

**The Constitution and By-laws  
of  
The National Wheelchair Basketball Officials Association**

**CONSTITUTION**

**ARTICLE I - Name**

The name of the Association shall be the National Wheelchair Basketball Officials Association henceforth to be known as the NWBOA.

**ARTICLE II - Purpose**

The purpose of the NWBOA shall be to promote the welfare of the National Wheelchair Basketball Association and the game of wheelchair basketball by maintaining an association of highly qualified basketball officials.

**ARTICLE III - Membership**

**Section 1. NWBOA**

The NWBOA shall be composed of all duly qualified and approved active, inactive, provisional (when applicable), and honorary members.

**Section 2. Classes of Members**

Active. Working members in good standing with the NWBA and NWBOA.

Inactive. Non-working members of the NWBOA who for personal reasons, injury, or due to leave of absence are not actively engaged in basketball officiating. Those members who have allowed their memberships to lapse or who have been suspended for cause are also considered to be in an inactive status.

Provisional. Provisional members or working members of the NWBOA who have not qualified for active status but are eligible to officiate as members of the NWBOA for a period of one (1) year from the date of their acceptance, providing they successfully complete this process for approbation of the National Wheelchair Basketball Association. The categories of provisional status are:

A prospective member who did not obtain a qualifying score on the current NWBA Officials examination.

A prospective member who has not received the endorsement of the two NWBA coaches and/or approbated referees.

**Section 3. Rights of Members**

Members shall wear the official uniform as defined by the NWBOA; officiate with other members of this NWBOA; and, share in other benefits that may be provided by the NWBOA.

**Section 4. Financial Obligations**

Members of the NWBOA shall be required to pay all dues, assessments, and fines that may be levied by the NWBOA on or before the dates designated for such payments.

**Section 5. Governing Authority**

Members shall comply with the requirements of this Constitution and its By-laws.

**Section 6. Required Attendance**

Attendance requirements are as follows:

Annual Regional/National Meetings. All active, and, following their acceptance into the NWBOA, provisional members shall be required to attend a prescribed meeting.

**Article IV - Officers**

### Section 1. Titles

The officers of the NWBOA shall be as follows:

President  
President-elect  
Secretary-Treasurer  
Regional District Director (2)  
Member-at-Large  
Interpreter

### Section 2. Term of Office

The term of office of the NWBOA's officers shall be as follows:

All officers shall be elected for 2-year terms.

The President-Elect shall serve a 2-year term, then succeed the President for a 2-year term. A President cannot serve successive terms.

All other incumbent positions may serve successive terms.

Group A positions will be elected in odd numbered years (e.g. 2015, 2017, etc.) and  
Group B positions will be elected in even numbered years (e.g. 2016, etc.)

	POSITIONS	PROPOSED TERM	ELECTION GROUP
1.	President	2 years (after serving as President-Elect)	
2.	President-Elect	2 years	A
3.	West Regional Director	2 years	A
4.	East Regional Director	2 years	A
5.	Secretary/Treasurer	2 years	B
6.	Rules Interpreter	2 years	B
7.	Member at Large	2 years	B

### Section 3. Nomination

Within 30 days after the conclusion of the National tournament, the President shall appoint a Nomination Committee. This committee shall prepare and submit a list of nominees for the elective officers.

### Section 4. Election

Election activities will begin within 30 days after the completion of the NWBA National Tournament. Elections will be completed within 30 days of commencing, but no later than July 1. New officer terms will begin on July 1.

### Section 5. Vacancy

The Executive Committee shall have the power to fill a vacancy that may occur in the offices of Secretary and/or Treasurer, Regional Director, Member-at-Large and/or Interpreter. In the event of a vacancy in the office of the President, the President-elect will automatically assume this duty. When a vacancy arises in the office of the President-elect, a special election will be held to fill this vacancy.

### Section 6. Eligibility of Officers

Only an active member may be nominated and/or hold office as President, President-elect, Regional Directors, Secretary - Treasurer, and Member-at-Large, or Interpreter in the NWBOA.

