WNYBOWS, INC. CONSTITUTION

ARTICLE I NAME: The name of this organization shall be the Western New York Board of Officials for Women's Sports (WNYBOWS), Inc.

ARTICLE II OBJECTIVE: The objective of this group shall be to promote officiating services to amateur athletic competitions for girls by training and certifying competent basketball officials by:

A. Providing certified officials.
B. Developing officiating techniques.
C. Providing materials for training and rating certifying officials.
D. Standardizing and improving officiating through an affiliation with State and/or National certifying organizations.
E. Studying and evaluating the needs and problems of officiating within the geographic jurisdiction of this group.

ARTICLE III MEMBERSHIP: The membership will be opened to any person 18 years or older, who has successfully completed the certification requirements for officiating girls' high school basketball and is a member in good standing.

The membership of this Board shall consist of three classes:

A. **Active** – An active member is one who has paid annual dues and has completed the requirements of the sport he/she officiates.
B. **Inactive** – An inactive member is one who desires to promote the efforts of this Board without assuming the duties of active officiating. Members desiring inactive status will receive same upon payment of current annual dues.
C. **Honorary** – Honorary membership may be bestowed upon any deserving individual by the Executive Committee. Honorary members shall pay no dues.

ARTICLE IV FISCAL YEAR: The fiscal year shall be from April 1 to March 31.

ARTICLE V EXECUTIVE COMMITTEE:

A. **Composition** – The executive committee shall consist of the following:
Officers- Officers shall be the President, the Vice President, the Secretary, the Treasurer, ~~Staff Development Coordinator~~ and three (3) At Large Board Members to be elected by the membership of WNYBOWS. The elected Executive Committee Officers shall have voting privileges and shall have the responsibility of handling the administration of affairs, and performing the duties prescribed in the By-Laws of the Board.

B. **Elections** – Nominations for the aforementioned positions shall be solicited by the Election Committee. Elections shall be held at the annual General Meeting as per the Constitution and By- Laws of this Board.

C. The Election Committee shall provide a slate of candidates, to the membership, running for office in any given year no later than March 1 prior to the election.

ARTICLE VI MANDATED MEETING: Attendance at the annual General Meeting shall be mandatory for all members.
{PENALTY – REVOCATION OF MEMBERSHIP}

ARTICLE VII AMENDMENTS: This Constitution may be amended by a two- thirds majority vote of the members present at any General Meeting. The amendment must be presented in writing to all Executive Board members at least thirty (30) days prior to any scheduled general meeting. The Executive Board shall publish proposed amendments to its members at least 14 days prior to the meeting at which they will be considered.

ARTICLE VIII MISCELLANEOUS: Any situation not covered by this Constitution and accompanying By-Laws shall be governed by Robert's Rules of Order.

WNYBOWS, INC. BY-LAWS

ARTICLE I MEMBERSHIP

A. Qualifications for membership: Any person holding a current rating is automatically considered a member of this Board upon payment of annual dues.

B. Revocation of membership:

1. Active members shall have their memberships revoked for failure to comply with meeting and testing

requirements established by *the Basketball Officials Operating Code.* (See Article V Requirements) the By-Laws
2. Active members may be penalized according to the Policies and Procedures and/or constitutions and by-laws of State and/or National certifying organizations for documented incompetence and/or violations of the code of Ethics of this Board. {*and/or the Basketball Operating Code. Said judgment}* Penalties shall be determined by the Executive Committee.
3. Members shall forfeit all games assigned should their memberships and/ or ratings be revoked.
4. Any member penalized under this article shall have right to appeal under the Grievance procedures pursuant to the by–laws.

ARTICLE II FEES

A. The amount of all dues and fees shall be determined by the Executive Committee.
B. Annual dues of an Active or Inactive member of the Board shall be received or postmarked by the date of the season ending General Board Meeting.

FAILURE TO COMPLY:
Step 1 – Dues plus $30 fine.
Step 2 – Failure to comply with Step 1 by May 1, removal from roster.

C. Dues refund – A partial dues refund will be made to members who, through relocation (leave our area of service) and who apply, in writing, for such refund. The amount of such refund will be an amount equal to the current annual dues for said member, minus any fees forwarded to State and/or National certifying organizations by the Board on behalf of the official.

ARTICLE III EXECUTIVE COMMITTEE

A. Officers' Qualifications:

1. President, Vice President, Secretary, Treasurer ~~and Staff Development Coordinator~~. Nominees for these positions must be members in good standing who have completed five (5) years of v*arsity level* membership with the board.
2. Three (3) At-Large Board Members – Nominees for these positions must be members in good standing who have completed three (3) years of membership at any level.

