

**TEMPLE BASKETBALL OFFICIALS ASSOCIATION  
CONSTITUTION & BY-LAWS**

**ARTICLE I. NAME**

This organization shall be known as the **Temple Basketball Officials Association (TBOA) of the Texas High School Basketball Official Association, (THSBOA)**, hereafter referred to as the “TBOA”.

**ARTICLE II. PURPOSE**

Section 1. To unite in membership of this organization all fully qualified officials, whose integrity is above reproach. Such group of officials will foster a high standard of ethics. Ensure that all officials conduct themselves as professionals on and off the court when dealing with school administrators, athletic directors, coaches, players, fans, and the media.

Section 2. To maintain the highest ideals of sportsmanship in connection with the game of basketball.

Section 3. To encourage every official to rigidly enforce all rules and mechanics of the game as published by the National Federation of High School, University Interscholastic League and Texas Association of Private and Parochial Schools (NFHS, UIL and TAPPS).

Section 4. To create a high level of fellowship, mentoring and cooperation among members of the organization and the activities served.

Section 5. To assist in every practical and ethical way the advancement of our members to the highest levels of officiating the game of high school and middle school basketball of which they are capable.

**ARTICLE III. JURISDICTION**

Section 1. The Executive Board and this constitution will have complete governance over all officials of this chapter when dealing with matters relating to chapter assigned games, conduct of officials, dress of officials during aforementioned games, and the evaluation of all officials of this chapter.

**ARTICLE IV. MEMBERSHIP**

Section 1. ACTIVE MEMBERS: To be a qualified member of the TBOA a member must:

- A. Members must meet all requirements found in the Bylaws and be “in good standing” to vote, serve in any position, or be assigned games to officiate. To be considered a member “in good standing,” a member shall be subject to the requirements below:
1. Be free of financial obligations to the chapter including dues, fees, or fines.
  2. Meet the attendance requirements by attending a minimum of 50% of the chapter’s scheduled meetings and qualified events or have provided evidence for an excused absence.  
Qualified events include:
    - a. Attending or teaching new member training and annual evaluations.
  3. Must meet all testing requirements of the THSBOA and UIL Section 1204 standards.

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- B. Meet all the requirements for membership of the Texas High School Basketball Official Association, (THSBOA).
- C. Pay state and local dues, successfully complete all required written rules and mechanics tests to officiate regular season, playoffs and state games, and receive an evaluation by the training staff.
- D. Have a reputation considered approve reproach.
- E. Active membership is maintained by abiding by the rules and regulations as established by the Constitution and By-Laws.
- F. Honorary Membership may be conferred upon an individual by unanimous vote of the Executive Board. This honor is usually reserved for special recognition of long years of exemplary service to TBOA. Honorary members shall not be required to pay dues, and neither shall they vote or hold office.
- G. Maintain professionalism and actions that are compatible with good basketball officiating and official conduct.
- H. Satisfactory evidence of physical ability to officiate a basketball game.
- I. Be at least 18 years of age.
- J. Dual Chapter members must designate their primary Chapter.
- K. The ability to meet and pass any other requirements prescribed by TBOA.
- L. \* Note- The TBOA Board of Directors will be hereafter referred to as the “BOD.” Members (who have exercised their due process privilege of appeal by correspondence with the President and copied to Assignor of Officials) deemed not in good standing by the BOD will be considered suspended members. It will be at the sole discretion of the BOD to determine if a suspended member will be considered for membership reinstatement. The BOD reserves the right to not allow reinstatement of suspended members if the BOD believes it is acting in the best interest of the chapter. The BOD may choose to require a suspended member to appear before them before reinstatement may be offered. If a suspended member is offered reinstatement by the BOD, they must pay any outstanding dues, fees, or fines to TBOA and submit appropriate documentation before reinstatement can be granted.
- M. Any member determined to not be in good standing by the BOD will be contacted by their Division Representative (hereafter called Div. Rep.). The member will have the right of appeal to the BOD either in person or by letter or email, no later than the second BOD meeting after notification. Members failing to appeal within the specified time forfeits their right to appeal. After appeal, those members deemed not in good standing will be considered “suspended members” and would not be allowed to participate in any manner in the affairs of the chapter unless they are reinstated as a member in good standing by the BOD.
- N. A member who is in possession of any item owned by TBOA must surrender it upon becoming a

suspended member, resignation from the chapter, leaving their position, or BOD request. An item may include but is not limited to written documents, schedules, electronic records, digital records, email records, banking documents, any tangible equipment (computers, laptops, tablets, I pads, cell phones, copiers, and passwords for any software purchased by and/or used for TBOA business.

O. A membership year shall begin on April 1st and end on March 31st of the following year.

Section 2. MEMBERS IN GOOD STANDING: Members in the TBOA must meet all qualification/requirements to become a member in good standing. In order to be a member in good standing of the TBOA a member must:

- 1) Have paid all THSBOA and Chapter dues and or fees.
- 2) Have current annual rules and both 2 & 3 person mechanics tests scores of 70 or higher on file.
- 3) Have attended a minimum of 50% of the training sessions for the current season.
- 4) Attend at least 50% of the scheduled meetings for the current season.

\*Only members in good standing are allowed to hold office. Only approved excused absence by the Executive Board are allowed for missing any required training and meeting attendance.

Section 3. TRANSFER MEMBERS: Any current member of THSBOA who wishes to transfer his or her affiliation after previously affiliated with another chapter shall obtain a transfer letter to be accepted into the TBOA. Individuals transferring from out of state should submit written proof of any basketball experience or training they have had in the past. After an evaluation from the training staff and with the approval of the Executive Board, will be rated at the level deemed appropriate as determined from their evaluation and experience. A transferring member will be considered on probation and are not eligible for playoff games and also not eligible to hold office for one calendar year. (Exception) If a transfer official has received a rating of 200 or above, he/she may be considered for playoff game assignments.

Section 4. INACTIVE MEMBERS: Inactive members are the members who have paid their TBOA dues and any outstanding fees or fines but, are not actively engaged in officiating basketball games. They are not required to attend meetings or training if they don't officiate during the current year. They are not allowed to hold office, but will have full voting privileges (provided proof of Chapter Dues and any fees or fines payment is validated by the Treasure and Assignor of Officials before vote is casted). If vote is conducted online, the Treasure and Assignor of Officials together will validate the member or disable the user's Arbiter Account so that no vote can be entered.

