West LA Basketball Officials Unit

Constitution, rules, regulations & by-Laws

June 12, 2018

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**West Los Angeles Basketball Officials Unit**

**CONSTITUTION**

Article I

SECTION 1: NAME OF ORGANIZATION

The name of the organization shall be referred to as the “West Los Angeles Basketball Officials Unit” or referred to as “West LA Unit,” “West LA Basketball,” or “the Unit.”

SECTION 2: AFFILIATION

The  West  LA  Basktball Officials Unit  hereby  adopts  the  following  as  its*Rules,  Regulations  and  ByLaws*  provided,  however,  that  these*Rules, Regulations  and  By-Laws*,  shall  be  in  accord  with  those  of  the  National  Federation  of  State  High  School Associations  (NFHS), and the

California  Interscholastic  Federation/State  (CIF/State)  Blue  Book and the Los Angeles City Section Orange Book.

The  West  LA  Unit  is independent of the  California  Basketball  Officials  Association.

SECTION 3: COMPOSITION

The  West  LA  Unit  shall  be  composed  of  voluntary  members  whose  dues  are  duly  paid  and  have  met  the  qualifications  as  set

by  the Officers  and  Board  of  Directors  of  this  organization.

SECTION 4: ANNUAL DUES

Annual  dues  as  established  by  the  West  LA  Unit  Board  of  Directors  shall  be  charged  to  each  West  LA  Unit  member.  Honorary  members do  not  pay  annual  dues.

SECTION 5: GENERAL PURPOSES

The  General  Purpose  of  the  West  LA  Unit  shall  be  to  provide  an  educational,  practical  and  instructional  program  for  high  school

basketball  officials  who  will:

* Uphold,  encourage  and  promote  high  ethical  standards  among  the  institutions,  spectators,  participants,  coaches  andofficials involved  in  basketball
* Advocate  a  thorough  knowledge  of  the  rules  among  all  persons  involved  in  basketbal
* Provide  communication  through  the  Board  of  Directors  or  their  representatives  with  the  area  liaison  relative  to  game  management, assignment  and  control  as  it  applies  to  officials

SECTION 6: NAMES OF OFFICIALS

The  names  of  qualified  officials  in  good  standing  for  the  upcoming  season  will  be  submitted  to  the  Unit s  Assignor(s)  as  being

qualified to accept assignments to officiate California Interscholastic Federation/Los Angeles City Section basketball games after the successful completion of the current years meetings and instructional program.

SECTION 7: UNIT ORGANIZATION AND OPERATION

The West Los Angeles Basketball Officials Unit may be organized and operated as a non-profit organization incorporated into the State of California as a 501 (c ) 4 corporation, for the purposes herein set forth, and no part of any monies shall inure to the benefit of any members, except as provided in the By-Laws.

SECTION 8: PURPOSES AND POWERS

The  foregoing  statement  of  purposes  shall  be  construed  as  a  statement  of  both  Purposes  and  Powers,  and  the  Purposes  and

the powers stated in each clasue shall be in no way limited or restricted by a reference to or from the terms of the provisions of any other clause, but shall be regarded as independent Purposes and Powers.

Article II

SECTION 1: SESSIONS

The  West  LA  Unit  shall  hold  meetings, training  events, and/or  clinics, at the discretion of the Board of Directors of the Unit .  The  number, location and time of meetings will be determined by the Board of Directors.

* Continuing  Members:  Each  continuing  member  of  the  West  LA  Unit  with  a  minimum  of  five  (5)  years  continuous  service  in  the shall  be  required  to  attend  a minimum of eighteen hours of instructional time and  at least one (1) approved floor exam at the West LA Unit. All combination of sessions shall total no less than the minimum hours required for state accreditation.
* Mid  Level  Members:  Officials  with  three  (3)  and  four  (4)  years  in  an  accredited  unit.  These  officials  shall  attend  a  minimum  of  one (1) extra meeting with new members
* New  Members:  New  members  shall  be  defined  as  first  and  second  year  officials.  There  shall  be  mandatory  meetings  attended  by all new members totalling no less than the minimum required for state accreditation (plus an approved floor exam). All classes must be attended in the West LA Unit. One make-up meeting from an approved basketball officiating unit is accepted.

SECTION 2: NOTICE OF SESSIONS

Notice  of  sessions  shall  be  by  written  or  electronic  notice,  telephone  confirmation  or  orally  (i.e.  general  meetings,  instructor  or  Board  of Directors.  All  meetings  will  be  open  to  the  general  membership.  General  membership  may  be  heard  at  Board  of

Directors  meetings,  if placed  on  agenda  twenty  four  (24)  hours  prior  to  the  scheduled  meeting.

SECTION 3: BOARD MEETINGS

The  Board  of  Directors  shall  have  as  many  meetings  as  necessary  to  ensure  the  stability  of  the  Unit  and  each  member  shall  be

expected  to  attend  all  meetings.  Meeting  dates  will  be  scheduled  at  the  discretion  of  the  Board  of  Directors.  The  Officers  and  Board members  shall  also  be  called  to  any  meetings  by  the  President  of  this  Unit  or  a  majority  of  the  Board  of  Directors.  Any

Board  member with  three  unexcused  absences  per  term  shall  automatically  be  reviewed  by  the  Board  of  Directors  for

possible  suspension/termination of  their  remaining  term  of  office.

Article III

SECTION 1: BOARD OF DIRECTORS

The  Board  of  Directors  of  the  West  LA  Unit  shall  be  as  follows:

• Eight  (8) elected board members  consisting of the following positions as listed in Section 2. All elected members shall have voting rights when determining unit matters. The vote of the President will only be needed to determine the outcome in the case of a split-vote.

* Two (2) appointed positions\*, nominated and approved by the Board of Directors of the West LA Unit. The assignor and instructional chair shall be non-voting Board members.