### Section 7. Executive Committee

The Executive Committee of the NWBOA shall consist of:

President  
President-elect  
Immediate Past-President (The Past-President position to the Executive Board will be a volunteer position for one (1) year.  
Regional Directors  
Secretary - Treasurer  
Member-at-Large  
Interpreter

#### ARTICLE V - Duties of Officers

##### Section 1. Duties of the President

The President shall preside at all business of the NWBOA and its Executive Committee. He/she shall supervise the activities of all appointed committees.

##### Section 2. Duties of the President-elect

In case of absence, resignation, or disqualification of the President, the President-elect will assume the duties of the President. The President-elect will be responsible for conducting (or coordinating) the local basketball clinics for NWBOA and manage a mentor program.

##### Section 3. Duties of the Secretary -Treasurer

The Secretary - Treasurer shall maintain the office of the NWBOA with responsibility for compiling minutes of all meetings of the NWBOA and the Executive Committee; handle official correspondence of the NWBOA except that which pertains to game assignments, maintain an accurate and updated attendance record of all active, inactive, and provisional members at regular and special meetings, keep full records and accurate account of all monies received in the form of dues, assessments, donations and fines; disburse all monies pursuant to the direction of the Executive Committee; and, present a semi-annual written financial report to the membership.

##### Section 4. Duties of the Regional Director (s)

They shall establish and conduct training programs for members as well as new applicants. They shall attend NWBOA meetings and act as liaison between their respective region and the NWBOA. They are charged with the responsibility for reporting all violations of the NWBOA Constitution, its By-laws, and dress code to the NWBOA Board Secretary. They are also responsible for administering and monitoring all examinations given through the NWBOA.

##### Section 5. Duties of the Member-at-Large

The Member-at-Large shall perform as a voting member of the Executive Committee; act as a direct liaison between the general membership and the Executive Committee; and, administer any evaluation or assessment program as prescribed by the NWBOA.

##### Section 6. Duties of Interpreter

The Interpreter shall act as the focal point for all rules interpretation for the NWBOA. He/she shall act as the liaison with the NWBA Rules Committee and the NWBOA.

#### ARTICLE VI - Amendments

##### Section 1. Amendment Procedures.

This Constitution may be amended by a two-thirds (2/3) majority vote of a quorum of active members of the NWBOA present at any regular meeting, or any special meeting called specifically for the purpose of amending the Constitution. Amendments hereto must be presented to the membership at least one (1) week prior to the meeting date established for such vote.

## BY-LAWS

### ARTICLE I - Membership

#### Section 1. General

Any male/female regardless of race, creed, color, or religion who has reached his/her 18th birthday on or before October 1, of the year in which membership is being sought shall be eligible for membership in the NWBOA.

Applicants must establish a satisfactory record of health and character.

#### Section 2. Requirements for Members.

All members of the NWBOA must:

- A. Pay annual dues as prescribed in the Constitution of the respective organization.
- B. Be responsible for upholding the standards of the NWBA, and the NWBOA as they relate to professionalism, appearance, and personal conduct, both on and off the court.
- C. Wear only the official uniform of the NWBOA.
- D. Advise the Executive Committee through one of its members of any and all incidents concerning conduct of coaches, players, team administrators, spectators, and fellow officials. Such notification should be in writing and include all pertinent facts and particulars. This report should be made within forty-eight (48) hours subsequent to the occurrence of incident. If a fellow official is involved, a copy of the report must be sent to him/her as courtesy.
- E. Inactive members of the NWBOA must pay all fines and complete all suspension prior to being eligible for return to active membership status.

#### Section 3. Grievances.

- A. Any member, active, inactive, or provisional may submit a written grievance to the Executive Committee through the President of the NWBOA.
- B. The President of the Executive Committee will ensure that prompt action is taken concerning the submitted grievance, and that a written reply is transmitted to the submitter within fifteen (15) days from date grievance is received.

#### Section 4. Term of Membership.

- A. The term of active and inactive membership in the NWBOA shall be for as long as a member does not allow membership to lapse or have it terminated for cause.
- B. Lapsed Membership. A member who has allowed his/her membership in the NWBOA to lapse for two (2) years shall no longer be considered a member of the NWBOA. However, if membership has lapsed for less than two (2) years, the individual concerned may request reinstatement. If no cause exists for denying reinstatements, he/she may be reinstated by paying all delinquent dues, fines, and/or assessments. Reinstated members will not be required to NWBA approbation process.
- C. Terminated Membership.  
Membership in this NWBOA may be terminated as follows:
  - Voluntary resignation
  - Action by NWBA or NWBOA

#### Section 5. Examination and Tests

- A. All active, inactive, and provisional members will be required to successfully complete with an acceptable grade the NWBA Official's examination.
- B. The test of their local able-bodied officials group.