## **ARTICLE V. ADMINISTRATION: EXECUTIVE COMMITTEE (EC)**

Section 1. EXECUTIVE COMMITTEE: The Executive Committee hereafter referred to as the EC.

- A. Shall be the elected to office as provided in the Bylaws and shall be 8 in number.
- B. The EC shall be comprised of: President, Vice President, Assignor of Officials, Assistant Assignor of Officials, Treasurer, Recording Secretary, Sergeant At Arms and two (2) Trainers.
- C. Quorum: The attendance of at least four (4) members of the EC at any meeting will constitute a quorum to allow for the transaction of TBOA business.

**ARTICLE VI. ADMINISTRATION: BOARD OF DIRECTORS (BOD)**

Section 1. BOARD OF DIRECTORS (BOD): The Board of Directors hereafter referred to as the BOD.

- A. The BOD shall be the elected to office members of the EC along with the five (5) Division Representatives (Div Reps.), THSBOA Chapter Representative and any appointed Ex-Officio members.
- B. The BOD shall be fourteen (14) in number plus any appointed Ex-Officio appointees.
- C. The BOD shall be comprised of President, Vice- President, Assignor of Officials, Assistant Assignor of Officials, Treasurer, Recording Secretary, two Trainers, Sergeant At Arms and five (5) Division Representatives elected by their respective division’s members.
- D. The officers of the BOD shall hold office as provided in the Constitution and By-Laws.
- E. The BOD may appoint one or more Ex-officio board member(s) to serve in an advisory capacity. Additional officers or employees of the Chapter may be added by an affirmative majority vote of the membership present at any properly called meeting of TBOA.
- F. The business and affairs of TBOA shall be managed under the direction of the BOD.
- G. Quorum: The attendance of at least seven (7) members of the BOD including at least four (4) EC members will constitute a quorum for the transaction of chapter business.

**ARTICLE VII. ELECTION OF EXECUTIVE BOARD MEMBERS**

Section 1. ELECTIONS: The election of the President, Assistant Assignor of Officials, Treasurer, one Trainer and Representatives from Divisions 1, 3 and 5 shall occur on the last regular scheduled meeting on season years that end in an odd number. The election of the Vice-President, Assignor of Officials, Recording Secretary, one Trainer, Member at Large/Sergeant of Arms and Representative from Divisions 2 and 4 shall occur on the last scheduled meeting on season years ending in an even number.

Section 2. TERM OF OFFICE: The term of office for the Executive Board Members will be from April 1 through March 31 of the following year. Terms run for two years respectively.

Section 3. ELIGIBILITY: The following restrictions apply regarding elections to the Executive Board of the Chapter.

- A. All candidates for elections to the Executive Board must be members in good standing.
- B. A member may only serve as a division representative for the division in which He/She is classified in. No person may serve as division representative for more than 2 consecutive terms (Unless running un-opposed). The new representative will automatically become a member of the Executive Board.
- C. The following restrictions apply to each Division Representative and will be elected based on the number of years and experience. Division reps will be divided into the following five categories:

<u>DIVISION:</u>	<u>LAST NAME BEGINNING WITH:</u>
Division One	Alphabet A-E
Division Two	Alphabet F-I
Division Three	Alphabet J-M
Division Four	Alphabet N-S
Division Five	Alphabet T-Z

Section 4. NOMINATIONS: The President or Vice President, depending on which position IS NOT up for election, shall appoint a Nomination/Election Committee. The committee shall consist of three Chapter members not running for office, with the senior member being the Chairperson. All nominations will be made from the floor or in writing to the committee chairperson.

Section 5. ELECTION PROCESS: The methodology used in conducting the regular/annual elections will be as follows:

- A. The election of the President, Assistant Assignor of Officials, Treasurer, one Trainer and Representatives from Divisions 1, 3 and 5 shall occur on the last regular scheduled meeting on season years that end in an odd number. The election of the Vice-President, Assignor of Officials, Recording Secretary, one Trainer, Sergeant of Arms and Representative from Divisions 2 and 4 shall occur on the last scheduled meeting on season years ending in an even number as per Article VII, Section 1.
- B. The election of EC positions will be conducted by Arbiter or other electronic system used by TBOA. The election period will open at noon the day after the last opportunity for nominations and will close at noon the day prior to the scheduled meeting for election results, allowing for seven (7) days voting online. The voting period will not be re-opened once it is closed.
- C. The Chairperson and the members of the Nomination/Election Committee, appointed by the President or Vice President, will be responsible for managing nominations and the voting procedures. The Chairperson will be identified to oversee the process/procedures. The Chairperson will record the results on an official form/format and will announce the results of the election. The Chairperson will turn over all documents to the Recording Secretary for recording and filing. The President or Vice President will validate the election results before recording and filing.
- D. No person who has been nominated for a board position will be involved in any activities associated with the election process to include the Nomination/Election Committee.
- E. Election winners will be determined by a majority vote of the members in good standing that participate in the election.
- F. Absentee voting will use the following guidelines:
  - 1. Prior to the election, a member in good standing must submit a ballot in a sealed envelope to their Div. Rep. with their signature across the seal. The Div. Rep. will submit the envelope to an Election Committee member.
  - 2. Members may vote in absentee via email. Email votes shall be sent from the registered email account specified in chapter software (Arbiter) as the official contact of the member. The vote must be sent to the member's Div. Rep. and copied to the Chairman of the Election Committee. Note: In email absentee ballots the member forfeits total confidentiality.
  - 3. In case of a tie or runoff, the absentee votes will not be recounted in the special election but will still count to the total number of members.
- G. Scheduled elections of EC officers and Div. Reps. shall take place at the last meeting of the season year. Newly elected EC officers and Div. Reps. (not already on the BOD) will sit in and observe future BOD meetings until they assume their new roles starting on 1 April.
- H. Should the President resign, be removed, or be unable to meet the obligations of the office, the Vice President shall assume the office of President until a special election can be held to fill the remaining term. Nominations will be taken at the next chapter meeting after the vacancy. A special election will be conducted at the next meeting by the Election Committee using the

election procedures as outlined above. Absentee ballots can be accepted in the special election. Should the vacancy occur during the off season, (defined as the time between the last scheduled chapter meeting of the past season to the first scheduled chapter meeting of the new season) the Vice President will fill the position until an election can be held. In this case, a special chapter meeting will be called within 30 days of the vacancy. A special election will be conducted during that meeting to elect a new President by the Election Committee using the election procedures as outlined above. Nominations will be taken for eligible candidates and the candidates will give their speeches. The winner will become President and assume the office immediately.