SECTION 2: OFFICERS

• President

• Vice  President

• Secretary

• Treasurer

* Board member (4)

• Assignor\*

• Instructional  Chair\*

\*Non-voting

SECTION 3: TERMS OF OFFICE

The  terms  of  office  of  the  President,  Vice  President,  Treasurer,  Secretary  and  the  four  (4)  Board  Members  at  Large  shall  be

two  years each.  The  President,  and  Secretary  will  be  elected  in  even  years  and  the  Vice  President  and  Treasurer  will  be

elected  in  odd  years. Two  Board  members  each  will  be  elected  in  odd  and  even  years.  All  shall  be  elected  by  secret  ballot  by

the  general  membership  ingood  standing.  All  terms  commence  on  April  1  and  expire  March  31.  The  President  and  Vice-

President  shall  have  a  two  consecutive term  limit.

SECTION 4: ELIGIBILITY AND RESTRICTIONS

• A  member  must  be  a  qualified  member  in  good  standing  to  be  nominated  to  any  Board  of  Directors  position.  All  members  of  the

Board  of  Directors  must  remain  in  good  standing  throughout  their  term.

• The  Instructional  Chair  and  Assignor(s)  shall  be  appointed  by  the  Board  of  Directors  to  two  (2)  year  terms  every  April  in  odd

numbered  years.  These  positions,  being  appointed,  are  non  voting  members  of  the  Board  of  Directors.  The  positions  are  up  for

review  each  new  physical  year  by  the  Board  of  Directors,  the  positions  may  be  removed  at  any  time  at  the  discretion  of  the  majority

of  the  Board  of  Directors.

• The  Officers  and  Board  Members  shall  be  elected  by  a  plurality  of  Qualified  members  present

• Each  elected  Board  member  shall  have  one  vote

• A  quorum  for  Board  meetings  shall  be  a  majority  of  the  voting  members  of  the  Board  (five)

• No  Board  member  will  hold  more  than  one  voting  position  in  the  West  LA  Unit

• Board  members  may  not  serve  as  both  a  Board  Member  and  Instructional  Chair  or  Assignor.

* The  Board  of  Directors  will  select  the  Assignor(s)  to  assign  all  Los  Angeles  City  Section  regular  season  games  in  the  West  LA Units  assigning  area
* A  list  of  qualified  members  with  the  proper  ratings,  in  good  standing  and  approved  by  the  Board  of  Directors  will  be  the

 only  officials the  Assignor(s)  may  assign  to  West  LA  Unit  play-off  games.

* The  assignor(s)  compensation  for  all  games  assigned,  including  playffs  will  be  established  prior  to  the  beginning  of  the

 season.

• No  other  individual(s)  will  assign  any  official  to  any  West  LA  assignment  without  prior  approval  of  the  assignor.

* The  Board  of  Directors  shall  direct  the  Treasurer  to  present  to  the  Board  at  the  first  April  meeting  a  budget  for  the  coming

year.

* The  Treasurer  shall  also  present  to  the  Board  a  complete  financial  statement  of  prior  year  activities  at  the  first  April

eeting  of  each year.

* No Board member shall serve on the Board of another officials unit unless approved by the West LA Board.

SECTION 5: PRESIDENT

The  President  shall  be  the  Chief  Executive  of  this  Unit,  and  shall:

• Preside  at  all  meetings  of  the  Unit  and  Board  of  Directors

• Call  the  meetings  to  order,  be  an  impartial  and  conscientious  arbiter  of  discussion  and  debate,  insisting  on  fairness  in  the  actions

and  discussion  of  members  while  regulating  the  order  of  business  and  debate  in  meetings  in  accordance  with  the  parliamentary

usage  and  rules  as  set  forth  in  Roberts  Rules  of  Order.

SECTION 6: Vice President

In  the  absence  of  the  President,  or  upon  his/her  request  or  inability  to  fill  his/her  office,  the  Vice  President  or  Secretary  in  this  order  shall

perform  the  duties  of  the  President.  The  Vice  President  or  his  assigned  substitute  may  be  the  chairman  of  a  committee  for  fund  raising

and  entertainment.

SECTION 7: SECRETARY

The  Secretary  shall  be  the  Chief  Operating  Officer  of  the  West  LA  Unit,  and  shall:

• Maintain  accurate,  complete,  careful  records  of  the  Unit

• Have  charge  of  and  preserve  all  paperwork,  books,  documents,  records  and  communications

• Issue  all  notices,  membership  cards  and  kits,  and  conduct  the  official  correspondence  of  this  Unit  as  directed  by  the  President  and

members  of  the  Board  of  Directors

• Maintain  a  record  of  all  proceedings  of  the  Unit  at  the  Board  of  Directors  meetings,  providing  minutes  of  Board/General  Association

meetings  and  forward  a  copy  to  each  Board  member  within  ten  (10)  working  days  after  each  meeting

• Maintain  the  membership  eligibility  roster

• Compile  a  roster  of  all  Qualified,  Non-Qualified  and  Honorary  members  in  conjunction  with  the  Board  of  Directors

• Maintain  an  accurate  roll  of  committee  membership

• Be  paid  an  annual  administrative  reimbursement,  the  amount  of  which  will  be  agreed-upon  between  the  Secretary  and  the  Board  of

Directors  and  set-forth  in  the  Unit  s  Annual  Budget,  and  payable  after  the  completion  of  regularly-scheduled  classes

SECTION 8: BOARD MEMBERS-AT-LARGE

The  four  (4)  Board  Members  shall:

• Be  the  representatives  of  the  general  membership

• Vote  on  all  issues  concerning  the  West  LA  Unit

• Perform  any  other  administrative  tasks  to  them  by  the  Officers  of  the  Board

SECTION 9: TREASURER

The  Treasurer  shall  be  the  Chief  Financial  Officer,  and  shall:

* Be  director  of  the  Units  budget  and  receive  and  deposit  or  hold  in  trust  all  funds  remitted  in  behalf  of  the  Association  and

Maintain an  accurate  record  there of

* Have  authority  to  open  and  maintain  a  bank  account,  co-  sign  checks  and  withdraw  funds  thereof,  upon  order  and  approval  of  the Board  of  Directors

• Establish  Association  dues  in  conjunction  with  the  Board  of  Directors

• Keep  ready  for  inspection  a  strict  account  of  all  monies  of  the  Unit  and  of  their  collection  and  distribution

• Keep  the  Board  of  Directors  informed  about  the  financial  status  of  the  Unit

* Submit  a  Yearly  Financial  Report  and  Budget  in  writing  to  the  Board  of  Directors  at  the  start  of  each  new  fiscal  year.

