



## Constitution

*Revision date March 2010*

### Article 1 Name of Organization

1.1 The Name of the organization will be henceforth known as the Bloomington-Normal Officials Association, BNOA, or the Association. ~~The Association website, [www.bnoa.org](http://www.bnoa.org), will be the official communication vehicle to the membership.~~

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### Article 2 Goals of the Organization

2.1 The Association has been established to promote the avocation of officiating to the public through ***social media platforms***, appropriate public relations programs, increased awareness of the positive aspects of officiating, and public service to the community.

2.2 The Association has also been established to improve educational programs offered to the Association members, by providing quality educational sessions, instructional clinics, and peer evaluations.

2.3 The Association will strive to increase membership through increased awareness to new and current officials not currently registered with the BNOA.

### Article 3 Membership

3.1 Membership is open to anyone who is an official and is a member of any sport governing body.

3.2 A member is classified as one who has paid their annual Association dues and the dues of their respective sport governing body.

***3.3 The Association will consider adding a sport and vice president position when ten licensed officials in the sport are members of the BNOA and a majority of voting membership approves adding the sport.***

***3.4 All Association sports must maintain a minimum of ten licensed officials in order to maintain Association recognition including a vice president position on the association executive***

**board.**

Article 4 Organization Officers

4.1 The following officers will be elected bi-annually by the members of the Association from a slate of members/candidates:

President

Vice Presidents – one for each sport represented

Secretary

Treasurer

4.2 The duties of the Association officers consist of, but are not limited to:

President: Provide overall leadership for the organization; convene Executive Committee meetings as needed; attend or appoint an attendee to any sport's governing body meetings/functions as deemed appropriate. (i.e. IHSA Officials Conference).

Vice-Presidents: Conduct regular sport specific meetings prior to and during each sport's season; be responsible for taking and publishing minutes from each meeting on the Association website.

Secretary: Provide meeting minutes of any Executive Committee meeting; conduct and administer any mailings that cannot be done electronically and are approved by the Executive Committee.

Treasurer: Handle the Association checking account and other funds; provide a ~~quarterly~~ **semi-annual** financial report and publish it on the Association website.

4.3 The Executive Committee will consist of the following officers; President, Vice-Presidents, Secretary, and Treasurer. The Executive Committee will have the following powers that include but are not limited to:

A) Appoint interim officers if needed to fill the remainder of a term for a vacated position.

B) Make decisions, after soliciting membership input on the website, that are not covered by this constitution and do not require a membership vote.

**C) Carry out disciplinary procedures as prescribed in Article 15**

4.4 Special Committees may be appointed by the Executive Committee.

Article 5 Officers Terms of Office, Elections

5.1 Association officers shall serve two year terms of which the beginning **July 1 before the upcoming school year** and ending **June 30 of the preceding school year.** shall coincide with the annual banquet. President, Secretary, and Treasurer shall be on alternating election years than the sport Vice President officers.

5.2 Association members will participate in the election of officers bi-annually to coincide with the annual banquet.

5.3 Voting will be conducted online via the Association website or by U.S. Mail if needed.

5.4 Elections will be decided by plurality vote of the members. Members will be notified of elections on the Association website, by email, or by U.S. Mail if needed.

#### Article 6 Association Dues

6.1 The annual dues and any changes thereof shall be voted upon by the Executive Committee.

6.2 Annual association dues for all Association members in all sports are due on ~~August 1st~~ **July 1.** Officials not paid by the August 1st due date will not have access to membership privileges, until such time that dues are paid.

~~6.3 Current members who fail to pay membership dues by August 1<sup>st</sup> due date will be required to pay a ten dollar late fee for reinstatement of membership privileges. New members may pay dues at any time.~~

6.4 Association dues shall be paid in full prior to the beginning of the voting process for the Top 15 list as defined below in Article 11.

6.5 All dues shall be sent via U.S. Mail to: BNOA, PO Box 402, Bloomington, Illinois 61702 or paid online if available.

6.6 Any official who has been placed on probation or suspended from being a BNOA member due to disciplinary actions noted in Article 15 shall not receive a refund of their member association dues.

#### Article 7 Meetings and Attendance

7.1 The Association will hold meetings as deemed necessary by the respective sport Vice President.

A. The recommended number of meetings shall be a minimum of four (4) per sport per school year.

7.2 Members are encouraged to attend all meetings for the specific sport(s) they officiate.

Members need to attend at least one half of the meetings in their sport to be considered for Top 15 eligibility and/or voting. *(Voting applicable only to Certified Officials.)*

- A. An odd number of meetings in a year would constitute the mandatory meeting attendance to be rounded up. e.g. If there are five (5) meetings, a member would need to attend three (3) to fulfill the one half requirement.

## Article 8 Business

- 8.1 The Treasurer shall publish a financial report **semi-annually** quarterly. This report will be available on the website, along with any Association and Executive Committee minutes.

