

Big Bend Officials Association, Inc. Bylaws

ARTICLE I – NAME

The organization is known as Big Bend Officials Association, Inc. (BBOA).

ARTICLE II – PURPOSE

The purpose of BBOA shall be:

1. To provide experienced and capable officials to officiate up to high school level sports, including but not limited to football, baseball and softball.
2. To recruit, train, and develop officials with a proactive emphasis on minorities, through the use of the current National Federation of State High School Association's Rules Books, Case Books, and Officials Manuals.
3. To elevate the standards of officiating through the maintenance of a high standard of ethics.
4. To work and cooperate with the National Federation, the Florida High School Athletic Association (FHSAA) and other officials associations in the promotion of sports officiating.
5. To promote good fellowship among its members.
6. To further the spirit of sportsmanship, safety, and fair play.

ARTICLE III – MEMBERSHIP

Membership in the BBOA shall consist of active members in good standing. Membership begins on July 1 and ends on June 30 of the following year. Membership is attained upon submission of a signed membership agreement and payment of dues or a signed agreement for the later reduction of dues from game checks. The membership will be effective upon the receipt of the signed agreement and will remain in place for one year. (For instance, a membership agreement signed July 1st will end June30st).

Section 1. Members: Any person, registered with the Florida High School Athletic Association (FHSAA) and has passed a background check as prescribed by the Jessica Lunsford Act, is eligible for membership in the BBOA. Membership includes the right to vote, hold office, and officiate games. A member in good standing must register with the FHSAA, pay annual membership dues, any other fees or fines as assessed, and abide by the Bylaws of the BBOA. Members of the BBOA may also be members of other officials' associations not prohibited by the FHSAA. To have voting privileges, members must have BBOA as their primary association.

Section 2. Dues: Annual membership dues shall be proposed by the Executive Committee and approved by the membership. The treasurer may deduct delinquent dues from a member's game check(s).

Section 3. Policies: All members shall abide by policies that are adopted by a majority of the membership of BBOA. Some examples include Game Film Review, Dress Code, Compensation for the Executive Committee Members, etc.

Section 4. Procedures: All members shall follow and abide by procedures established by the Executive Committee for the operation and business of the association.

ARTICLE IV – OFFICERS

Section 1. Executive Committee: The officers of the BBOA shall be a President, Vice-President of Football, Vice-President of Baseball, Vice-President of Softball, Secretary, Treasurer, and Member-at-Large. These seven officers shall constitute the Executive Committee. The Executive Committee has the authority to appoint Booking Commissioners for each sport and level. Officers shall serve staggered terms. To implement staggered terms, the offices of President, Secretary, and Member-At-Large, who were elected in November of 2024 shall serve a term expiring June 30, 2026, and the offices of Vice-President (which will be retitled VP-Football) and Treasurer shall serve term expiring June 30, 2025. Subsequent elections for offices of President, Secretary, and Member-At-Large shall be held in odd number years and subsequent elections for offices of Vice-President and Treasurer shall be held in even number years. The initial election for Vice President of Baseball and Vice President of Softball shall take place at the next election and serve a 2-year term expiring June 30, 2027. Each officer shall thereafter serve a two-year term. An officer may succeed himself or herself to an office. In order to be eligible to hold the office of President, a member must have served at least one year as a member of the Executive Committee. The officers shall take office on July 1, in the year of their election.

Section 2. Removal of Officer/Vacancies: An officer may be removed from office for failure to satisfactorily carry out the duties set forth in these bylaws. Officers may be removed, at any time, by two-thirds of the members of the BBOA. Vacancies in office, whether by removal, resignation, death, or incapacity shall be filled by special election, which shall be held at the next regularly scheduled meeting. The election will follow the procedures set forth in these By-Laws. An interim officer may be appointed by the Executive Committee. The membership shall be notified of the vacancy and the special election prior to the next meeting. An officer elected by special election shall take office immediately following said election.

Section 3. Compensation for Officers and the Booking Commissioner: The officers of the BBOA shall receive such compensation in accordance with policy. The Executive Committee shall set the compensation of the Booking Commissioner(s).

