

CODE OF REGULATIONS

OF

**THE MAHONING VALLEY BASKETBALL
OFFICIALS ASSOCIATION, INCORPORATED**

ARTICLE-I
NAME

The name of this organization shall be the MAHONING VALLEY BASKETBALL OFFICIALS ASSOCIATION, INCORPORATED, herein after referred to as, "The Association" The Association was incorporated with the Ohio Secretary of State on October 22, 1987.

ARTICLE-II
PURPOSE

Its purpose shall be to instruct, educate, and disseminate information regarding basketball rules and procedures to officials, coaches, school authorities, and the public, and to improve and elevate the standards of officiating basketball contests.

ARTICLE-III
MEMBERSHIP

Section 1: Regular Members. Any official holding an Ohio High School Athletic Association (OHSAA) Basketball Permit is eligible for Membership and voting privileges in the Association, hereinafter referred to as "Members". Procedures for Membership application and changing classifications are as described in the OHSAA Handbook for Officials.

Section 2: Retired Members. All retired Members with a minimum of ten (10) years of service to the Association may be classified as Retired Members. Retired Members shall be exempt from any dues or fees. They shall have all rights and privileges of Membership except to vote during business meetings, elections or special meetings. Retired Members shall be listed separately in the official roster of The Association and shall be invited to the Annual Social. Retired Members who complete the *Request For Inactive Status From OHSAA Officiating Form* and file it with the OHSAA are encouraged to work with new officials with less than five years' experience in conjunction with the Education Committee as mentors, advancement observers and assist in their development.

Section 3: Suspension and/or Termination. Membership may be terminated by death, resignation, or by action taken by The Association. Other disciplinary actions of Members shall be handled as prescribed for in the OHSAA Handbook for Officials.

Section 4: Roster of Members. All Members in good standing shall have their names, addresses and other pertinent information listed on the official roster of The Association.

ARTICLE- IV
OFFICERS AND
DUTIES

Section 1: *Officers.* The officers of The Association shall be Members of The Association and are President, Vice President, Secretary/Treasurer, Immediate Past President, Rules Interpreter and Mechanics Chief. All officers shall be elected at the final business meeting of the year and a simple majority of all votes shall be sufficient to elect. The term of office for Officers shall be for one (1) year or until their successors shall have been duly elected. Officers may be re- elected. Those elected to the Offices of President and Vice President by convention may serve for up to two consecutive terms.

The Rules Interpreter and Mechanics Chief shall also be elected at the final business meeting of the year and a simple majority of all votes shall be sufficient to elect. The term of office for each shall be for one (1) year or until their successors shall have been duly elected. The Rules Interpreter and Mechanics Chief may be re- elected.

Section 2: *The President shall:*

1. preside at all meetings of The Association.
2. timely prepare the agenda for all Regular and Special Business Meetings.
3. appoint all committee Chairmen and committee Members.
4. be an ex-officio member of all committees.
5. call special business meetings as provided for in Article VII, Section 3.
6. be responsible for general leadership and oversight of the affairs of The Association.
7. perform those duties ordinarily inherent to the Office.

Section 3: *The Vice President shall:*

1. in the absence or disability of the President, perform the duties of the President.
2. oversee the annual election of The Association's OHSAA Tournament Officials per the procedure adopted by The Association in accordance with OHSAA guidelines.
3. handle any other duties as assigned by the President.
4. perform those duties ordinarily inherent to the Office.

Section 4: *The Secretary/Treasurer shall:*

1. keep a record of the proceedings of The Association and of all its meetings.
2. post the agenda for all Regular and Special Business Meetings prepared timely by the President to The Association's website no less than five (5) calendar days prior to Regular Business Meetings and no less than ten (10) calendar days prior to Special Business Meetings with email notice of posting sent to the Membership within the same timeframes.
3. collect all dues, fees, fines, and other revenues.
4. with the approval of the Executive Committee, pay all bills of the Association.
5. prepare a year ending draft Financial Report and post to The Association's website no later than March 31st with email notice of posting sent to the Membership within the same timeframe.
6. prepare a year beginning Financial Report and post to The Association's website no later than thirty (30) calendar days prior to The Association's first Business Meeting with email notice of posting sent to the Membership within the same timeframe.
7. post Business Meeting Minutes to The Association's website within seven (7) calendar days of

such Meeting with email notice of posting sent to the Membership within the same timeframe.