These  reports shall  be  made  available  to  general  members  in  good  standing  upon  written  or  electronic  request

• Submit  his  records  to  the  Board  of  Directors  for  audit  at  any  time  the  Board  of  Directors  deems  advisable

• Collect  funds  from  fines  generated  in  violation  of  the  West  LA  Unit  late  and  no  show  policy

• Perform  all  other  duties  related  to  this  position

* Be paid and annual stipend

SECTION 10: INSTRUCTIONAL CHAIR(s) (non-voting members)

The  Instructional  Chair  is  responsible  for  meeting  with  the  Assistant  Chairman and  the West   LA  Units  Board

of  Directors  every  year  prior  to  the  start  of  the  basketball  season  to  organize  and  prepare  and administer  a comprehensive

Instructional  Program,  including  written  or  electronic  examination  questions  and  officiating mechanics  for  the  ensuing season.

He/she,  performing  under  direction  of  the  Board,  is  responsible  for:

• Preparing  weekly  instructional  programs,  clinics  and  examinations  to  be  taken  by  the  members  (NFHS/CIF)

• The  Pre-Season  Study  Guide  questions,  grading  and  certifying  the  grades

• Presiding  over  the  portions  of  the  meetings  relating  to  basketball  rules  and  officiating  mechanics

* Submitting  to  the  Board  of  Directors,  for  their  approval,  a  list  of  possible  officials  for  the  Unit s  Instructional  Staff  thirty  (30)  days before  the  first  regularly  scheduled  Unit  meeting,
* Performing  all  other  duties  related  to  this  position,  including  answering  all  inquiries  addressed  to  the  Unit  regarding

Basketball mechanics  and  rules  and/or  their  interpretation

• Presiding  as  Chairman  of  the  Ratings  Committee

• Informing  the  assignor(s),  Secretary  and  all  affected  officials  in  writing  or  electronically  of  all  ratings  changes

The  Instructional  Chair  shall  be  paid  an  annual  administrative  reimbursement,  the  amount  of  which  will  be  agreed upon between  the Instructional  Chair  and  Board  of  Directors  and  setforth  in  the  Unit  s  annual  budget,  payable  after  the

completion  of  regularly-scheduled classes.

SECTION 11A: ASSIGNOR(S) (non-voting members)

The  primary  responsibilities  of  the  Assignor(s)  are:

* Ensuring  that  the  proper  officials  are  scheduled  to  games  where  their  skills  correctly  match  those  required  by  the  level  of

play  and the  game  environment

* To  collect  and  correct  the  annual  game  schedules  from  individual  schools  and  then  input  that  information  into  the  Unit s  assigning program

***•*** To  be  readily  available  to  solve  questions  and  problems  from  schools  within  the  Unit s  assigning  area  Monday-Saturday  during  the season

***•*** To  coordinate  the  scheduling  of  playoff  assignment  with  the  Los  Angeles  City  Section  and  CIF/SS  during  the  post-season

The  Assignor(s)  shall  also:

• Be  directly  responsible  to  the  Unit s  Board  of  Directors

• Maintain  a  neutral  position  while  representing  the  Unit

• Work  directly  from  the  list  of  qualified  officials  as  provided  by  the  Unit  s  Board  of  Directors

• Be  responsible  for  reporting  violations  of  the  Unit s  No-Show/Late Show policy and the fine amount owed to the treasurer.  Failure to  do  so  results  in  the  assignor  being  responsible  for the  fine.

SECTION 11B: ASSIGNOR(S) Fee Policy

**1st Deadline:** November TBD

**Policy:** Any official who has been assigned and has accepted games prior to November 10th must pay their assignor fees by the first mandated deadline in order to receive future league games, tournament games, and/or showcase games during the remainder of the basketball season.

**Penalty:** An official who has not submitted their dues/ or has not received an exception from the assignor will be put on an ineligible/non-paid list, approved by the West Los Angeles Board of Directors, and will be subject to removal from both assigned games and future games until such fees are paid. Such official will be contacted by the Board of Directors or a member of the Board of Directors prior to having games removed.

**2nd Deadline:** January TBD

**Policy:** An official who has officiated games prior to January 5th or has been assigned and accepted additional games must pay their assignor fees to be eligible to officiate games during league and non-league games.

**Penalty:** An official who has not submitted their dues/ or has not received an exception from the assignor will be put on an ineligible/non-paid list, approved by the West Los Angeles Board of Directors, and will be subject to removal from both assigned games and future games until such fees are paid. Such official will be contacted by the Board of Directors or a member of the Board of Directors prior to having games removed.

**3rd Deadline:** Playoff Meeting

**Policy:** An official who has received and officiated games after the second deadline must pay the remainder of their assignor fees by the West Los Angeles unit Playoff Meeting date as determined by the units instructional calendar.

**Penalty:** An official who has not submitted their dues/ or has not received an exception from the assignor will be put on an ineligible/non-paid list, approved by the West Los Angeles Board of Directors, and will be subject to removal from both assigned games and future games until such fees are paid. Such official will be contacted by the Board of Directors or a member of the Board of Directors prior to having games removed.

SECTION 12: INSTRUCTIONAL STAFF

Selection  of  the  Unit s  Instructional  Staff  shall  be  made  from  amongst  the  qualified  members  in  good  standing  by  the

Instructional  Chairwith  approval  by  the  Unit  s  Board  of  Directors.  All  Instructors  are  volunteer  positions.  The  Instructional

Staff  shall:

Instruct  the  Unit  s  members  under  guidance  of  the  Instructional  Chair  and  Board  of  Directors

* Be  responsible,  in  part,  for  rating  and  observing  members  of  the  Unit  at  their  floor  exams.  Such  ratings  and  observations

shall  be made  available  to  the  rated  member  upon  the  member's  request

SECTION 13: BOARD VACANCY

In  the  event  of  a  vacancy  in  any  office  the  Board  of  Directors  shall  appoint  a  currently  qualified  member  of  the  Unit  in  good

standing  to fulfill  that  positions  term.