Section 4. Duties of Officers: The duties of the Officers of the Executive Committee shall be as follows:

A. President:

1. To preside at all general membership meetings.
2. To be the Chair of the Executive Committee.

3. To present a report on the state of the association to the BBOA membership at each Annual Meeting to be held in the Spring.
4. To appoint all committees and designating the chair.
5. To sign checks or drafts of the BBOA, when co-signatures are required.
6. To appoint a parliamentarian for all general meetings.
7. To call special meetings of the BBOA and/or the Executive Committee as deemed necessary.
8. In the event of emergency, to temporarily suspend members of the BBOA, if such action is reasonably warranted.
9. To make reasonable efforts to further the policies adopted by the BBOA.
10. To perform other duties as may be reasonably construed to belong to the chief executive of any similar organization.
11. Have financial oversight of all money's and bank accounts of the BBOA.

B. Vice-President:

1. To serve as the head officer for each specific sport.
2. To preside at their designated sport specific membership meetings.
3. To prepare a report for the President for their designated sport that the President can use to assist the President in the report to the annual membership meeting.
4. To prepare a report for all general meetings whether sport specific or of the entire BBOA.
5. The longest tenured VP will assume the duties and responsibilities of the President in the President's absence or incapacity.
6. To assist the President in the exercise and discharge of his duties and responsibilities.
7. The longest tenured VP will serve as Vice-Chair of the Executive Committee.
8. To appoint a parliamentarian at all sport specific meetings.
9. To appoint a sport liaison for each member school to assist in keeping good relations with the school and to help resolve any disputes the school may have with the association or any individual members

10. To perform other duties as may be assigned by the President or the Executive Committee.

C. Secretary:

1. To keep the minutes and records of the BBOA, including all general and business meetings of the BBOA and the Executive Committee.
2. To inform members of the BBOA of meetings and present a report to the membership at any membership meeting.
3. To present to the membership at any meeting any communication addressed to the BBOA or any officer thereof.
4. To serve as Secretary to the Executive Committee.
5. To make available the policies, procedures, training information and bylaws.
6. To accept applications for membership.
7. To notify all athletic directors, head coaches, the FHSAA, and other appropriate persons, upon the election of new members to the Executive Committee.
8. To prepare and distribute an address roster and copies of any amendments to these bylaws, to the membership.
9. To register all fines, dues, and assessments and report them to the Treasurer for collection.
10. To maintain and distribute records of training clinics and meeting attendance, FHSAA Examination Scores, years of experience, and number of varsity and non-varsity games worked. In the absence of the Secretary from a meeting, the chair of the meeting will be responsible for attendance records. The chair may, in its discretion, appoint a member to keep the attendance for that meeting.
11. To preside at all meetings in the absence of both the President and Vice-President.
12. To submit all records at the end of his term to the incoming Secretary. The records must be delivered in current and proper order.
13. To be responsible for preparing, distributing, and receiving contracts for services of the BBOA to and from those schools and other entities, as applicable, as prescribed by the Executive Committee.
14. To perform other duties as may be prescribed by the President, Vice-President, or Executive Committee, or that may be incident to the office of Secretary.

D. Treasurer:

1. To file any certificate, or similar document required by any local, state, or federal governmental entity.
2. To maintain the care, custody, and control of all monies belonging to the BBOA and be solely responsible for such monies, with expenditures being subject to the advice and consent of the Executive Committee.
3. To present an annual financial report of the BBOA to the membership and periodic financial reports as may be necessary at other regularly scheduled meetings.
4. To deposit all amounts collected in a bank approved by the Executive Committee.
5. To maintain accounting records, which shall at all times be subject to inspection and/or audit by the Executive Committee or their designee.
6. To submit a proposed operating budget at the Annual Meeting.
7. To maintain a roster of officials who have properly paid their dues and fees and/or are havemade a binding agreement to pay their dues and fees.
8. To sign checks or drafts of the BBOA, and secure the co-signature of the President as may be required by the Executive Committee.
9. To submit all records at the end of his term to the incoming Treasurer. The records must be delivered in current and proper order.
10. To collect dues and other fees that are owed to the association by deduction from fees otherwise payable to a member.
11. To prepare and file all tax returns or other governmental financial reports.
12. To perform other duties as may be prescribed by the President, Vice-President, or Executive Committee, or that may be incident to the office of Treasurer.

E. Member-at-Large:

1. To serve as liaison between the general membership and the Executive Committee.
2. To oversee a committee of no more than 3 persons (including the Member-at-Large) for each sport to help the Member-at-Large better understand the issues any particular sport may be experiencing.
3. To serve on the Grievance Committee as a non-voting member. In the event of an apparent conflict, as determined by the Executive Committee, the President shall

appoint another Executive Committee member for that specific case with the Grievance Committee.

4. To perform other duties as prescribed by the President, Vice-President, or Executive Committee, or that may be incident to the office of Member-at-Large.