- I. Should an EC officer (other than the President) resign, be removed, or be unable to meet the obligations of the office, the President shall appoint a qualified member (approved by the EC) to the position until a special election can be held to fill the remaining term. Nominations will be taken at the next chapter meeting after the vacancy. A special election will be conducted at the next meeting to elect the new EC officer by the Election Committee using the election procedures as outlined above. Absentee ballots can be accepted in this special election. Should the vacancy occur during the off season, the President will appoint a qualified member (approved by the EC) to fill the position until a special election can be held at the second meeting of the new season. Nominations for the office will be taken at the first meeting of the new season.
- J. Should an elected Div. Rep. resign, be removed, or be unable to meet the obligations of the office, the alternate shall become the new Div. Rep. and serve out the unexpired term of office and shall appoint a new alternate (approved by the Executive Committee) from within the division. Should an alternate Div. Rep. resign, be removed, or be unable to meet the obligations of the office, the Div. Rep. shall appoint a new alternate (approved by the Executive Committee) from within the division to serve out the unexpired term.

Section 6. FILLING A VACANCY: To fill a vacancy in any Executive Board position, the President will announce at any regular scheduled meeting or by electronic device, that an election will be held one week from that meeting to replace said vacancy.

EXCEPTIONS: Should a vacancy occur between April 1 and March 31 of the following year, the President may appoint someone with BOD approval to serve out the remainder of that position or until an election can be properly held.

Section 7. VOTING ELIGIBILITY: All active and in-active members (providing dues and any fines or fees are paid and up to date) are eligible to vote.

Section 8. NO MULTIPLE POSITIONS: No person will hold/serve in more than one voting position on the BOD at the same time.

## **ARTICLE VIII. REMOVAL OF BOARD OF DIRECTORS MEMBER**

Section 1. Any member of the BOD is subject to removal from office for unfavorable findings after investigation has been completed by the TBOA Ethics Committee and a proper hearing with notification of ruling by the TBOA BOD. If removal is required by the BOD the following procedures shall be observed:

1. Upon notification in writing the accused member shall have the due process privilege to a appeal to the BOD no later than seven (7) calendar days after the date of his/her notification.
2. If the member fails to appeal within this designated time frame the due process privilege to appeal is forfeited.
3. If the appeal is upheld then no further action is required unless the member denied an appeal or wishes to take his appeal to the membership, the member in question will be suspended from the BOD pending a vote of the chapter membership.
4. If an appeal is taken to the membership, the President or Vice President will call a special meeting at which time the BOD will have ten minutes to present their findings and the accused member will be given a ten-minute rebuttal. A majority affirmative secret ballot vote of members present will be required to formalize removal of the member from office.
5. If the member is removed or resigns from office, nominations to fill the office will take place at the next scheduled meeting and a special election will take place at the following meeting to fill the unexpired term. Should this vacancy occur during the off season the President will appoint a qualified member to fill the position (with approval of the BOD) until a special election can be held at the beginning of the new season.

#### **ARTICLE IX. REMOVAL OF BOARD MEMBER FOR ABSENCE/NO-SHOW**

Section 1. For removal of a Board Member for unexcused absence or No-Show the following procedure shall be observed:

1. If any member of the board fails to attend a scheduled BOD meeting due to an unexcused absence or No-show and no alternate present, the Recording Secretary shall annotate the absence in the meeting's minutes and if the absent member is a Division Rep will contact the division's alternate to determine if they were contacted by the Division Rep to attend the meeting in their absence. The alternate will be informed that their division was not represented and provided a copy of the minutes to share with their respective division's members.
2. In all instances of a board member's unexcused absence or No-show, the Vice President (or President in the absence of VP) will contact the absent Board Member to issue a verbal notification that a written warning will be put on a TBOA Memorandum for the Record within 48 hours.
3. The Vice President (or President in the absence of VP) will complete the TBOA Memorandum for the Record and will provide a copy to the member and the original will be given to the Recording Secretary for filing with the chapter's historical documents.
4. If the member has a second unexcused absence or no-show, the member will automatically be removed from the position in which they are serving. The VP will contact the member to inform him/her of their removal from office. If the affected member is a Division Rep the VP will contact the alternate to inform him/her they are the new Div. Rep. for the remainder of the unexpired term. The new Div. Rep. will be responsible for appointing a new alternate from within that division and approved by the BOD.
5. Any other vacancy caused by the removal of a BOD member shall be filled pursuant to Section 6, of Article VII, of this constitution.

## **ARTICLE X. AMENDMENTS TO THE CONSTITUTION**

The duties of the BOD are to ensure that the TBOA conforms to its Constitution and all applicable UIL, TAPPS and THSBOA regulations. The Constitution may be amended at any regular scheduled or properly called meeting or via online voting format, by an affirmative majority vote of members present or participating, provided that a copy of the proposed amendments changes have been distributed at least one week, prior to the vote on the amendments being held.

### **BY-LAWS OF THE TEMPLE CHAPTER**

#### **ARTICLE I. PRESIDENT**

Section 1. DUTIES: The President shall preside over all meetings of the Chapter. The President shall serve as program Chairperson. The President shall be responsible for all negotiations with other entities on behalf of TBOA. The President along with the board will appoint all committees and will supervise the activities of each, as necessary. The chairperson of appointed committees will be the senior official selected to the committee.

A. The duties of the President:

1. Preside over all chapter and BOD meetings.
2. Call special BOD meetings as necessary and conduct emergency phone, fax, or email votes as needed.
3. Call special chapter meetings as needed which shall be held at the place and time selected by his authority.
4. Serve as the official spokesperson for TBOA.
5. Possess signature authority on all binding documents approved by the BOD.
6. Review all TBOA assignments and be available to the Assignor of Officials to assist in making game day assignments and revisions.
7. Observe the Vice President and Trainers in creating the regional and state tournament list to ensure the provisions of the TBOA Constitution and requirements of the UIL/THSBOA are met.
8. Consult with the Treasurer monthly to ensure all chapter financial obligations are met and in order
9. Serve as an ex-officio member of all committees.
10. Govern on behalf of TBOA in accordance with:
11. The Bylaws of TBOA.
12. The Policies & Procedures adopted by the BOD.
13. The advice and assistance of the BOD.
14. Serves as the official TBOA contact person for UIL/THSBOA personnel requesting officials for special assignments when the Assignment of Officials is not available.