SECTION 14: EXPENSES

Any  expenses  or  remuneration  of  any  Board  of  Directors  member  shall  be  approved  by  the  Board  of  Directors  at  scheduled

meetings.Receipts  or  proof  of  payment  and  a  completed  Expense  Reimbursement  Form  (provided  made  available  by  the  unit)  shall  be

required.

Article IV

SECTION 1: SUSPENSION OF GENERAL MEMBERSHIP

The  West  LA  Unit  is  not  a  public  or  governmental  entity  and  does  not  have  the  capacity  to  take  state  action.  The  Board  of

Directorsretains  the  right,  power  and  authority  to  take  any  action  without  notice  for  cause;  discipline  as  appropriate  when  an

official  acts  to  the detriment  of  or  the  embarrassment  of  the  West  LA  Unit  or  the  Basketball  officials  community  at-large.

Any  general  member  whose  moral  or  ethical  conduct  may  be  considered  detrimental  to  this  Unit,  or  who  fails  to  support  or

adhere  to  the Constitution  of  this  Unit,  may  be  suspended  by  the  following  procedures:

SECTION 1A:  Any  Qualified  member  may  bring  charges  in  writing  against  any  member:

• The  Qualified  member  shall  notify  the  Board  of  Directors  in  writing  of  the  charges  against  any  member

• The Board of Directors shall, within ten (10) business days, call for a special meeting. The accused shall be notified in writing

by registered mail of the charges and scheduled meeting date

• No   member  of  the  Board  Of  Directors  may  be  involved  in  proceedings  in  which  they  are  a  party  to  the  action

• The meeting shall be conducted by the President utilizing Parliamentary procedures. At the conclusion of the meeting a vote

by  secret  ballot  shall  be  taken.  Any  member  may  be  suspended  by  a  simple  majority  vote  of  a  quorum  of  the  Board  of

Directors

The secretary shall notify the member of the results of the vote in writing by registered mail or electronically within five (5) business days, and if, suspension is recommended, the length of suspension and their rights to appeal. Suspension  shall remain  through  the  appeal  process  and  no  renumeration  is  entitled  during  suspension

SECTION 2: REMOVAL FROM OFFICE OR MEMBERSHIP

Any  Qualified  member  may  bring  charges,  to the board of, in writing against  any  member,  Officer  or  Board Member-at Large. To bring charges, a petition with a minimum of two-thirds (2/3) of the duly qualified members signature of the “Unit” is required (the number require computed on current year’s membership) at the previously scheduled meeting. Any Complaint submitted to the Board of Directors shall be in the Basketball calendar year (before March 31).

SECTION 3: MONIES PAID

All  monies  paid  into  the  Unit  s  treasury  by  a  member  shall  remain  in  the  general  fund  upon  the  member  s  termination  for  any

reason.

SECTION 4: FINDINGS

The  Board  of  Director  s  decision  on  any  Article  IV  findings  regarding  cause  or  charges  shall  follow  due  process

Article V

SECTION 1: COMMITTEES

All  committees,  which  shall  be  needed  from  time-to-time,  shall  be  appointed  by  the  Board  of  Directors.  Each  committee  shall

Be composed  of  three  or  more  of  the  Association's  qualified  members  in  good  standing.  Each  committee  chairman  shall  report

to  the President  in  a  timely  manner  the  findings  and  recommendations  of  the  Committee.  The  President,  in  turn,  will  take  this

information  to the  full  Board  of  Directors  for  a  decision.

SECTION 1A: TERM OF APPOINTMENT

The  term  of  appointment  shall  be  for  the  current  basketball  season  each  year.

SECTION 2: ETHICS COMMITTEE

The  Ethics  Committee  shall  consist  of  a  minimum  of  five  (5)  qualified  members  in  good  standing,  of  which  one  (1)  shall  be

appointed Chairman.  The  Committee  shall  be  responsible  for  handling  problems  with  members  accused  of  unprofessional  or

unethical  conduct  or having  acted  in  a  manner  detrimental  to  the  welfare  and  purpose  of  the  Unit.

The  following  procedure  shall  be  followed  regarding  the  filing  of  a  complaint  against  any  member  of  this  Association:

* Any  written  or  electronic  transmitted  complaints  of  unethical  conduct  brought  against  any  member  shall  be  submitted

to  the Ethics Committee  Chairman  within  five  (5)  business  days  of  the  incident  causing  the  complaint

• The  Ethics  Committee  Chairman,  within  five  (5)  business  days  of  the  receipt  of  the  complaint,  shall  give  electronic  or

   written  notice by  registered  mail  to  the  accused  member  of  a  scheduled  hearing  date,  the  nature  and  source  of  the

 complaint

• The  Ethics  Committee  shall  arrange  for  any  necessary  witnesses  to  be  present  at  the  hearing

• The  accused  member  shall  not  contact  the  complainant  or  any  members  of  the  Ethics  Committee  regarding  the  complaint

until  the matter  has  been  resolved

• After  the  conclusion  of  the  hearing,  the  Ethics  Committee  Chairman,  within  five  (5)  business  days,  shall  give  electronic  or

   written notice  by  registered  mail  to  the  accused  member  and  the  Board  of  Directors  of  the  Committee  s  decision

• Upon  receipt  of  the  Committee  s  written  decision,  the  accused  member  shall  have  five  (5)  business  days  to  present  a

   electronic  or written  appeal  to  the  Board  of  Directors  of  the  Ethics  Committee  s  decision

• After  receiving  the  appeal,  the  Board  of  Directors,  within  seven  (7)  business  days,  shall  either  uphold  the  Ethics

Committees decision  or  conduct  another  hearing

• After  the  conclusion  of  the  second  hearing,  within  five  (5)  business  days  the  President  shall  give  the  accused  member

electronic  or written  notification  by  registered  mail  of  the  Board  of  Director  s  decision

• The  decision  by  the  Board  of  Directors  shall  be  final

Article VI

SECTION 1: MEMBERSHIP

* Membership  in  the  West  LA  Unit  shall  be  available  to  any  person  who  is  interested  in  basketball  officiating,  is  at  least

  eighteen  (18) years  of  age  and  is  not  still  in  high  school  or  preparatory  school

• Membership  shall  be  composed  of  Qualified,  Non-Qualified  and  Honorary  members

* Honorary  members  are  recognized  for  extraordinary  service  to  the  West  LA  Unit  as  decided  by  the  Board  Of  Directors.