## ARTICLE II - Discipline of Members

### Section 1. Grounds for Discipline.

Any member, regardless of membership status, whom fails to comply with the NWBOA's Constitution and/or By Laws may be suspended and/or fined for a limited period of time. Also, any member who is delinquent in payment of authorized charges; or whose conduct is conclusively established to be contrary to the best interest of the NWBOA and its membership may be fined and/or suspended for a limited period of time. In addition, any member who brings discredit upon the NWBOA and its membership may be permanently expelled. (The Executive Committee will review all cases to determine Grounds for Discipline.)

### Section 2. Appeal.

Any member who has been disciplined may appeal such action. The appeal must be in writing and submitted to the Executive Committee for review.

### Section 3. Jurisdiction.

The Executive Committee has the authority to levy fines and/or assess limited suspensions as part of the disciplinary program of the NWBOA.

### Section 4. Right of Hearing

A member charged with any offense shall have the right to be heard in person, to be heard by written communication from himself/herself or from any credible witnesses in his/her behalf at the hearing.

### Section 5. Notice of Disciplinary Action.

When a member is fined, suspended or expelled, the President shall notify in writing, said member of all action. Additionally, a copy of the written notification of disciplinary action will be read by a member of the Executive Committee at the next scheduled meeting of the NWBOA.

## ARTICLE III - Fees, Dues, Assessments, and Fines

### Section 1. Fees.

Test fees shall be determined by that Board/NWBOA which established the requirement for the test.

### Section 2. Dues

Initiation and/or annual dues for membership in the NWBOA will be established by the membership.

### Section 3. Assessments

Special Assessments. The membership shall determine and approve any special assessment to be levied by the NWBOA.

### Section 4. Fines

Missed Game Fines. The membership shall determine the fine for missing a game assigned through the NWBOA.

## ARTICLE IV - Rules of Procedure

### Section 1. Quorum.

A quorum for transacting the NWBOA's business shall be the members present at any scheduled meeting. A quorum for amending the Constitution or By-laws, for establishing dues/fees, and for election shall be a simple majority (50% of membership plus one (1) of the active membership.)

Section 2. Absentee Balloting.

Absentee balloting by the membership is permissible on all matters pertinent to election of officers, suspension or expulsion of a member, and/or all fiscal matters pertaining to assessments or changes in the annual rate of dues/fees.

Section 3. Election and Special Elections.

The President will appoint a (3) person nominating committee to establish a slate for election and/or special election purposes as prescribed in Article IV, Section 3 of the constitution. The nominating committee must obtain the approval of each individual it desires to run for office in the NWBOA prior to submitting the nominations to the President. Nominations from the membership will be accepted per Article IV, Section 3 of this constitution.

Section 4. Game Assignment Priorities.

Game assignments will be made in the following priority:

Active members will have priority on all game assignments through the NWBOA.

Provisional members will not be assigned basketball games until all active members have been solicited to ascertain their preference for the game(s).

Inactive members of the NWBOA will not be assigned to officiate any contest that is contracted through this NWBOA, until such time as having satisfied all requirements for return to active status. In addition, all contracted games possessed by a member who has been placed in the inactive category for disciplinary reasons will be renegotiated by the Assignor(s) and replacements provided from the NWBOA's resources. All administrative details concerning the negotiation of contracts possessed by inactive members will be handled by the Assignor(s) and coordinated with the Executive Committee.

In order to be eligible and considered for game assignments, members must have all fees, dues, assessments and fines paid in full. The Secretary - Treasurer shall inform the Assignor(s) of any member who is in arrears, and thus not eligible for games to be assigned.

ARTICLE V - Amendments

These By-laws may be amended by a simple majority (50% plus one) vote of a quorum (Article, IV, Section 1 Paragraph B.) at any regular or special meeting.