closed, you must contact the Board President.
9. Payment is received from BOCES for all games assigned by Section assignors. Fee payment for games not assigned by BOCES assignors, (CYO, college, private schools, etc...) is not the responsibility of BOCES and must be independently arranged by the individual members.
10. Officials are expected to arrive at least 30 minutes prior to game time and be on the floor at the 15 minute mark. Officials who do not are in violation.
11. Remarks and comments are not permitted to the media at any time.
12. Officials in attendance at a contest but not officiating must refrain from commenting on the officiating of the game. Failure to do so will result in a fine as described above in Article V of the Policies and Procedures Manual.
13. Avoid making comments concerning your plans following the game. This may give the impression that you are rushing to complete the contest.
14. An official CAN NOT determine if/when an injured player is to be moved off the floor. This is the responsibility of site management.
15. An official should not declare a forfeited game because an opponent's bus is late to arrive.

16. In accordance with the official game rules, if a situation should occur in which the officials must have the coach removed from the contest area, the game should be discontinued unless another official school representative is present to assume the responsibility for the team. Note: Parents and students are not considered official school representatives. The Board President must be notified within 24 hours should this occur.

17. Technical foul reports must be submitted within 24 hours of the game. They should be submitted via the Board's website.

18. A written report must be e-mailed to the Board president within 24 hours if a difficult situation or problem is encountered with a team, coach, team member or spectator.

19. Any member who assigns AAU, Private of Catholic School girls basketball games should give WPWBOA members priority in assignments. Each assignor has the right to set qualifications for their respective assigning responsibilities.

20. Anyone who volunteers and actively participates in at least two (2) membership events such as pre-season scrimmage day, Thanksgiving scrimmage day, committee chairpersons and all who officiate the "Rat Race", will be afforded one free pass to the end of season dinner.

Article X – MODIFICATIONS TO THE POLICIES AND PROCEDURES MANUAL

The Policies and Procedures manual, with the exception of items of calendar, can be modified with majority approval of the membership. All changes will be communicated to the membership via e-mail within 15 days. For members without e-mail, a hard copy will be sent via US mail.

Article XI – SEXUAL HARASSMENT STATEMENT

DEFINITION: Unwelcome behavior of a sexual nature or with sexual overtures, which embarrasses or demeans regardless of the intent.

- I. Legal Prohibitions
 - a. Title VII of the 1964 Civil Rights Act (Sexual Issues)
Note: 1991 – expanded the Civil Rights Act to include emotional distress
- II. Two main categories of sexual harassment
 - a. Quid pro quo (this for that)
 - b. Hostile environment
- III. Types of Sexual Abuse
 - a. Verbal behaviors
 - i. Sexual comments, jokes, suggestions
 - ii. Demeaning names (honey, sweetie, broads, babe, etc...)
 - iii. Calling attention to another's body parts
 - iv. Remarks about another's gender or sexual orientation

- b. Non-Verbal behaviors
 - i. Suggestive looks, leering, etc...
 - ii. Offensive gestures
 - iii. "messages" on T-shirts
- c. Physical Behaviors
 - i. Patting, squeezing, rubbing, pinching, repeatedly brushing up against someone's body.
 - ii. Violating another's "space"

IV. Suggested Responses to Sexual Harassment

- a. Informal Procedures
 - i. Be assertive right away
 - 1. If you see something that your partner is doing and you believe it to be inappropriate, tell that person
 - 2. If it is a player, fan, coach directing sexual harassment towards you or your partner, advise them to stop then tell home team site director.
- b. Formal Procedures
 - i. Disclose details to the Executive Board
 - ii. Disclose details to the school district
 - iii. Keep and present detailed records (who, when, where, why and how, also witnesses or potential witnesses) of the harassment

V. Advise to the Harasser

- a. What you meant is much less important than how the behavior was perceived.
 - i. "I was only kidding" and phrases like "I really meant no harm" do not make it go away.
- b. Civil suit can be pursued

VI. Some advice to the victim

- a. You have the right to work/play (referees/players) in a non-threatening environment.
- b. Be strong, be assertive
- c. Passivity can be interpreted as a "green light"
- d. Others might be suffering, not just you.