Section 5. Booking Commissioner:

The Booking Commissioner(s) duties shall be as follows:

1. To make all game assignments in accordance with these bylaws and the booking policies of the BBOA. This will include both game and position designation. The Crew Chief or Head Referee shall have the option to change positions within the crew if such action is in the best interests of the crew and BBOA.

2. To submit game assignments for review by the Assignment Committee prior to distribution.

3. To assist the Secretary in maintaining a service record on each member, embracing qualifications, and other officiating activities.

4. To resolve complaints, to the extent possible, regarding game assignments.

5. To provide the Treasurer with a list of game assignments for purposes of determining game fees.

6. To perform such other duties as may be prescribed by the Executive Committee, or that is incident to the office of Booking Commissioner.

ARTICLE V - COMMITTEES

Committees shall be composed of either 3 or 5 members per FHSAA, except as otherwise provided herein. Any action taken shall be by a majority vote of the members present of the Committee. The President shall appoint all members and the chair of each committee except as otherwise provided herein.

Section 1. Standing Committees:

- A. Executive Committee: The Executive Committee shall be composed of seven members, consisting of the President, Vice-Presidents (Football, Baseball and Softball), Secretary, Treasurer, and Member-at-Large. The Chair of the Committee shall be the current President. The committee shall meet regularly as called by the President and shall make all decisions for the BBOA not specifically reserved to a specified officer, person, temporary committee, the standing committee or the membership. This Committee shall be vested with discretionary authority to resolve any matter not specifically set forth in the Articles of Incorporation or in these Bylaws and shall investigate all complaints regarding conduct or

competence of any member, which may relate or affect that member's status and eligibility for game assignments.

- B. Assignment Committee: The Assignment Committee is responsible for overseeing the entire game assignment procedure. This includes ensuring compliance with requirements on the composition of officiating crews, reviewing and approving each member official's schedule of assigned contests and making the booking commissioner aware of any corrections that need to be made before the assignment schedule is distributed. It is not implied that the Assignment Committee is to make assignments. Each sport should have their own Assignment Committee.
- C. Evaluation Committee: The Evaluation Committee is responsible for setting up the process and selecting those individuals who will assist with the evaluation of member officials within the BBOA. Each sport shall have its own evaluation committee. Each official with two or more years experience should be independently evaluated at least once during each season. First-year officials should be independently evaluated periodically throughout the season so that mini-clinics may be offered, if necessary, to re-enforce good officiating skills.
- D. Recommendations Committee: The Recommendations Committee is responsible for reviewing the evaluations of each member official during the regular season. This committee is also responsible for preparing and submitting a list of member officials who deserve consideration for assignment to State Series contests of playoff officials to the BBOA for each sports membership approval. Each sport shall have its own Recommendations Committee. The Executive Committee will submit the approved to the FHSAA Office. The assignment officer (booking commissioner) should act on the recommendations of this committee.
- E. Grievance Committee: The Grievance Committee is responsible for hearing and adjudicating complaints and appeals made or brought by one or more of its members.
- F. Nominations Committee: The Nominations Committee shall consist of five members. Their duties include contacting all members of BBOA to determine their willingness to run for office. They will present a slate of candidates for the various positions on the Executive Committee. The committee shall make available an absentee ballot for members who are unable to attend the elections meeting. The chair of the nominations committee is not eligible to run for office. Absentee ballots must contain the names of those members running for the various offices. The chair will create serialized ballots. This committee will distribute ballots at the election meeting and count the cast and absentee ballots to determine the election results.
- G. Training Committee: The Training Committee is responsible for providing training curriculum for the BBOA. This committee is also responsible for preparing and submitting to the

Executive Committee a list of member officials who have attended the training meetings. Each sport should have its own Training Committee.

Section 2. Temporary Committees:

The President has the discretion to appoint temporary committees as may be necessary and proper for the conduct of the business and affairs of the BBOA. These committees shall be assigned to perform a certain specified task. The number of members of the committee, their assigned responsibilities, and completion date for their assigned task, shall be determined by the President. In the event such a committee is appointed, the Executive Committee shall be advised. Any temporary committee shall cease to be in existence at either the completion of their assigned task, or upon the appointing President's term expiring, whichever occurs first. The Social Committee is an example of a temporary committee.

ARTICLE VI -MEETINGS

Section 1. Meeting Calendar: The Executive Committee shall annually prepare a calendar of meetings to be held by the BBOA. There must be a minimum of two training sessions per sport for members during the regular season.