There  is  no annual  fee  for  honorary  members. Any founding Board Member serving three consecutive elected terms shall be granted honorary membership

• Membership  is  voluntary  and  for  the  members  own  benefit

* The  West  LA  Unit  does  not  and  shall  not  discriminate.  No  one  will  be  denied  membership  or  access  due  to  race,  color,

  creed, religion,  sex,  national  origin  or  disability

* In recognition of the above, the Board of Directors reserve the rights to deny membership to any applicant currently or in the past who was not deemed not to be in good standing of the West LA unit or any other officiating unit

• Members  of  the  West  LA  Unit  are  not  employees  or  agents  of  the  Association.  Per  California  State  Labor  Code  3352  (n)

 High School  officials  are  Independent  Contractors:

*Any  person,  other  than  a  regular  employee,  performing  services  as  a  sports  official  for  an  entity  sponsoring  an  intercollegiate  or*

*interscholastic  sports  event,  or  any  person  performing  services  as  a  sports  official  for  a  public  agency,  public  entity,  or  a  private*

*nonprofit  organization,  which  public  agency,  public  entity,  or  private  nonprofit  organization  sponsors  an  amateur  sports  event.*

*For purposes  of  this  subdivision,  "sports  official"  includes  an  umpire,  referee,  judge,  scorekeeper,  timekeeper,  or  other  person*

*who  is  a neutral  participant  in  a  sports  event*.

Members  of  the  West  LA  Unit  are  Independent  Contractors  for  all  purposes  including  but  not  limited  to:  Liability,  casualty,  medical, dental  and  worker  s  compensation  losses.  All  members  are  encouraged  to  purchase  individual  insurance  through  the

National Federation  of  Sports  Officials  (NASO),  Referee  Magazine,  the  National  Federation  of  High  Schools  (NFHS)  or  their

ownbrokers.  The Board  of  Directors  may  elect  if  funds  are  sufficient  to  purchase  liability  insurance  for  the  Board  through  the

NASO  LOAN  program  or  anyother  coverage.  There  is  no  insurance  coverage  or  indemnification  for  the  membership  for  losses  or  liabilities  provided  by  the  West  LA Unit  arising  from  Basketball  officiating.  All  members  assume  their  own  risk.

SECTION 2: QUALIFIED MEMBERS

A  Qualified  Member  shall  be  at  least  eighteen  (18)  years  of  age  and  not  still  in  high  school  or  preparatory  school  and:

• Completes  the  Pre-Season  Study  Guide  by  the  prescribed  date  with  a  minimum  grade  of  80%

• Achieves  at  least  the  minimum  grade  of  80%  on  the  Qualification  Examination

• Takes  and  passes  all  remaining  classroom  examinations,  maintaining  an  80%  average

• Attends  the  required  number  of  meetings  for  the  required  minimum  hours

• Attends  the  mandatory  floor  exam

• Meets  the  financial  requirements  set  by  the  West  LA  Unit

* Signs  and  returns  to  the  Secretary  of  the  West  LA  Unit  the  Agreement  of  Independent  Contractor  Status  and  Waiver  of

  Liability

• Behaves  in  a  professional  manner  which  is  not  detrimental  to  the  welfare  and  purpose  of  the  West  LA  Unit  or  its  members

A  Qualified  member  is  not  guaranteed  that  he/she  will  receive  any  assignments  to  officiate  basketball.

SECTION 3: NON-QUALIFIED MEMBERS

A  Non-Qualified  Member  is  one  who  does  not  meet  the  requirements  as  set  forth  for  a  qualified  member.  A  Non-Qualified  member  shall have  the  right  to  vote  but  not  to  hold  office  or  receive  any  game  assignments.

SECTION 4: ASSIGNMENTS

A  list  of  Qualified  Officials  will  be  provided  to  the  Assignor(s)  and  the  Board  of  Directors  by  the  Secretary.  Board  of  Director-approved officials  who  are  on  this  list  will  have  met  all  obligations  as  set  forth  in  Article  VI,  Section  1.

Article VII

SECTION 1: EVALUATION/PLAYOFF COMMITTEE

The  Instructional  Chair  will  preside  over  the  Evaluation/Playoff  Committee.  Members  of  the  Evaluation/Playoff  Committee  will

be selected  by  the  Board  of  Directors.  The  Chair  and  his/her  committee  shall  prepare  data  on  all  Qualified  Members  and  shall

compile  the ratings  that  are  received  from  observers.  Each  official  will  be  ranked  by  abilities  and/or  performance  by  selected

sources, i.e.: Observers,  coaches,  other  officials  assigned  by  this  Unit  or  other  methods  approved  by  the  Board  of  Directors.

SECTION 2: OBSERVERS

Observers  may  be  assigned  to  selected  games  and  sites  as  assigned  by  the  Instructional  Chair.  They  will  critique,  evaluate

and  offer appropriate  comments  to  the  game  officials.  A  written  or  online  report  form  shall  be  used.  An  objective  analysis  of

the observers  reportwill  be  reviewed  with  game  officials.  The  evaluation  shall  be  available  upon  official  s  request  for  his/her

review.