B. Terms of Office- Beginning May 1, Officers shall assume their positions as described below:

1. President- 2-year term elected in odd-numbered years.
2. Vice Pres. - 2-year term elected in even-numbered years.
3. Secretary- 2-year term elected in odd-numbered years.
4. Treasurer- 2-year term elected in even-numbered years.
5. ~~Staff Development Coordinator- 2-year term elected in even-numbered years.~~
6. At- Large Member (3) – 2-year term elected in alternating years; with all three positions not being elected in the same year

ARTICLE IV DUTIES OF EXECUTIVE COMMITTEE MEMBERS

A. President

1. Call, and preside over all General and Executive Committee meetings of the Board
2. Act as the official representative of the Board.
3. Keep on file all pertinent correspondence, copies of yearly reports, and an accurate record of the names, addresses, and current ratings of all Board members.
4. Authorize expenditures of the Board.
5. Make annual reports to State and/or National certifying organizations at their request.
6. Direct the administration of the theoretical and practical examinations.
7. Chair clinics, workshops, and training programs for the membership of said sport.
8. Be responsible for providing an annual written report summarizing activity of said sport.
9. Assist in the collection of fees.
10. Lead the Executive Boards' recruitment, nomination and interview process for filling the Grievance Panel, Audit Committee, Election Committee and Rule Interpreter position(s).
11. Perform all other duties pertaining to the office.

B. Vice President

1. Preside over meetings in the absence of the President.
2. Assist ~~the Staff Development Coordinator~~ in conducting the clinics, workshops, and training programs.
3. Assist the President in administering the theoretical and practical examinations.
4. Assist in the collection of fees. Assume the position of President should the President be unable to complete her/his term of office or be removed from office, until such time an election for this position can take place according to the By-Laws.
5. Carry out any other responsibilities assigned by the President to assist in the administration of the officiating group.
6. Perform all other duties pertaining to the office.

C. Secretary

1. Keep on file a record of all business transacted at General Board and Executive Committee meetings.
2. Keep a record of attendance at all meetings.
3. Notify the membership of General Meetings.
4. Render a written report of all General Meetings and distribute same to the membership.
5. Have custody of all records and papers of the Board not otherwise provided for.
6. Carry on all necessary correspondence and retain copies of same.
7. Keep a current list of Board members, addresses, phone numbers, ratings, and year of expiration.
8. Keep a file of all pertinent information relating to area schools and recreational organizations serviced by the Board.
9. Keep on file all pertinent correspondence, copies of yearly reports, and an accurate record of the names, addresses, and current ratings of all Board members.
10. Minutes of all executive meetings shall be made available to the membership.
11. Perform all other duties pertaining to the office.

D. Treasurer

1. Keep a record of all receipts and expenditures.
2. Supervise the collection of fees.
3. Pay authorized expenditures of the Board.
4. Be responsible for preparing and presenting, in writing, a yearly financial report at the annual General Board Meeting.
5. Develop a proposed General Board budget annually.
6. Supervise the annual meeting of the Audit Committee.
7. Perform all other duties pertaining to the office.

~~**E. Staff Development Coordinator**~~

~~1. Rules Interpreter to officials, coaches and Athletic Directors (AD's) regarding rule changes and rule interpretations on an annual basis.~~
~~2. Present at WNYBOWS meetings on rules, mechanics, positioning, etc.~~
~~3. Make recommendations to the Executive Board for improvements to the referee development program.~~
~~4. Disseminate in-season & off-season training, staff development and education for WNYBOWS referees. Encouraging and promoting a progressive environment for referees to improve.~~
~~5. Coordinate with a variety of WNYBOWS committees in matters related to referee improvement.~~
~~6. Coordinate with leagues and AD's to assign games in the Niagara Parochial School League, IAC League and at St. Mary's School for the Deaf (SMSD).~~

ARTICLE V A. Nomination Procedures

1. Nominator and/or nominees shall be made from active or inactive members in good standing.
2. Nominations may be submitted to the Election Committee for presentation at the annual end of year General Meeting.

B. Campaign Procedures

A candidate on their own behalf running for an elective office may be allowed to actively pursue that office pursuant to accepted procedures, including but not limited to phone calls mailing flyers posters and e-mails. Any campaign activity must be in support of the candidate only and not directed at an opponent. Any member may endorse a candidate for office only by in person contact and may not distribute material of any kind

C. Eligibility to Vote

Only members in good standing, active or inactive, shall be entitled to vote.

D. Election:

Officers shall be elected by a majority vote of those attending the annual end of year General Meeting and absentee ballots received ***prior*** to the meeting. Absentee ballots must be requested and received by the Election Chairman NLT than **2 days** prior to the annual end of year General Meeting.

E. Voting Procedures

1. All officers as defined in Article V A-1 of this constitution shall elected by the membership present at the annual General Meeting.
2. All officials who must be absent from the meeting for a reason that is ***approved*** by the President ***prior*** to the meeting will be able to vote by absentee ballot. Absentee ballots must be requested and received by the Election Chairman NLT than **2 days** prior to the annual end of year General Meeting. Ballots and instructions will be provided.

3. Voting shall be by secret ballot.
4. In case of a tie an immediate re-vote shall be taken.
5. In the event that a candidate is running unopposed, the President shall direct the Secretary to cast one vote for that candidate, resulting in automatic election.

E. Vacancies

In the event an Executive Committee Member is unable to carry out her/his term of office or is removed from office, a Special General Election shall be called by the Executive Board within 30 days of the vacancy occurring for the purpose of electing a new Executive Board member. The membership is to be made aware of the opening so nominations for this position can be submitted to the Election Committee within two weeks from the notification of the vacancy. A list of candidates will then be made available to the general membership one (1) week prior to the Special General Election. The Executive Committee may determine procedures for conducting this Special Election (in–person, email, or mailing).