8. update and maintain an archive of approved Business Meeting Minutes and Financial Reports on The Association's website that can only be accessed by Association Members by employing a password known only to Members.
9. perform all duties, when acting as Treasurer, in accordance with The Association's Financial Policies
10. maintain the attendance record of Members at meetings of The Association and report such to the OHSAA.
11. maintain a roster of Members that includes pertinent contact information, OHSAA Official's Registration Number, years of service to The Association, etc.
12. compile annually a listing of Members scheduled to receive years of service to The Association awards and years of meritorious service to OHSAA certificates at The Annual Social.
13. post and maintain the listing of *The Dr. Jerome Philip "DOC" Davidson Memorial Award* winners on The Association's website.
14. maintain and update the Association's Policy Manual
15. handle any other duties as assigned by the President.
16. perform those duties ordinarily inherent to the Office.

Section 5: The Rules Interpreter Shall:

1. be responsible for the preparation, presentation, and necessary follow up for Rules and Interpretation Meetings of The Association as well as conduct educational "early bird" sessions for new officials concerning Officiating Rules Interpretation and Application in accordance with OHSAA and NFHS publications and bulletins.
2. be a member of and fully participate in the Association's Education Committee and Mentoring Program
3. attend all required OHSAA State Rules Interpreter and Mechanics Meetings on behalf of the Association. In the event that the Rules Interpreter is unable to attend said meeting(s), then the Executive Committee shall designate an alternative Member to attend the meeting(s).

Section 6: The Mechanics Chief Shall:

1. be responsible for the preparation, presentation, and necessary follow up for Rules and Interpretation Meetings of The Association as well as conduct educational "early bird" sessions for new officials concerning Officiating Mechanics in accordance with OHSAA and NFHS publications and bulletins.
2. be a member of and fully participate in the Association's Education Committee and Mentoring Program.
3. attend all required OHSAA State Rules Interpreter and Mechanics Meetings on behalf of the Association. In the event that the Mechanics Chief is unable to attend said meeting(s), then the Executive Committee shall designate an alternative Member to attend the meeting(s).

Section 7: *Vacancies.* In the event of the death, disability, resignation, or other incapacity of any officer or officers, with the exception of the President, whose position shall be assumed in such instance by the Vice President, or the Interpreter or Mechanics Chief, the Executive Committee shall meet and appoint someone to fill the vacancy until the final regular business meeting of the year, when elections are held.

**ARTICLE-V
EXECUTIVE COMMITTEE AND DUTIES**

There shall be an Executive Committee of six (6) Members, consisting of the President, Vice President, Secretary/Treasurer, Rules Interpreter, Mechanics Chief and Immediate Past President. The President shall be Chairman of the Executive Committee.

The Executive Committee shall:

1. determine matters of policy for the Association.
2. authorize the Secretary/Treasurer to pay all bills of the Association.
4. conduct the necessary business of The Association during the year as well as between the last Business Meeting of the calendar year and the first Business Meeting of the following calendar year.
5. investigate and make recommendations to the Membership of any questions of ethics, conduct of officials, and the relationship of the Association and its Members with the OHSA or school boards, or school authorities and the general public.
6. have the authority, upon a two-thirds (2/3) vote of those present at a duly constituted Business Meeting of The Association, to discipline, suspend, or terminate the Membership of any Member when the conduct of such person is considered detrimental to the best interests of The Association.
7. perform the Public Relations functions on behalf of the Members of the Association.

**ARTICLE-VI
STANDING & OTHER COMMITTEES AND
DUTIES**

Section 1: *Standing Committees.* In addition to the Executive Committee, there shall be seven (7) Standing Committees of the Association. They are the Nominating Committee, Welcome Committee, Code of Regulations Committee, Social Committee, Education Committee, Ethics Committee, and Auditing Committee.

Committee Chairmen and Committee Members for the next year shall be appointed by the incoming President no later than March 31st. The Roster of Committees, Chairmen and Committee members shall be posted to The Association's Website no later than April 10th by the Secretary/Treasurer with email notice of posting sent to the Membership within the same timeframe,

The Chairman of each Committee shall be responsible to ensure that each Committee meets at least twice during the calendar year with at least one meeting occurring between the dates of September 30th through February 28th (or 29th for Leap Year). Other meetings may be scheduled by the Committee Chairman as necessary. Committee Chairmen are responsible for ongoing communication of Committee activities to the President.

Section 2: *Nominating Committee.* There shall be a Nominating Committee of three, consisting of the Immediate Past President and two (2) Members to be appointed by the President. The Immediate Past President shall be the Chairman. The Committee shall be responsible to submit a slate of Officers, Rules Interpreter and Mechanics Chief for consideration for election by the Membership and for any other functions as assigned by the President.