SECTION 3: ASSIGNOR(S)

The  Assignor(s)  shall  be  directly  responsible  to  the  West  LA  Board  of  Directors.  The  Assignor(s)  shall  maintain  a  neutral

position  and shall  represent  the  West  LA  Unit.  The  Assignor(s)  will  work  directly  from  the  list  of  Qualified  Officials  as  provided

by  the  West  WLA  Unit Board  of  Directors.  Any  questions  regarding  assignments  may  be  presented  to  the  Assignor(s)  in

writing.  The  Assignor(s)  shall  provide the  Board  Of  Directors  with  a  master  copy  of  the  schedule  of  all  games  before  they  are

played.  No  assigned games  shall  be  removed from  the  assigning  program  without  prior  approval  of  the  majority  of  the

Board  Of  Directors

SECTION 4: PLAY-OFF ASSIGNMENT PROCEDURES

The  Assignor shall  appoint  officials  for  all  CIF,  LA  City  Section  Play-Off  games  given  to  the  West  LA  Unit.

  The  Assognor will  submit  a  list  of  Qualified  Play-Off officials that he received from the IC list to the LA City Section

Officials  as  per  the  Unit  s  criteria  to  the  Los  Angeles  City  Section  and/or  the  CIF  State  prior  to  the  start  of  the

 Playoffs.

The Assignor shall  select  all  Play-Off  Officials  based  on  the  requirements  listed  in  Article  VII,  Section  5.

SECTION 5: PLAY-OFF ELIGIBILITY

* Minimum  of  one  (1)  year  in  the  West  LA  Unit.  Any  intra-Unit  transferees  are  ineligible  for  play-off  assignments

during  their  first  year  in  the  West  LA  Unit.

• A  Qualified  member  in  good  standing  (i.e.  meetings,  tests,  floor  clinic,  fees,  etc.)

* Meets  the  minimum  amount  of  either  Varsity  Boys  or  Varsity  Girls  West  LA  Unit  assignments,  which  shall  be  eight  (8)  each.

• Any  exemption  from  the  above  requirements  must  be  approved  by  a  majority  of  the  Board  of  Directors.

Article VIII

SECTION 1: FUNDS

The  funds  of  the  West  LA  Unit  shall  be  derived  from  Membership  dues,  contributions,  donations  and  fundraisers

SECTION 2: DUES

The  amount  and  date(s)  of  payment  shall  be  set  by  the  Board  of  Directors.  The  Secretary  will  notify  each  member  when  dues  are

payable  and  in  what  amount.

SECTION 3: FISCAL YEAR

The fiscal year shall run from April 1 through March 31.

Article IX

Section 1: Miscellaneous

This  Constitution  may  be  amended  by  a  two-thirds  vote  of  the  Qualified  members  present  and  voting  at  a  scheduled  meeting,

provided that  the  amendment  has  been  submitted,  in  writing  or  by  e-mail,  to  the  members  at  least  fifteen (15)  days  prior  to

the  presentation of  the amendment.

The  By-Laws  may  be  amended  by  a  majority  vote  of  a  committee  appointed  by  the  Board  Of  Directors  followed  by  a

majority  vote  by the  membership  at  a  scheduled  meeting

The  Constitution  shall  become  effective  and  be  binding  upon  all  members  of  this  Unit  now  or  hereinafter  existing,  when

adopted  and approved  as  per  Article  IX  and  an  entry  in  the  minutes  by  the  Secretary,  that  they  were  so  adopted  shall  be

conclusive  proof  that  this Constitution  have  been  duly,  regularly  and  properly  adopted.

**West Los Angeles Basketball Officials Unit**

**By-Laws**

*It  s  the  responsibility  of  each  official  to  know  the  West  LA  Unit s  Nohow/Late  Policy.  This  policy  is  administered  by  the*

*Assignor(s)  as directed  by  the  Board.  All  home  games  of  West  LA  High  Schools  shall  be  assigned  by  the  Unit  s  Assignor(s).*

*Officials  are  not  to  solicit schools  for  extra  games  or  checks.*

**NO SHOW/LATE POLICY**

• NO-HOW  DEFINITION:  Any  official  that  accepts  an  assignment  and  fails  to  officiate  the  game  without  following  the  units

no  show procedures

• SUBSTITUTION:  If  you  need  a  substitute  --  When  an  official  has  a  conflict  develop  and  they  cannot  keep  an

 assignment,  they should  immediately  call  the  Assignor(s)  on  duty  and  turn in  the  game(s).

***\* IF  THERE  ARE  FEWER  THAN  24  HOURS  BEFORE  THE CONTEST,  AND  AN  OFFICIAL  DETERMINES***

***THAT  THEY  CANNOT  WORK  THEIR  ASSIGNED  GAME(S),  THEY  ARE  FIRST RESPONSIBLE FOR***

***contacting  a  Assignor.***

* GETTING  THEIR  OWN  SUBSTITUTE.  The  substitute  must  have  the  required  rating  for  working  this  assignment.  The

official  is then  required  to  notify  the  Assignor(s)  by  phone  and/or  email  of  the  replacement  official.  Should  the  replacement

  official  fail  to work  the  assignment,  the  originally-assigned  official  will  still  be  responsible  for  the  no-show.

• PENALTY  FOR  THE  FIRST  NO-SHOW:  The  guilty  official  will  have  their  next  two  games  pulled  from  their  schedule

and  may  be removed  from  playoff  consideration.

• PENALTY  FOR  ADDITIONAL  NO-SHOWS:  Following  an  official s  first  no-show,  any  no-show  thereafter

will  result  in  the  current years  entire  schedule  being  pulled.

* APPEALS:  Assignor(s)  will  normally  have  appellate  jurisdiction  and  appeals  should  be  made  in  writing  or  electronic  to
* them.  In rare,  unusual  and  complicated  cases  the  West  LA  Unit  Board  of  Directors  may  be  called  on  to  decide

  a  case.