Section 2. Absences: Each member shall attend a minimum of five meetings. Meetings specific to a sport for which a member is not registered will not be counted. Any official who is more than fifteen minutes late for any meeting will not be given credit for the meeting. Failure to attend the required number of meetings will result in reduction of ranking point credits.

Section 3. Voting for Officers: If a member is unable to attend a meeting where an election will be conducted, the member may submit an absentee ballot in writing to the chair of the appropriate committee. The chair must receive all absentee ballots by noon on the day of the election. Absentee ballots must contain the name of the member, the date, and their selections for the various offices. Absentee ballots may be received via mail, email, fax, or hand delivered.

Section 4. Election Meeting: The officers shall be elected by a majority vote of the members voting at the Election Meeting of the BBOA, which shall be held at the Annual Meeting, provided there is quorum. The Vice-President of each sport shall be elected only by the members of that sport.

Section 5. Early Departure from Meetings: Any official, who leaves a meeting less than one hour after it begins, unless the meeting has officially adjourned, will not receive credit for the meeting. The Secretary, or other appointed member as prescribed in these By-Laws, is directed to strike the name from the attendance roster. Extenuating circumstances may be submitted in writing to the Executive Committee for consideration.

ARTICLE VII – RANKING SYSTEM

The BBOA shall utilize a ranking system established by the Executive Committee and approved by the membership in combination with the FHSAA official rankings. For Varsity football, the referees (who will be selected by the Executive Committee) will draft crews based on their evaluations of relative strengths of officials and how they can most effectively complement their crews. The ranking system shall be utilized by the Booking Commissioners to fill vacancies in crew assignments. Position requirements may take precedence over rankings. The Booking Commissioner(s) may make reasonable variances based on game specific circumstances, including need and immediate availability of officials.

ARTICLE VIII -DISCIPLINE

Section 1. Grounds for Discipline: Each member of the BBOA is required to abide by these bylaws and the policies of the BBOA. The following shall be considered grounds for disciplinary action by the BBOA Executive Committee:

- A. Unauthorized Assignments: Personally soliciting game assignments, or officiating any game at high school level or below not assigned or sanctioned by BBOA for contract schools. This provision should not be construed to mean that other associations may not request an official's assistance when they are not assigned a game by BBOA. Also, we have relationships with various recreation leagues i.e. Pop Warner, City League, and Leon County Middle Schools that also do not violate this section.
- B. Failure to Officiate/Inadequate Notice: Failure to officiate an assigned game or to give adequate notice of inability to officiate.
- C. Willful Deceit: Willfully deceiving the BBOA.
- D. Improper Conduct: Any conduct unbecoming of an official.
- E. Unsatisfactory Performance: Failure to satisfactorily perform field assignments.
- F. Failure to Show for Assignment/Cancellation: Failure to show for an assigned game or cancellation of a previously accepted assignment less than forty-eight hours prior to the game.
- G. Violation of Bylaws and Policies of BBOA: An intentional violation of any provision of the Bylaws or any policy of the BBOA, which may be adopted from time to time.

Section 2. Reporting of Violations: It is the responsibility of every member to report a violation or any suspected violations of the above provisions as soon as possible. A complaint may be made by a member, or any other interested party.

Section 3. Complaint Handling: All complaints of violations received by the Executive Committee shall be handled in the following manner:

A. Receipt of Complaint: Upon receiving a complaint the Executive Committee shall initially determine by majority vote of the full committee, whether the complaint warrants consideration for disciplinary action. If the Executive Committee determines that no formal disciplinary action is warranted, it shall notify the complainant and the accused of this decision and no further action shall be taken.

B. Probable Cause/Formal Disciplinary Action: Should the Executive Committee determine there is probable cause to believe that a violation has occurred and that formal disciplinary action should be considered, then the Executive Committee shall notify the accused in writing, of the nature of the complaint and the procedures to be followed. The complainant shall be advised of all actions by the Executive Committee in regard to the complaint. If multiple members are accused, a separate proceeding shall be held for each member.

C. Response to Complaint: Within fifteen days from receipt of the notification of a complaint, the accused shall respond to the complaint in writing, addressed to the Executive Committee. In the response, the member may request a hearing on the complaint before the Executive Committee. Should the member not respond to the complaint, the Executive Committee may impose whatever reasonable sanctions it deems appropriate.