Nominations for Officers, Rules Interpreter or Mechanics Chief must be submitted in writing to the Chairman of the Nominating Committee beginning with the first Business Meeting of the year and ending with the second Business Meeting of the year so ballots can be prepared for the election occurring at the final Business Meeting of the year. Nominations can also be accepted from the floor during the second Business Meeting of the year when the Chairman of the Nominating Committee is presenting the Committee's report.

Section 3: *Welcome Committee.* The President shall appoint a Welcome Committee consisting of not less than three (3) Members. The Welcome Committee shall be responsible for the distribution and collection of attendance cards for meetings of The Association, conducting meeting raffles, distribution of meeting handouts and for any other functions as assigned by the President.

Section 4: *Code of Regulations Committee.* The President shall appoint a Code of Regulations Committee consisting of not less than three (3) Members. The Code of Regulations Committee shall be responsible for the annual review as well as periodic revision and amendment of The Association's Code of Regulations.

The Committee shall receive in writing any proposed amendment as well review and consider such amendment in a timely manner. The Committee shall also be responsible for the development of the operational format, processes and formalization of the policies of The Association and for any other functions as assigned by the President. All amendment recommendations made by the Committee shall be subject to approval by The Association Membership as indicated in Article XI.

Section 5: *Social Committee.* The President shall appoint a Social Committee consisting of not less than three (3) Members. The Social Committee shall be responsible for working with the Executive Committee to select the date, time, location, refreshment and/or food provider for the Annual Social of The Association. The Committee shall also be responsible for site preparation, set up, and cleanup for the Social as needed and for any other functions as assigned by the President.

Section 6: *Education Committee.* The President shall appoint an Education Committee consisting of not less than seven (7) Members at least one of which shall be a Retired Member. The Education Committee shall be chaired by the Interpreter or Mechanics Chief of The Association or designee as appointed by the President.

The Education Committee shall be divided into three components with responsibilities as follows:

1. ***Rules and Interpretation Meetings.*** The preparation, presentation, and necessary follow up for Rules and Interpretation Meetings of The Association as well as conduct educational "early bird" sessions for new officials. These activities shall be provided by the Interpreter and Mechanics Chief of The Association as well as their designees.
2. ***New Official's Class.*** The preparation, presentation, and necessary follow up to conduct all educational sessions for The Association's New Official's Class as prescribed in the current version of the OHSAA Handbook for Officials. They shall also be responsible for New Official's Class and Association Membership recruitment by promotion of the class through civic and school presentations and other methods to meet the Membership needs of the Association. These activities shall be provided by up to two (2) OHSAA qualified Officiating Class Instructors as well as their designees.

Effective
January 13, 2019

3. *New Members Mentoring.* The preparation, presentation, and necessary follow up to conduct all class room and on court educational sessions for mentoring new Members prior to, during and after lower level contests. The development and implementation of a pathway for success beginning with the New Official's Class, continuing with Advancement to Class One Status and extending through the new official's crew placement and growth. These activities shall be provided by enlisting Education Committee Members, Retired Members and Regular Members as well as their designees.

Members of the Education Committee shall also be responsible for any other functions as assigned by the President.

Section 7: *Ethics Committee.* The President shall appoint an Ethics Committee consisting of not less than five (5) Members. The Ethics Committee shall be responsible to receive, review any alleged ethical behavior deviations and in consultation with the Executive Committee shall be responsible to investigate and make recommendations to the Membership of any questions of ethics, conduct of officials, and the relationship of the Association and its Members with the OHSAA or school boards, or school authorities and the general public. The details of the proceedings of the Ethics Committee shall be and remain Confidential.

Members of the Ethics Committee shall also be responsible for any other functions as assigned by the President.

Section 8: *Auditing Committee.* The President shall appoint an Auditing Committee consisting of no less than three (3) Members. The President, Secretary/Treasurer, and/or signators of checks are not eligible to serve on the Auditing Committee. The Chairman of the Committee shall be qualified by education and work experience to conduct such an audit according to Generally Accepted Accounting Principles (GAAP) in accordance with The Association's Financial Policies.

The Committee shall review The Association's financial books and records annually and attach a statement of their findings to the Annual Financial Statement of the President and Secretary/Treasurer no later than sixty (60) calendar days after the end of The Association's fiscal year, currently April 1 – March 31.

Members of the Auditing Committee shall also be responsible for any other functions as assigned by the Committee Chairman.

Section 9: *Other Committees.* The President may appoint other such committees as deemed necessary.