* LATE  FOR  GAME:  If  an  official  is  late  to  any  game**(**late  being  defined  as  not  on  the  floor  15  minutes  before  game  time)

they  will have  their  next  game  removed  from  their  schedule.  If  an  official  is  late  to  a  game  and  another official

has  filled-in  and  started  thegame,  then  that  official  is  entitled  to  finish  the  game.  If  an  official  is  late  and  his  partner

is  working  the  game  alone,  it  will  be mandatory  for  him  to  pay  his  partner  $10  if  the  game  is  in  the  first  quarter  and  $20

if  the  game  is  in  the  second  quarter.  If  the  game is  in  the  second  half,  the  late  official  must  get  approval  from  both

coaches  before  they  can  work  the  rest  of  the  game.  If  the  official is  allowed  to  finish  the  game  they  owe  their

partner  one-half  game  check.

*It  s  the  responsibility  of  each  official  to  know  the  Unit  s  Policy  on  Trading  Assignments.  The  Policy  is  being  administrated  by  the*

*Assignor  as  directed  by  the  board.  Abuse  of  this  policy  will  be  reported  to  the  Ethics  Committee.  All  games  belong  to  the  Unit*

*and  must* *be  assigned  through  the  Schedule  Supervisor(s).  A  breach  of  this  policy  is  unethical.*

**BACKGROUND CHECK POLICY**

The Board of Directors of the West Los Angeles Basketball Officials Unit reserves the right to make use of the function on the Arbiter that allows for voluntary background checks on an individual or unit-wide basis. Any individual or groups of individuals subject to a background check will be given a minimum notice of 10 days. A refusal by such individual or groups of individuals may be subject to forfeiture of membership. Any findings that resulted in a conviction of a felony or any crimes associated with a minor(s) will be subject to forfeiture of membership and have their name submitted to Los Angeles City for any required membership approvals.

**TRADING ASSIGNMENTS POLICY**

Trading Assignments:  Any  official  who  trades  any  West  LA  assignment  and  fails  to  obtain  the  Assignor(s)  approval  will  be

subject  to  a fine  of  a  single  game  or  a  doubleheader  game  fee.

• First  Offense:  Schedule  pulled  on  a  weekly  basis  until  fine  is  paid*and*  official  removes  themselves

   from  playoff  consideration

• Second  Offense:  Remaining  schedule  pulled  permanently  for  remainder  of  season

Giving or Trading Assignments to Non-Qualified Officials:  Should  an  official  give  or  trade  any  assignment(s)  to  a  Non-qualified official,  the  offending  official  will  have  all  remaining  assignments  pulled  and  will  permanently  forfeit  their

membership.

*Fines:  The  Assignor(s)  will  contact  the  offending  official  immediately  to  determine  any  applicable  fines.  If  the  Assignor(s)  determine  that the  situation  merits  a  fine  then  the  fine  money  must  be  received  by  the  Treasurer  within  seven  (7)  business  days.*

*Failure  to  pay  fines* *will  result  in  forfeiture  of  remaining  schedule.*  Failure  to  promptly  report  traded  games  could  result  in  the

 Ethics  Committee  levying additional  penalties.  All  fines  are  to  be  paid  to  and  distributed  by  the  Treasurer.

Appeals: An  official  that  wishes  to  appeal  their  fine  should  submit  their  case  in  writing  or  via  email  to  the  Board  of  Directors.  An appeal does  not  postpone  the  payment  of  the  fine.  Fines  must  be  paid  within  seven  (7)  business  days.  There  is  no

renumeration during  the appeal  process.

• Members  will  be  eligible  to  receive  high  school  basketball  officiating  assignments  during  the  months  of  November  and  December  of

the  subsequent  officiating  season,  provided  the  minimum  number  of  CIF-  mandated  instructional  hours  has  been  completed  during

the  previous  instructional  campaign.

• Additionally,  all  returning  members  shall  be  qualified  to  receive  high  school  basketball  officiating  assignments  during  the  months  of

January  and  February  of  the  next  calendar  year,  provided  a  minimum  of  10  hours  of  instruction  has  been  completed  no  later  than

the  conclusion  of  the  Qualification  Exam  instructional  session  of  the  current  year.

• Furthermore,  all  new  members  shall  be  qualified  to  receive  high  school  basketball  officiating  assignments  during  the  months  of

January  and  February  of  the  next  calendar  year,  provided  a  minimum  of  18  hours  of  instruction  has  been  completed  on  or  before

the  conclusion  of  the  qualification  exam  instructional  session  of  the  current  year.

All returning members and transfer must officialed 3 offseason games, to be eligible for assignment doing the season, 1out of the 3 must

be a three person officialed game.

**ARTICLE  IV:  TRANSFER  MEMBER  POLICY**

• As  a  general  premise,  the  burden  of  proof  regarding  officiating  ability  will  be  upon  the  transferring  official

• Transferring  officials  will  be  required  to  present  photocopies  of  their  schedule(s)  from  the  last  two  years

to  the  West  LA  Unit's Secretary  on  or  before  the  first  instructional  meeting  said  official  attends

• Transferring  officials  will*not*  be  eligible  for  playoff  assignments  during  the  first  year  of  transfer

• It  is  strongly  recommended  that  the  transferring  official  provide  the  West  LA  Unit  Board  of  Directors  and/or  Instructional

Chairpersons  any  resources  that  further  display  said  official's  officiating  ability,  such  as  video/DVD  game  tape  and  written

testimonials  from  respected  and  competent  officials

• Transferring  officials  will  be  required  to  file  game  evaluation  and  observation  request(s)  beyond  those  offered  by

the  Association  to the  West  LA  Unit  Board  of  Directors  and/or  the  Instructional  Chairpersons

• Transferring  officials  will  be  rated  by  the  West  LA  Unit  Board  of  Directors  and/or  Instructional  Chairpersons

based  upon  the information  they  have  been  provided  and  the  ability  they  have  demonstrated

**ARTICLE  V:  DUE  DATES  TO  PAY  FOR  ASSIGNMENTS  W/O  PENALTY**

West  LA  Unit  members  who  have  been  issued  any  type  of  high  school  basketball  officiating  schedule  by  the  West  LA  Unit

Board  of Directors  are  required  to  pay  the  West  LA  Unit  Assignor(s)  approved  per-game  Scheduling  Fees  on  or

before  the  expiration  of  the following  dates  within  the  current  year  in  which  the  schedule  encompasses.  Failure  to  meet

 the  following  deadlines  will  result  in  loss  of game  schedule:

• December  15:  Phase  One  scheduling  which  encompasses  any  and  all  games  of  the  current  officiating  season

  through  December 31

• January  15:  Phase  Two  scheduling  which  encompasses  any  and  all  games  of  the  current  officiating

 season  beyond  December  31and  through  the  expiration  of  the  pre-playoff  segment  of  the  season.