Section 2. POWERS: The President has the authority to authorize payments up to \$250.00 without the approval of the Executive Board, for any expenditure as needed to conduct Chapter's daily business. He/She shall make all contracts for services for the Chapter. He/She shall decide if an official should be suspended/not assigned games when there is a complaint against that official, until time is available to appoint an investigating committee. He/She shall settle any and all disputes, or cause them to be settled with any outside agencies in the name of the Chapter.

Section 3. ABSENCES: The President must attend all scheduled meetings unless absence is authorized in



advance by the Vice-President or by a majority vote of the Board members.

The President may not officiate any games on meeting nights, unless by approval by a majority vote of the Board members.

Section 4. RESPONSIBILITIES: The President will insure all basketball assignments to include tournaments are done in a fair manner by the assignment secretary (recommendations from the Vice President and Training Staff). He/she will review all correspondence from the outside agencies and will cause them to be acted upon in a timely manner. He/She will sign off on all correspondence before it is sent to the agencies requesting information from the Chapter. He/She will review and present to the Board a roster of qualified officials (compiled by Vice President and Training Staff) for the coming season, prior to giving the roster to the assignment secretary.

## **ARTICLE II. VICE-PRESIDENT**

Section 1. DUTIES: He/she will perform duties for the President in his/her absence. He/she shall be responsible for all aspects of training in the Chapter.

A. The duties of the Vice President:

1. Perform the duties of the President in his or her absence, inability to act, or serve until a new President is elected.
2. Schedule all meetings & training events and obtain BOD approval by September 1st.
3. Serve as chairman of the Ethics Committee.
4. Be responsible for the administration of decisions made by the Ethics Committee concerning TBOA members and report information that requires BOD rulings to the President and BOD.
5. Verify/confirm member eligibility the meeting prior to elections to determine if a member's "good standing" status has changed and report the results to President and Chairperson of the Elections/Nominations Committee.
6. Notify all members determined by the Ethics Committee, BOD or Constitution found to not be in good standing within 48 hours of discovery or notification.
7. The Vice President shall be responsible for the day-to-day operation of the TBOA and will aid the President in the execution of all orders and resolutions of the BOD.
8. He/She will provide the President with a roster of all qualified officials for the Assignor of Officials to make assignments from, as recommended by the Training Staff.
9. He/She will ensure all officials, who need evaluations, are evaluated in a timely manner.
10. The VP will provide the President with a roster of all officials for the UIL post-season games assignments, prior to start of post season play. The names on these rosters will be order of merit by their ability to perform at a high level and meeting all UIL, THSBOA and TBOA eligibility requirements. The roster will be presented for approval by the BOD prior to being given to the assignment secretary for remittance to the requestor.

Section 2. POWERS: He/she may appoint qualified TBOA members to assist the Trainers in evaluating officials, as needed. He/She will supervise the trainers and will oversee all aspects of training within TBOA.

Section 3. ABSENCES: The Vice-President must attend all scheduled meetings unless absence is authorized in advance by the President or by a majority vote of the Board members.

The Vice-President may not officiate any games on meeting nights, unless by approval by a majority vote of the Board members.

Section 4. SALARY: The Vice-President will **NOT** be paid a salary for their services to TBOA.

### **ARTICLE III. ASSIGNOR OF OFFICIALS**

Section 1. DUTIES: The Assignor of Officials shall have the following duties:

- A. He/She shall receive all requests for officials from the schools we support or other agencies. He/She will ensure that all officials are qualified according to UIL, THSBOA and TBOA eligibility requirements prior to being assigned any TBOA contests. He/She will make assignments from the roster he/she receives from the Vice President and TBOA Trainers for all games assignments.
- B. The Assignor of Officials shall send a letter to all coaches of the schools we support, prior to the start of the season and request for schedules. He/she will inform the President of any problems schools/coaches have with any officials.
- C. **Shall make regular season game assignments no later than three (3) weeks prior to contests.** This is I.A.W. UIL 1204 Officials Section paragraph (f) and allows for enforcements stated in paragraph (i) scratches.
- D. The duties of the Assignor of Officials also include:
  1. Maintain all originals of each officiating agreement from every school the chapter services, contact potential schools for the next season between April 1st and October 1st, and send new officiating agreements as directed by the BOD.
  2. Assign all TBOA High School contests and tournament games during the off-season, regular season and post season.
  3. For post season assignments, the Assignor of Officials shall contact the President and Vice President for review of game assignments.
  4. Create a report on all post season assignments to the BOD on or before March 31. Such list shall be presented to the membership on or before the first scheduled chapter meeting of the new season.
  5. Provide an itemized list of scrimmages to the chapter Treasurer on or before December 1st for timely and accurate invoicing to the schools.
  6. Maintain a list of all members in good standing and their corresponding ranking. The Vice President must be contacted concerning any status changes of any member occurring during the season and to provide a copy of the list at the last BOD meeting in January to help determine a list of qualified electable candidates.
  7. Be the official TBOA contact person for UIL/THSBOA personnel requesting officials for special and post season assignments.
  8. Return all chapter property, written correspondences, and any other chapter materials to the President upon demand or when the Assignment Director leaves the position.
  9. **Submit TBOA customers all payment invoices for scrimmages and/or other contests within one (1) week of TBOA members providing services.**
  10. Work with Treasurer to ensure timely payment from schools of funds due to both TBOA and TBOA members.

Section 2. ABSENCES: The Assignor of Officials must attend all scheduled meetings unless absence is authorized in advance by the President or Vice President (when filling as President) or by a majority vote of

the Board members.

The Assignor of Officials may not officiate any games on meeting nights, unless absence is authorized in advance by approval by a majority vote of the Board members.

Section 3. RESPONSIBILITIES: The Assignor of Officials shall assign all officials, in the Chapters. The Assignor of Officials will make all assignments in order, by availability, ratings, location and time the official can leave. Tournaments shall also be made with the same requirements. He/she will submit the Chapter's top crew, by order of merit, to the UIL when received from the President, after approval by the Executive Board.

Section 4. SALARY: The Assignor of Officials will be paid a flat salary of \$3,500.00 annually. The year will run from 1 April through 31 March. This fee will be the only monies paid to the Assignor of Officials for any and all contracts for assignments made in the name of TBOA for the year as previously described. The salary may change at the end of each elected term at the even number years. A recommended increase/decrease in salary must be reviewed by the BOD and then presented to the TBOA membership for approval. A simple majority vote of members present is required to approve a salary increase/decrease.