ARTICLE-VII

MEETINGS. STANDARD AGENDAS. NOTICES. QUORUM. VOTING. AND RULES

Section 1: *Rules Interpretation Meetings.* The President shall establish a meeting schedule for The Association. There shall be a minimum of six (6) Rules Interpretation meetings each year which shall be open to all Members and to the general public. Each member shall attend local Interpretation meetings and state conducted meeting as required by the OHSAA Handbook for Officials. Officials attending the Association's meeting who are not members of The Association or any other OHSAA local association

*Effective
January 13, 2019*

and request an attendance card from the Secretary/Treasurer, shall pay the maximum fee allowed by the OHSA Handbook for Officials.

Standard Agenda for Rules Interpretation Meetings

- I. Call to Order
- II. Announcements
- III. Rules - Interpreter
- IV. Mechanics
- V. Parting Announcements
- VI. Pass in Attendance Cards
- VII. Adjournment

Section 2: Business Meetings. There shall be at least two business meetings of The Association each year. The President shall be empowered to call such additional business meetings as the needs of The Association may require. Emergency measures, not including amendment of Code of Regulations, may be enacted by the Association at any meeting called by the President.

Standard Agenda for Business Meetings

- I. Call to Order
- II. Approval of Minutes of Last Meeting
- III. Secretary/Treasurers Report
- IV. Old Business
- V. New Business
- VI. Committee Reports
 - A. Executive
 - B. Nominating
 - C. Welcome
 - D. Code of Regulations
 - E. Social
 - F. Education

- G. Ethics
- H. Auditing
- I. Ad Hoc or other Committees as appointed by the President

VII. Election of Officers

VIII. Open Forum

IX. Adjournment

Section 3: *Special Meetings.* The President may call a Special Meeting anytime. The President's call for a special meeting shall specify the exact time, place, agenda and purpose for such special meeting.

Section 4: *Notices.* Notice of the year's meeting schedule for The Association shall be posted by the Secretary/Treasurer to The Association's website no later than July 1 of the calendar year with email notice of posting sent to the Membership within the same timeframe. Notice for Special Meetings as provided for in Section 3 of this Article VII above shall be posted by the Secretary/Treasurer to The Association's website and shall be given to each voting member, or by email or other documented form of communication, not less than ten (10) calendar days before said meeting. All meetings for which proper notice has been given, in accordance with this Section, shall be deemed as "a duly constituted meeting."

Section 5: *Quorum.* The Members of The Association present at any Business Meeting of The Association for which proper Notice has been given in accordance with Section 4 of this Article VII above shall constitute a quorum. In any Article of this Code of Regulations where a vote of the Membership is required to enable the Association to act, the term "Membership" shall mean a quorum, as set forth in this Section.

Section 6: *Voting.* Only Members of The Association in good standing shall be permitted to vote at any meeting of The Association.

Section 7: *Code of Regulations.* This Code of Regulations shall govern all business conducted by this Association. The Association hereby adopts the *Officiating Code of Ethics* contained in the current version of the OHSAA Handbook for Officials as its Code of Conduct for Members. Anything not covered by the Code of Regulations shall be referred to the OHSAA Handbook for Officials.

Section 8: *Rules of Order.* Roberts' Rules of Order, Newly Revised, shall govern the proceedings of all meetings of the Association, except where same conflicts with this Code of Regulations.

ARTICLE-VIII

DUES AND

FEES

Section 1: *Annual Dues.* Dues for all Members shall be established annually by a two-thirds (2/3) majority vote of the Membership at a duly constituted meeting and shall be identical for all classifications

Effective
January 13, 2019

of Members. Dues are payable in advance for the following year. In order to remain in good standing, each member shall pay dues annually before the last Business Meeting of the year. Dues payment after the last Business Meeting of the year shall be subject to a late payment fee of ten (\$10) dollars.

Section 2: *Special Fees or Assessments.* From time to time, the Executive Committee may, when required, recommend the payment of any special fees or assessments by Membership. Such levy of any special fees or assessments must be submitted to the Membership for approval by two-thirds (2/3) majority vote of the Membership. If approved, in order to remain in good standing, each member shall pay said fee or assessment before the last Business Meeting of the year

Section 3: *Dues Exemption.* The current six (6) Officers and up to two (2) Instructors of The Association's Education Committee sponsored New Official's Class are exempt from paying annual dues. The Immediate Past President must be active in officiating until the time he becomes inactive or retires and at such time he will become a retired member.