ARTICLE VI SEXUAL HARASSMENT

A. Definition: “Unwelcome behavior of a sexual nature or with sexual overtones that embarrasses or demeans, regardless of the intent.”

B. Policy Guidelines
1. Legal Prohibitions
    a. Title VII of the 1964 Civil Rights Act (Sexual Issues) NOTE: the 1991-expanded the Civil Rights Acts to include emotional distress.
2. Two Main Categories of the Sexual Harassment
    a. Quid pro quo (this for that)
    b. Hostile Environment
3. Type of Sexual Abuse
    a. Verbal behaviors
        1. Sexual comments, jokes, suggestions
        2. Demeaning names (honey, sweeties, babe, etc.)
        3. Calling attention to another’s body parts
        4. Remarks about another’s gender or sexual orientation
    b. Non-Verbal behavior
        1. Suggestive looks, leering, mimicking
        2. Offensive gestures
        3. “Messages” on T-shirts
    c. Physical behaviors
        1. Patting, squeezing, rubbing, pinching, repeatedly brushing up against someone’s body
        2. Violating another’s “space”
4. Suggested Responses to Sexual Harassment
    a. Informal procedures
        1. Be assertive right away
            a. If you see something that your partner is doing and you believe it is not proper, tell that person
            b. If it is a player directing sexual harassment towards you or your partner, advise them to stop and advise the coach.
    b. Formal procedures
        1. Disclose details to the Executive Board
        2. Disclose details to School District
        3. Keep and present detailed records (who, when, where, why and how, also witnesses or potential witnesses) of the harassment.
5. Advice to the Harasser
    a. What you meant is much less important than how the behavior was perceived. Such as, “I was only kidding” and phrases like, “I really meant no harm” do not make it go away.
    b. Civil suits can be pursued
6. Some advice to the Victim
    a. You have a right to work/play (referee or players) in a non-threatening environment.
    b. Be strong, be assertive
    c. Passivity can be misinterpreted as a “green light”
    d. Others might be suffering, not just you

ARTICLE VII COMMITTEES- The Executive Committee shall select members and appoint a chairperson for the committees listed below. All committee nominees must be members in good standing affiliated with this board for no less than two (2) years.

A. Election Committee- The Election Committee shall consist of two (2) representatives of the officiating group. They

shall:

1. Be responsible to submit the names of nominees to the Executive Committee three (3) weeks prior to the annual General Meeting, as described in Article V.
2. Be responsible to conduct elections.

B. Audit Committee- The Audit Committee shall consist of two (2) representatives of the officiating group, one member of which shall be retained from prior year's committee. They shall:

1. Audit the financial records of the Board within 60 days of the close of the fiscal year. Additional audits shall be conducted at the request of the Executive Committee. This audit shall include, but not be limited to:
    a. Verification of receipts and expenditures.
    b. Comparison of projected budgets with actual income and expenses.
    c. Examination of bookkeeping procedures.
2. Submit a written report of their inspection to the Executive Committee within 30 days of completion of the audit.

ARTICLE VIII MEETINGS

A. **General Meetings**

1. Mandatory General Meeting- An annual General Meeting shall be held by April 1 of each year as designated by the Executive Committee.

2. Supplementary General Meetings- Additional General Meetings may be requested by an individual member upon presentation of a petition to the President. The petition must include the purpose of the meeting and the signatures of at least 25% of the general membership. Upon validation of the Executive Committee, the President shall call a General Meeting within 30 days.

B. **Executive Committee Meetings**- The President shall conduct a minimum of three (3) Executive Committee Meetings annually. The first meeting will be scheduled prior to the October General meeting. The second prior to the start of the season and a third following the end of the season.

C. **Membership Meetings**- Meetings of the members of this officiating group shall be called by the President on a yearly basis. The meetings shall conform to the NYSPHSAA 5-point program. The president may substitute other meetings at his/her discretion to comply with the NYSPHSAA 5-point program.

ARTICLE IX The Operating Code shall be approved by a majority of the members present at any Membership Meeting before the start of the season.

ARTICLE X PENALTIES- The penalty for a violation of the aforementioned By-Laws, unless otherwise specified, shall be found in the Operating Code.

ARTICLE XI HONORARIUMS

The elected Executive Committee Officers shall each receive an annual honorarium. The amount of the honorarium for each position shall be as follows:

1. President $600.00
2. Vice President $400.00
3. Secretary $400.00
4. Treasurer $400.00
5. ~~Staff Development Coordinator $400.00~~
6. At Large Board Members (3) $100.00 each

ARTICLE XII AMENDMENTS- The By-Laws may be amended at any Membership Meeting of the Board membership by a two-thirds vote of those present. The Operating code may be amended by a majority vote of those members present. Any amendment(s) must be presented in writing to all Board members at least thirty (30) prior to the meeting. The Executive Board shall publish proposed amendments to the membership at least 14 days prior to the meeting at which they will be considered