#### **ARTICLE IV. ASSISTANT ASSIGNOR OF OFFICIALS**

Section 1. DUTIES: The Assistant Assignor of Officials shall have the following duties:

- A. He/she shall receive all requests for officials from the **middle schools** we support or other agencies. He/She will ensure that all officials are qualified according to UIL, THSBOA and TBOA eligibility requirements prior to being assigned any TBOA contests. Will make assignments from the roster he/she receives from the Vice President and TBOA Trainers for all games assignments.
- B. The Assistant Assignor of Officials shall send a letter to all **middle school** coaches of the schools we support, prior to the start of the season and request for schedules. He/she will inform the President of any problems schools/coaches have with any officials.
- C. Shall make regular season **middle school game assignments no later than three (3) weeks prior to contests.** This is I.A.W. UIL 1204 Officials Section paragraph (f) and allows for enforcements stated in paragraph (i) scratches.
- D. The duties of the Assistant Assignor of Officials also include:
  1. Closely work with the Assignor of the chapter pertaining to all duties and responsibilities as the Assistant Assignor for the chapter.
  2. Be available to all chapter members through communication devises ie. cell phone call, text, email and respond in a timely manner.
  3. Maintain all originals of each officiating agreement from every school the chapter services, contact potential schools for the next season between April 1st and October 1st, and send new officiating agreements as directed by the BOD.
  4. Assign all TBOA Middle School contests and tournament games during the off-season, regular season and post season.
  5. For post season assignments, the Assignor of Officials shall contact the President and Vice President for review of game assignments.

6. Maintain a list of all members in good standing and their corresponding ranking. The Vice President must be contacted concerning any status changes of any member occurring during the season and to provide a copy of the list at the last BOD meeting in January to help determine a list of qualified electable candidates
7. Return all chapter property, written correspondences, and any other chapter materials to the President upon demand or when the Asst. Assignment Director leaves the position.
8. Submit TBOA customers all payment invoices for scrimmages and/or other contests within one (1) week of TBOA members providing services.
9. Work with Treasurer to ensure timely payment from schools of funds due to both TBOA and TBOA members.

Section 2. ABSENCES: The Assistant Assignor of Officials must attend all scheduled meetings unless absence is authorized in advance by the President or Vice President (when filling as President) or by a majority vote of the Board members.

The Assistant Assignor of Officials may not officiate any games on meeting nights, unless by approval by a majority vote of the Board members.

Section 3. RESPONSIBILITIES: The Assistant Assignor of Officials shall assign all officials, in the chapter for Middle School contests. The Assistant Assignor of Officials will make all assignments in order, by availability, ratings, location and time the official can leave. Tournaments shall also be made with the same requirements.

Section 4. SALARY: The Assistant Assignor of Officials will be paid a flat salary of **\$1,500.00** annually. The year will run from 1 April through 31 March. This fee will be the only monies paid to the Assignor of Officials for any and all contracts for assignments made in the name of TBOA for the year as previously described. The salary may change at the end of each elected term at the even number years. A recommended increase/decrease in salary must be reviewed by the BOD and then presented to the TBOA membership for approval. A simple majority vote of members present is required to approve a salary increase/decrease.

#### **ARTICLE IV. RECORDING SECRETARY:**

Section 1. DUTIES: The Recording Secretary shall have the following duties:

- A. Shall take attendance and keep minutes of each regular called meetings, including Executive Board meetings, and other specific meetings called by the President.
- B. Will maintain all records of proceeding at meetings, training records, and office correspondences in an organized manner and will give access to those records to chapter members or other authorized agencies as requested.
- C. Will be Board appointed and will have no salary.
- D. The duties of the Recording Secretary:
  1. Preserve all records of the chapter in digital format and present them to the President upon leaving the office.

2. Record the minutes of all BOD meetings as comprehensively as possible. Create and email copies of the minutes to the BOD and create a non-confidential copy of the minutes to be made available to the TBOA membership.
3. Ensure all BOD and TBOA meetings are conducted using the guidelines outlined in The Modern Rules of Order with the assistance of the Sergeant at Arms.
4. Serve as the Official Procedural Officer of TBOA.
5. Propose additions or deletions to the TBOA Constitution & Bylaws and Policies & Procedures Handbook for BOD then TBOA approval whenever needed.

**Section 2. ABSENCE:** The Recording Secretary must attend all scheduled meetings unless absence is authorized in advance by the President or Vice President when filling as President or by a majority vote of the Board members.

The Recording Secretary may not officiate any games on meeting nights, unless by approval of the President or Vice President (when filling as President) or by a majority vote of the Board members.

**Section 3. SALARY:** The Recording Secretary will **NOT** be paid a salary for their services to TBOA.

### **ARTICLE V. TREASURER**

**Section 1. DUTIES:** The Treasurer shall have the following duties:

- A. Perform the duties of the President in the absence of the President and Vice President.
- B. Work with the Assignor of Officials and Vice President to maintain a list of all members in good standing.
- C. Deposit all monies collected from all sources into the TBOA financial institution(s) and accounts from which TBOA disbursements shall be made.
- D. Issue checks to meet TBOA's financial obligations. Note: The TBOA Vice President shall be the only other member other than the Treasurer authorized to issue and sign TBOA checks.
- E. Be in charge of all Chapter funds and shall write such checks for necessary expenses as authorized by the President and/or the Board as appropriate.
- F. Be responsible for the financial affairs of the association, including but not limited to establishing an annual budget which shall be approved by the BOD prior to September 1<sup>st</sup> of each year. Establish and maintain TBOA's financial accounts both checking and PayPal accounts.
- G. Collect all dues and fines unless fees are paid online. Shall receive and deposit all monies owed to the Chapter. If an electronic transfer is conducted, the Treasurer will validate the transfer immediately to ensure deposit was successfully complete.
- H. Maintain accurate and up-to-date financial records and provide a financial report at Board/General membership meetings (first and last regular called meetings). Report must be available to all members at all times. The Treasurer will give the President a monthly bank statement. These

records (Current Financial Report and/or Monthly Bank Statement) shall be made available to any member upon request.