Section 4: *Bad Check Policy.* A bad check fee of actual charges incurred shall apply for all returned checks for insufficient funds. Once notified, the Member has fourteen (14) calendar days to provide payment in full. Failure to pay any/all officiating dues and the bad check charges within that period of time can lead to suspension of Membership from The Association as provided for in Article V. No reinstatement will occur until all past dues and bad check fees have been paid. Members with bad check history (three bad checks in a four year period) will not be permitted to reinstate Association Membership until a hearing is held to determine the terms of reinstatement, if reinstatement is possible.

Section 5: *Good Standing.* All cases of non-payment of dues, bad check fees or other fees shall be referred by the Secretary/Treasurer to the Executive Committee. Until payment of said dues or fees, the member will be considered as not in good standing with the local Association and unable to vote. All Members in good standing shall have their names, addresses and contact information listed on the official roster of The Association.

ARTICLE-IX

FINANCIAL AND

ACCOUNTING

Section 1: *Finances.* The Association shall decide all matters pertaining to the finances of The Association and shall place all income, including auxiliary funds, in a common treasury.

Section 2: *Deposit of Funds.* All monies received, including auxiliary funds, shall be deposited to the credit of The Association in a bank or financial institution designated by the Executive Committee. Disbursements shall be recorded in the account register through the use of a check request and/or input document with the receipt or invoice attached thereto. All checks shall be signed by the Secretary/Treasurer and such other Officer or Officers, or person or persons, as the Executive Committee shall determine.

Section 3: *Fiscal Year.* The Fiscal Year of The Association shall begin on the first day of January and shall end on the last day of December annually.

Effective
January 13, 2019

Section 4: Expenditure Authorization. Neither the Executive Committee nor the Secretary/Treasurer shall authorize any expenditure which will place The Association in debt, without first referring the matter to the Membership for approval. A two-thirds (2/3) majority vote of the membership shall be necessary to approve any such expenditure.

ARTICLE-X
THE DR. JEROME PHILIP "DOC" DAVIDSON MEMORIAL AWARD

Section 1: Purpose. The purpose of *The Dr. Jerome Philip "DOC" Davidson Memorial Award* is to honor a member of the Mahoning Valley Basketball Officials Association, Incorporated who has made a profound and significant contribution to the success of the Association, and has served its promotion with distinction.

Section 2: Eligibility. All Members of the Association in Good Standing are eligible to be nominated for and to receive the Award.

Section 3: Nomination Process. Nominations shall be submitted in writing on The Association's Nomination Form and must be received by the Secretary/Treasurer no later than the end of the second business meeting of the year. The form is available on the Association's website and from the Secretary/Treasurer.

Section 4: Selection Process. The selection committee shall be the Executive Committee, who shall determine from the submitted written nominations who will receive the award.

Section 5: Exclusivity. There shall be only one (1) award winner per year.

Section 6: Recognition. Award winners' names and the year awarded shall be posted on the Association's website along with the verbiage from Section 1 of this Article X.

ARTICLE-XI
SCHOLARSHIPS

Section 1: From time to time, as Association funds permit, the Association may award scholarship(s) in accordance with the Policy in effect at the time of the Award.

ARTICLE-X
POLICIES

Section 1: The Secretary/Treasurer shall be responsible for listing, maintaining and updating the Policies of the Association in The Association's Policy Manual


Effective
January 13, 2019

ARTICLE XIII
AMENDMEN
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Proposed amendments to Code of Regulations may be presented in writing to the Chairman of the Code of Regulations Committee at any time and also may presented in writing during any Business Meeting by any Member of The Association. Such proposed amendments shall be referred to the Code of Regulations for review and consideration. The Code of Regulations Committee will then make its presentation and recommendation at the next Business Meeting. A three-fourths ($\frac{3}{4}$) majority vote of the Membership shall be necessary to enact any amendment. This vote will occur at the Business Meeting that follows the Business Meeting during which the Code of Regulations Committee made its recommendation.

This Code of Regulations as revised for, presented to and passed by a three-fourths ($\frac{3}{4}$) majority vote of the Membership of The Association hereby supersedes all previous versions of The Association's Code of Regulations and is hereby effective on January 13, 2019.

CODE OF REGULATIONS COMMITTEE:


Leonard S. Holman, Jr., Chairman


Chuck Brown


Laura Weymer


Andrew Wilde


Jeff Patterson



Joe W. Bettura

The ASSOCIATION OFFICERS:


Mickey Hammond, President


Keith Moyer, Immediate Past President


David Ritchie, Vice President


Ann Marie Martin, Mechanics Chief


Donald Dobrindt, Secretary/Treasurer


Drew Saluga, Rules Interpreter