**ARTICLE  VI:  MEDIA/PRESS  CONTACT  POLICY**

Members  of  the  West  LA  Unit  will  not  discuss  with  the  media  or  press  any  game  or  official  assigned  by  the  /West  LA  Unit.

Any  West  LA  Unit  member  who  ignores  the  Assignor(s)  published  self-assigning  instructions  and  takes  more  games  than

allowed  may be  fined  $10  for  every  additional  game  taken  beyond  the  directed  number(s)  and  the  games  removed.

**ARTICLE  VIII:  SCHEDULE  SUPERVISOR  S  APPELLATE  JURISDICTION**

Any  West  LA  Unit  member  observed  walking  in  their  games  may  have  up  to  two  (2)  games  automatically  removed  from  their

Schedules by  the  Assignor(s).

**ARTICLE  IX:  QUALIFIED  AND  IN  GOOD  STANDING**

This  By-Law  compliments  Article  VI  (Membership:  Eligibility,  Qualification  &  Assignments)  of  the*West LA Unit s Constitution and By-Laws.*  In  Article  VI,  West  LA  Unit  members  are  currently  categorized  as*Qualified*  and*Non-ualified*  .  This  By-Law adds  the  categories*In  Good  Standing*  and*Not  in  Good  Standing*  :

• *Qualified/Non-Qualified*  reflects  having  met  or  not  met  the  Units**instructional**  requirements

(Meetings,  Study  Guide,  QualificationExam  and  Floor  Exam)

• *In  Good  Standing  /  Not  in  Good  Standing*  reflects  having  met  or  not  met  the  Units**administrative  and  business**  requirements

(no  outstanding  debts,  paperwork,  suspensions,  etc.)

Deficiencies  in  either  or  both  results  in  members  becoming  ineligible  for  assignments.

• Members  are  now  categorized  as:

o Qualified;  In  Good  Standing

o Qualified;  Not  in  Good  Standing

o Non-Qualified;  In  Good  Standing

o Non-Qualified;  Not  in  Good  Standing

**West Los Angeles Unit – Executive Chairman, Executive Committee**

**Duties & Governance**

**Overview**

The Chairman is an *elected position* by members of the Board of Directors of the West Los Angeles unit. Upon confirmation by majority vote, the Chairman will hold an honorary membership, and will oversee unit issues as governed by the President, Board Members and Executive Committee Members. Removal from the office is upon resignation or unanimous vote by the Executive Committee.

**Duties and Responsibilities of the Executive Chairman**

The principal role of the Executive Chairman of the Board is to manage and to provide leadership to the Board of Directors of the unit under the guidelines of the Constitution of the West Los Angeles unit. The Executive Chairman is accountable to the Executive Board and shall act as a direct liaison between the Board of Directors of the West Los Angeles unit, the Executive Board, Los Angeles City Athletic officials, State Representatives, and individuals and organizations with affiliations to further the direction the unit. The Executive Chairman shall act as the communicator to the elected Board on matters, when jurisdiction and governance fall outside the guidelines of the units Constitution, and for decisions where appropriate. The concept of the Executive Chairman is to create a leadership role when the unit is devoid of position of the President, or to act faithfully and dutifully in the absence or mismanagement of leadership by the President, and the elected Board of Directors, or the failures by such parties to act and uphold the best interest of the units Constitution. More specifically, the duties and responsibilities of the Executive Chairman are as follows:

* to act as a liaison between the Executive Committee, City section athletic officials, and the Board of WLA;
* to ensure that the membership are properly informed and that sufficient information is provided to enable the unit leadership to form appropriate judgments;
* to call upon, and act as Chair at special meetings of the WLA Board in absence of the President of the Board
* to fill in as a temporary President of the unit, when the role is vacated.
* to nominate and govern an Executive Committee, with members to provide oversight and governance regarding Board and Unit matters.

**Executive Committee – West Los Angeles**

**Overview**

The Executive Board of the West Los Angeles will have the responsibilities to provide oversight and handling of unit matters deemed as an emergency in nature, irregular, or in conflict with unit issues. The members of the Executive Committee shall be appointed by the Chairman of the unit and approved by the Board of Directors through majority vote. Upon confirmation, the Executive Board will then be responsible for the following duties;

1. Approval of the annual direction and agenda for the unit as implemented by the elected BOD.
2. Resolution and governance of matters handled when a special meeting is called by the Executive Chairman
3. Oversight on committee matters, votes and decisions; with the ability to overturn any committees decision
4. Oversight of the elected BOD governance, policies and practices in accordance to Los Angeles City Section Athletics policy and the units Constitution
5. Removal of any BOD member for violations of misconduct, acts of improper benefit or faith, or matters jeopardizing the units good standing.

The Executive Board shall not be responsible for the day-to-day business operations of the unit. However, the Executive Board may be asked by the Chairman to review specific business decisions as appropriate.

**Executive Board Structure**

The Executive Board has the authority and responsibility for the governance of unit matters as approved by the Board of Directors of the unit. The Executive Board shall meet at the discretion of the Chairman of the West Los Angeles unit, upon the calling of a Special Meeting.

The Executive Board shall consist of the Chairman and (4) members of his/her appointment. The appointed members will require the majority approval of the elected Board of Directors of the West Los Angeles unit. Each Executive Board member shall serve a three-year term. Removal from such position shall require the unanimous vote of the Executive Committee, or resignation by such member.

Any vote by the Executive Committee to overturn a decision by the BOD or a Committee constructed by the BOD will require a unanimous decision, and shall follow the Constitution of the West Los Angeles unit.