D. Hearing: In the event the accused member submits a timely request for hearing, or the Executive Committee requests a hearing upon its own motion, a hearing shall be held within fifteen days from the date of the request or motion. This fifteen day period can be waived by mutual consent of the member and the Executive Committee. The Executive Committee shall appoint a disinterested person to present the case against the accused. In the event of an emergency, the Executive Committee may suspend the accused, before the hearing, for a period of fifteen days from the date the complaint is filed. Within five working days after the hearing has been held, a written determination shall be delivered to the accused.

E. Appeal: The accused shall have the right to appeal any determination by the Committee to the Grievance Committee by written notice to the President within ten days from receipt of the written determination by the Executive Committee. Requests to stay the sanctions imposed by the Executive Committee shall be presented to the Grievance Committee. Appeals to the Grievance Committee shall be decided by majority vote of the Committee. The Grievance Committee may reverse the finding of violation only upon determination of good cause. The Grievance Committee may reduce or commute the sanction based upon its evaluation of the severity of the violation and

mitigating factors brought to the Committee's attention. Matters appealed to the Grievance Committee are finalized with the Committee's decision.

F. Complaints against Members of the Executive Committee: Should the accused be on the Executive Committee, the immediate Past-President shall take the accused's place for purposes of any hearing or vote on the subject of the complaint. The accused shall have no vote on any matter relative to the complaint against him.

Section 4. Sanctions: The Executive Committee shall have the authority to impose sanctions as follows:

A. Game Assignments: For missing or failing to provide adequate notice the member may be fined an amount equal to what he would have received from BBOA for that assignment, and be ineligible for future game assignments, for a length of time to be set out in the written determination.

B. Other Violations: For any violation the Executive Committee may impose sanctions as it deems appropriate, including but not limited to:

1. Fine not to exceed \$200.00;
2. Demotion to a lower level schedule for the remainder of the season;
3. Probation for a specified period of time; and/or
4. Suspension from the BBOA for a specified period of time;

C. Suspensions: Any decision by the Executive Committee to suspend a member for two consecutive weeks or more shall be by unanimous vote. All other decisions pursuant to this Article shall be by majority vote of the full membership of the Committee. Any sanction imposed by the Executive Committee may be appealed to the Grievance Committee.

The member sanctioned may elect to appeal directly to the full membership of the BBOA if sanction is for suspension for two consecutive weeks or more. If appealed to the membership, a vote to suspend shall require a two-third (2/3) vote of the members present to sustain the decision of the Executive Committee. However, nothing herein will affect appeal rights, if any, to the FHSAA.

ARTICLE IX- QUORUM

One-half (1/2) of the membership of the BBOA shall constitute a quorum and shall be necessary to conduct official business of the BBOA. For sport specific meetings, one-half (1/2) of the membership registered for that sport shall be necessary to conduct business that only affects that sport. At least one-half (1/2) of the members of the Executive Committee, or any other committee of the BBOA, shall constitute a quorum and shall be necessary to conduct the business of the Committee.

ARTICLE X AMENDMENTS TO THE BYLAWS

The procedure for amending these Bylaws shall be as follows:

Section 1. Initiating Proposed Amendments:

A proposed amendment shall be in submitted writing and signed by at least five members, or may be proposed by the Executive Committee. These may be submitted at any time.

Section 2. Review by the Executive Committee: The proposed amendment shall be forwarded to the Executive Committee for review to ensure there is no conflict with any other Bylaw. After review, and if no conflict with other By-Laws, the Executive Committee shall present the proposed amendment to the membership by either emailing the proposed amendment to each member at least ten days prior to the meeting at which it will be voted upon, or the amendment may be read at a designated meeting of the BBOA. If the proposed amendment is read, it cannot be voted upon until the next regularly scheduled designated meeting. Any variation of this procedure will require a three-fourths vote of the members present at a regularly scheduled meeting.

Section 3. Vote Required for Approval: The proposed amendment must be approved by a two-thirds (2/3) vote of the members present at a meeting of the BBOA, provided a quorum of the membership is present. If the proposed amendment is approved, the Secretary shall provide each member with a copy of the new amendment or posted on the official BBOA website.

ARTICLE XI WAIVER OF THESE BY-LAWS

These By-Laws may not be waived except by a 3/4 vote of a general membership meeting at which there is a quorum and only for a specific action take at that meeting.

ARTICLE XII MULTI-GENDER CREW POLICY

The BBOA has members of different genders and as such mixed gender crews may occur. It is the responsibility of the crew chief to either ensure that separate changing facilities are available, or to inform the members of the crew they are to come to the pre-game meeting area fully dressed and ready to officiate.

Dated February 25, 2025