- I. Submit a yearly financial statement for approval by the BOD for the year ending, March 31.
- J. Close out all financial requirements, i.e. audits, taxes and payroll responsibilities.
- K. Inform the President and BOD of officials who are delinquent in paying any dues (THSBOA/TBOA) and any fines or fees.
- L. Sign all checks drawn on the TBOA bank account. Maintain the TBOA financial records of TBOA in coordination with the Assignor of Officials with regard to expected incoming funds and also expected ending balances.
- M. Be responsible for all other financial matters as directed by the President and TBOA BOD.
- N. Report the financial status of the chapter at each BOD meeting and to the membership at every chapter meeting.
- O. Submit a report to the BOD regarding the yearly review/audit of the Treasurer's accounting records no later than June 1st
- P. Submit a budget outlining the chapter's projected business transactions for BOD approval on or before September 1st.
- Q. Work with Assignor of Officials to ensure payment from schools. Are received, deposited and/or paid to the appropriate TBOA member(s).

Section 2. ABSENCES: The Treasurer must attend all scheduled meetings unless absence is authorized in advance by the President or Vice President when filling as President or by a majority vote of the Board members.

The Treasurer may not officiate any games on meeting nights, unless by approval by a majority vote of the Board members.

Section 3. SALARY: The Treasurer will be paid a flat salary of **\$1,500.00** yearly (1 April – 31 March). The election of the Treasurer constitutes his/her acceptance of such fee. The salary may change at the end of each elected term at the even number years. A recommended increase in salary must be reviewed by the Executive Board and then presented to the entire members for approval for any increase. A majority vote of members casting votes is needed to approve a salary increase.

## **ARTICLE VI. TRAINERS (2)**

Section 1. DUTIES: The **two** (2) TBOA Trainers shall have the following duties:

- A. Assist the Vice President for all training activities of TBOA.
- B. Work hand in hand with the Vice President and Assignor of Officials in the ratings of all officials to be assigned in games at specified levels.

- C. Develop a training program for new and current members and present to the BOD.
- D. Responsible for selecting and managing qualified officials to serve as assistant trainers and evaluators during pre-season training sessions, scrimmages and in-season contests.
- E. Shall also assist Vice President in selecting training sites to run the training programs.
- F. Arrange on an annual basis at least three separate training sessions for TBOA members.
- G. Oversee the instruction, development, and training of all TBOA officials.
- H. Select and train interested observers in evaluating members to help improve overall membership officiating skills and rankings.
- I. Assist the Vice President and any ad-hoc committees with recruitment and retention.
- J. Implement and/or oversee a mentor program to facilitate new official integration into TBOA and assist with overall development and improvement throughout TBOA for both new and returning TBOA members.
- K. One TBOA Trainer will be appointed to serve as the Official Rules Interpreter of the chapter reporting to the THSBOA Rules Interpreter.

Section 2. ABSENCES: The TBOA Trainers must attend all scheduled meetings unless absence is authorized in advance by the President or Vice President (when filling as President) or by a majority vote of the Board members.

The TBOA Trainers may not officiate any games on meeting nights, unless by approval by a majority vote of the Board members.

Section 3. SALARY: The TBOA Trainers will **NOT** be paid a salary for their services to TBOA.

## **ARTICLE VII. DIVISION REPRESENTATIVES**

Section 1. DUTIES: The TBOA Division Representatives shall have the following duties:

- A. Attend and participate in all meetings and all decisions to be rendered by the BOD.
- B. Keep accurate and up to date attendance records of all division members.
- C. Express the desires of the division members in all BOD meetings.
- D. Report any announcements, information, or BOD decisions to their division members.
- E. Notify the alternate division representative as soon as possible in the event a division representative can not attend a BOD meeting so the alternate can attend.
- F. Division Representatives shall:
  - 1. Use the email group for communicating to their specific division.

2. Contact their Division members within seven (7) days/1 week of election or appointment.
3. Provide at a minimum, monthly updates to Division members.
4. Provide feedback on training to the Vice President and Trainers from their Division members.
5. Bring matters to the Board relating to their Division members.
6. Attend a minimum of three preseason scrimmages to work games, observe, critique, and help officials improve in their ability to effectively work TBOA assignments.
7. Division Reps are responsible for appointing an alternate to serve in their absence. Alternate must be presented to and approved by the BOD.

Section 2. ABSENCES: The Division Representatives must attend all scheduled meetings unless absence is authorized in advance by the President or Vice President (when filling as President) or by a majority vote of the Board members.

The Division Representatives may not officiate any games on meeting nights, unless by approval by a majority vote of the Board members.

Section 3. SALARY: The Division Representatives will NOT be paid a salary for their services to TBOA.

### **ARTICLE VIII. THSBOA/STATE REPRESENTATIVE**

Section 1. DUTIES: The THSBOA/State Representative shall have the following duties:

1. Must be a member in good standing of TBOA.
2. Serve as an ex-officio (non-voting) member of the BOD.
3. Serve as the Official Liaison between TBOA and the state organization.
4. Communicate thoroughly any information and updates that are of concern to the members of TBOA from the state organization.
5. Represent the best interest of TBOA while being the state organization spokesperson for the TBOA
6. Represent the approved TBOA Board policy positions at all THSBOA meetings.
7. Provide written minutes of all THSBOA Board meetings to the TBOA Board.
8. Provide written and verbal impact statements of THSBOA Board decisions to the TBOA Board and the general membership.
9. Serve as TBOA Compliance Officer for all THSBOA Board policies.

Section 2. ABSENCES: The THSBOA/State Representative must attend all scheduled meetings unless absence is authorized in advance by the President or Vice President (when filling as President) or by a majority vote of the Board members.

The THSBOA/State Representative may not officiate any games on meeting nights, unless by approval by a majority vote of the Board members.

Section 3. SALARY: The THSBOA/State Representative will NOT be paid a salary for their services to TBOA.

### **ARTICLE IX. SERGEANT at ARMS**

Section 1. POWERS/DUTIES: The Sergeant at Arms sole purpose is to maintain order and dismiss any member not in compliance (upheld by President/Vice President). The Sergeant at Arms is a representative of both the BOD and the membership. He/She shall bring items to the BOD any member of a given Division doesn't feel comfortable sharing with his/her Division Representative.

Section 2. ABSENCES: The Sergeant at Arms must attend all scheduled



meetings unless absence is authorized in advance by the President or Vice President (when filling as President) or by a majority vote of the Board members.

The Sergeant at Arms may not officiate any games on meeting nights, unless by approval by a majority vote of the Board members.

Section 3. SALARY: The Sergeant at Arms will NOT be paid a salary for their services to TBOA.

### **ARTICLE X. ETHICS/DUE PROCESS COMMITTEE**

Section 1. Every TBOA member is required to comply with the TBOA Code of Ethics detailed here:

- A. Charges of ethics violations against members must be presented in writing to the Vice President. The Ethics Committee will conduct its business as outlined in the Constitution to determine if a member has committed a violation and if so, what penalties to levy, which may include but are not limited to verbal reprimand, fines, and probation. All Ethics Committee penalties will be reviewed by the BOD. Any penalties to be passed down will be discussed and voted on by the BOD and the member provided an opportunity to appear before the BOD to plead his/her case. BOD rulings can be appealed to TBOA membership
- B. If the Vice President determines the charges against the accused member are of such a serious nature that they could result in an extended suspension or possible expulsion, the matter will automatically bypass the Ethics Committee and be brought to the BOD for review, disposition, and actual penalty to be levied. If the BOD determines a member should receive a penalty, the member will be contacted by the Vice President to be informed of the date time and location and afforded the opportunity to appear before the BOD to exercise their privilege to appear and plead their case. A final decision will be made by the BOD following the member's appearance. If the member fails to appear, the decision of the BOD will be final.

### **ARTICLE XI. EXECUTIVE BOARD**

Section 1. POWERS/DUTIES: The Board shall have the power and the duty to:

- A. Enforce the Constitution and By-Laws of the Chapter.
- B. Enforce the THSBOA and UIL rules and regulations as they pertain to the Chapter.
- C. Ascertain the needs and take such action as is necessary or desired for the most efficient and professional conduct of the Chapter and its members.
- D. Report to the membership on all Board meetings.
- E. Enforcement of dues and any fines or fees payment by the members.
- F. Propose any need for special assessment.
- G. Enforce meeting attendance regulations.
- H. Enforce regulations regarding uniforms and appearance, possession of all equipment required to officiate the game of basketball.

- I. Ensure investigations are conducted concerning any allegations from members or coaches.
- J. Designate a Senior Trainer, who will also serve as the Chapter's Rules Interpreter.
- K. Designate a THSBOA/State Representative.
- L. Will ensure that the Recording Secretary records are inspected yearly and the Treasurer's records are audited internally yearly and from an outside source every two years.
- M. Will approve the list of officials submitted to UIL each year to officiate playoff games, per Article III, section. 3, of the By-Laws.
- N. Will ensure the Assignor of Officials follow the written guidelines on how he/she will make assignments for the regular season, tournaments and playoff games, per Article III, sections 1 and 3.
- O. Enforce false game assignments: If a member is given a game assignment, accepts game assignment and reports to the game site only to find out that there is no contest at the site, the member shall be paid one game fee at the higher level assigned for that assignment. If the false game assignment is the fault of the school serviced by TBOA then payment will be sought from said school. If the false assignment is the fault of TBOA then one game fee will be paid by TBOA.
- P. Make rulings on all matters or issues not covered by the Bylaws on behalf of the TBOA.
- Q. Hear due process appeals to determine probation, suspension, or expulsion of members whose actions are deemed detrimental to the best interests of the chapter and rule on any appeal of an Ethics Committee decisions.
- R. Meet in executive session to discuss sensitive and confidential matters regarding members or issues not covered in the Bylaws and make decisions or recommendations to be carried out by majority vote.
- S. Receive, discuss, and make necessary changes or corrections regarding the Finance Committee report concerning their review of the accounting records of the Treasurer no later than September 1st.
- T. Hold in strict confidence all proceedings shared in BOD meetings regarding any chapter member complaints, formal reviews and/or investigations.

Section 2. MEETINGS: An attendance of 4 EC members and 3 Div Reps present at any meeting will constitute a quorum. Each member of the Board will have one vote. The presiding officer at any Board meeting will only vote to break a tie. Upon a majority vote of the Board members present, it shall take any action or make any recommendation necessary or desirable for the good of the Chapter. Except as otherwise stated, a majority vote of the members present at a regular meeting or a properly called meeting will sustain any recommendation by the Board. All board meetings shall be open (with the exception of Executive Session) to any TBOA member in good standing who wish to observe. Meeting agendas will be made

available within 48 hours of the called meeting.

Section 3. ADJUDICATIVE POWER: The Executive Board shall have the power and the duty to determine the punishment for any member found guilty of the following:

- A. Non-attendance of the required number of meetings.
- B. Violation of regulations regarding solicitation of games from coaches or other agencies.
- C. Failure of any member to give cooperation to the Ethics Committee in the investigation of any matter.
- D. Failure to pay fees/dues and assessment by the required deadline.
- E. Missing an assigned game or scrimmage.
- F. Violation of any provision of the Constitution/By-Laws, or any duly authorized directive from the Board.
- G. The Board may set any punishment it feels is appropriate for violation of the Chapter's Constitution/By-Laws, THSBOA and UIL Constitution/By-Laws and regulations that pertain to the Chapter. The punishment will include, but not limited to: assessment of fines; suspension for any period, not to exceed one year; cancellation of any or all remaining games on their schedule.

Section 4. NOTICE to AFFECTED MEMBERS: When the Board is to consider any of the matters set forth in Article VII of the Constitution; the member(s) involved must be notified of this intent so that He/she may be present to defend his or her position before the Board, if so desired. Said member(s) shall not be present in the meeting room when the Board votes on the matter. The decision of the Board shall be announced to the membership at the next properly called or regular scheduled meeting.

Section 5. APPEALS: Any member may appeal their punishment under Section 5, of this article. They may appeal their punishment to the membership, which will need a majority of votes from the members present to override or modify any punishment set by the Board.

## **ARTICLE XII. MEMBERSHIP**

Section 1. Membership shall be opened to any person in good physical condition of proper interest, upon received payment of dues in accordance with the provisions stated here in the Constitution and By Laws and thereby agreeing to the conditions of these Bylaws, as amended, being binding and conclusive.

Section 2. Regular members shall be those persons who have paid their dues, and any additional fees assessed for the current year to the TBOA Chapter and the THSBOA, and are not on suspension by either organization. Members divisional rankings correspond to those rankings with the TBOA.

Section 3. All members shall conform to the following Code of Ethics;

- A. An official must be above reproach in all parties concerned in all game situations.
- B. An official must be on time for game assignments as defined by the Board of Directors
- C. An official's uniform must be kept neat, clean, and meet the requirements of the TBOA.

- D. An official shall not criticize or attempt to explain other officials' decisions to any party concerned with any game.
- E. An official shall not solicit games.
- F. An official should stay in proper mental and physical condition to fulfill game assignments with his/her best effort.
- G. An official must always adhere to the Code of Ethics of the THSBOA and the National Federation High School Basketball.

### **ARTICLE XIII. COMMITTEE'S**

- A. The **Audit Committee** shall consist of the Vice-President, as chair, two (2) BOD Members, and two (2) General members appointed by the TBOA President whose duty it shall be to audit the monthly and annual Treasurer's reports at the end of each season, and report findings to the BOD and the TBOA membership.
- B. The **Ethics Committee** shall be appointed by the President and whose duties it shall be:
  - 1. Confidentially investigate disciplinary problems that are formally brought to their attention in writing by TBOA members.
  - 2. Introduce all necessary resolutions/findings.
  - 3. Gain majority vote for any proposed resolutions/findings.
  - 4. Report its findings and any recommended resolutions or disciplinary actions to the TBOA BOD.
- C. **Ad-Hoc & Special Committees.** Any Ad-Hoc & Special committees, shall be appointed by the TBOA President, Vice President (in the absence of the President) and approved by the BOD as deemed necessary to carry on the work of the TBOA.

### **ARTICLE XIV. PROGRAMS**

The Executive Board is primarily responsible for the programs. The President will oversee all programs. It is recommended that the programs include the following subjects: Ethics; The Constitution/By-Laws; Basketball Rule Changes; 3 Person Exam; 2 Person Exam; Mechanics Exam; Report on the State Meeting; Protocol With Coaches/Administrators; Mentoring New Officials; Selection Process for Play-off Games; and any other subjects he deem necessary and appropriate for the membership.

### **ARTICLE XV. RULES/REGULATIONS FOR INDIVIDUAL MEMBERS**

Section 1. DEADLINE FOR PAYING DUES/ ASSESSMENTS: Payment of dues and assessments must be paid as follow:

- A. State dues must be paid as determined by THSBOA, usually before 1 July or as stated during that season.
- B. TBOA Chapter dues are payable on or before 1 September, for the subsequent season. There will be a \$25 penalty for late payment postmark on or after 1 September.
- C. Special Assessments may be proposed and collected by the Board at any date of their choosing, provided such assessment has been approved by majority vote of the members present at a properly called meeting.

Section 2. ATTENDANCE AT MEETINGS: All members are required to attend a minimum or 50% of the regular called meetings and scheduled training events each year. Members not attending minimum scheduled meetings/training are subject to the provisions of Article IV, Section 2 of the Constitution, without approved absence clearance from the President/Vice-President.

Section 3. COMPLIANCE WITH UIL'S CODE OF ETHICS: The official's Code of Ethics must be complied with by all members of the Chapter, particularly in relation to the acceptance game assignments at their former school, schools in which there is an inherent conflict of interest or soliciting games for themselves or for others.

Section 4. REPORTING OUTSIDE CONTACTS TO OFFICIATE: Any member of the Chapter who is contacted to officiate by any coach, school official, UIL, or any other person or agency must notify the President, Vice-President or the Assignment Secretary immediately, if the officials Division Representative cannot be contacted. Once the Division Representative is notified, he/she must immediately inform the President, Vice President and Assignment Secretary.

Section 5. UNIFORMS: Each member must wear the uniform prescribed by THSBOA and the Chapter. It must be neat, worn properly, shoes clean and/or highly shined, grooming must be above reproach and all officials must be in the same uniform and mirror each other. The official THSBOA jacket will be worn for all varsity games, sub-varsity is optional.

Section 6. MEMBERS OBLIGATIONS TO ABIDE BY REGULATIONS/POLICIES: The acceptance of membership in the Chapter obligates each member to abide by as set forth in the Chapter's Constitution/By-Laws and THSBOA and UIL Constitution/By-Laws and Policies.

### **ARTICLE XVI. DUES, FINES, AND ASSESSMENTS**

The annual dues, fines, and assessment for regular and associate members shall be as follows:

- A. Chapter dues for all members is \$130.00 or as determined by the Executive Board
- B. Chapter fines for missing an assignment \$70.00 (Regular Varsity Game Fee)
- C. Chapter fines for missing required number of meetings \$50.00
- D. Chapter fine for un-excused turn back of assigned game \$5.00 each first two /\$20 each for 3 or more

### **ARTICLE XVII. MEETINGS**

Section 1. QUORUM: As specified in Robert's Rules of Order, a quorum shall be a majority (51%) of the members of the Chapter in good standing of the regular members present, without which official business cannot be conducted.

Section 2. NOTICE: A properly called meeting is defined as one in which all members have been notified by email and or any other media, of the time/place and subject of such meeting at least one week before said meeting will take place.

Section 3. PARTICIPANTS: Active members of TBOA and their guests, coaches, and school administrators will be permitted to attend regular meetings, if they so desire.

**ARTICLE XVIII. OFFICIATING FEES**

The fees received from the schools we support are set by the University Interscholastic League Office of the Extension Division, The University of Texas, Constitution and Contest: Athletic Section 1204.

**ARTICLE XIX. ADOPTION OF THE BY-LAWS**

This By-Law is NOT an OFFICIAL DOCUMENT until it is adopted by the membership by majority votes at a properly called meeting, signed and dated by the President, Vice-President and the Recording Secretary. All amendments to the Constitution/By-Laws will follow the same procedure used to adopt this Constitution/By-Laws. When this document is amended, attach a cover sheet to the document to the front, with the date and the appropriate signatures and what was amended, until such time the changes can be incorporated into the basic document.

**NOTE:** The words “he”, “him”, “his” is intended to include both the masculine and feminine genders and any exceptions to this are noted.

**(NOTE: This document has 22 pages.)**

This Constitution and By-Laws were adopted/amended on:

Date: 08/21/2023

\_\_\_\_\_  
TBOA President: Mr. Derick Barnes

Date: \_\_\_\_\_

\_\_\_\_\_  
TBOA Vice President: Mr. Wil Hamilton

Date: \_\_\_\_\_

\_\_\_\_\_  
TBOA Recording Secretary: Mrs. Tiffany Graves

Date: \_\_\_\_\_