**8.2 The Treasurer shall maintain and file all necessary tax filings and non-profit documentation with appropriate authorities in order to maintain the association's good standing.**

## Article 9 Recognitions

### 9.1 Hall of Fame

- A. Membership to the BNOA Hall of Fame shall be awarded to individuals in appreciation for and recognition of outstanding achievements and dedication to athletics and/or sports officiating. The President of the association will appoint a Hall of Fame standing selection committee each year for the purpose of selecting the Hall of Fame inductees.
- B. Hall of Fame members will not be subject to payment of dues but will permanently hold non-voting membership privileges.

- 9.2 Hall of Fame induction will take place at the annual banquet, along with the presentation of the Allan Russell, Rory Hodgson, **and George Bailey** awards **along with awarding of Kevin Mallehan Scholarship(s).**

**9.3 Executive board is empowered with the authority to establish awards and the process for nominating association members for said awards.**

- 9.4** The President will ensure that a member of the BNOA is nominated for the NFOA recognition programs when appropriate.

## Article 10 Association Funds

- 10.1 Association funds constitute any dues collected from the membership, or other monies received by the Association.

- 10.2 The Treasurer is the custodian of the Association funds and may disperse Association funds for the purposes authorized by the Executive Committee.

## Article 11 Top 15

### Selection Procedure

11.1 Certified BNOA members who have met the requirements and are active with the IHSA in their given sport are eligible to submit a ballot listing their Top 15 BNOA officials from the eligible membership. Certified members are not allowed to vote for themselves. In the case of a tie, the Association President shall submit all names as such.

11.2 Points from each of the following sections are totaled for each official and the final Top 15 list is created. The maximum number of points possible to earn are 25 for football and 24 in all other sports.

*For basketball only:*

*Each certified member will have the option to choose which Top 15 list they wish to be considered and voted for: girls, boys, both, or neither. Each ballot is assigned points for the first through fifteenth. Members receive points based on their position on each ballot. After all ballots have been canvassed, members are submitted to the IHSA based on their total points, with the official with the most points listed as number one (1) through the official with the fifteenth (15) highest total listed as number fifteen.*

◆ Varsity games worked in your sport

❓ Basketball, Baseball and Softball

- Five (5) points for working the minimum number of games which shall be fifteen (15)
- Two (2) points for working additional increments of three (3) games.
  - The maximum shall be an additional ten (10) points in a season.
    - ◆ The maximum points in this category are fifteen (15).

▪ Postseason Assignment

- One (1) point for working a regional
- Two (2) points for working a sectional
- Three (3) points for working a super sectional
- Four (4) points for working the state tournament.

❓ Football

- Five (5) points for working four (4) games
- Ten (10) points for working seven (7) games
- Fifteen (15) points for working nine (9) games
- Postseason Assignment
  - One (1) point for working first round

- Two (2) points for working second round
- Three (3) points for working third round
- Four (4) points for working fourth round
- Five (5) points for working state final

◆ Level of Promotion

- Two (2) points for being a recognized official
- Five (5) points for being a certified official.

## Article 12 Amendments to the Constitution

12.1 This constitution may be amended by a majority *of votes cast by members* membership as defined in Article 3 of this constitution.

12.2 Notice of proposed changes will be made available to all active members at least thirty (30) days before a vote. Amendments may be proposed by any BNOA member or the Executive Committee on its own initiative. All such proposed amendments shall be presented by the Executive Committee to the membership with or without Committee recommendation.

## Article 13 Dissolution

13.1 The Association may be dissolved by two-thirds vote of the membership as defined in Article 3 of this constitution. Any motion to dissolve must be communicated in writing to all members at least thirty (30) days in advance of the meeting at which said motion will be considered.

13.2 Upon the dissolution of the Association and after paying or adequately providing for the debts and obligations of the Association, the remaining assets shall be distributed to a charity chosen by majority vote at the last official meeting of the Association. A list of eligible charities will be provided by the Executive Committee with recommendations from members.

## Article 14 IHSA Mandated Programs

### Observer Program

14.1 The Association will initiate and run the observer program in each of the represented sports.

14.2 The Association will initiate and run any other programs as mandated by the IHSA.

## Article 15 BNOA Code of Conduct / Disciplinary Action Procedure

15.1 The following shall be the procedures for BNOA members who are found to be in violation of

the BNOA Code of Conduct:

### Professional and Ethical Conduct of BNOA Members

The BNOA takes great pride in being a highly professional and ethical organization, and expects members to conduct themselves in this manner. The BNOA recognizes the NFHS Officials Code of Ethics as well as the NASO Code of Ethics (noted below) in regards to what it expects of its members. In addition to these codes of ethics, BNOA members should also adhere to the following expectations:

- Honoring all signed contracts and verbal commitments with other officials, assignors, coaches, and athletic directors
- Showing up to games on time, and communicating proactively if running late
- Using positive and constructive feedback techniques when evaluating another official · Using positive language and avoiding profanity before, during, or after a contest while on school property
- Avoiding the perception of favoritism in any way. This includes making disparaging comments in a public setting, *social media platforms*, or venue before/after the contest.

Because the BNOA takes integrity and professionalism of its members very seriously, the BNOA Executive Board will take action, when appropriate, when members do not conduct themselves appropriately. The following procedures will be used when violations of the code of conduct/ethics are committed:

1. The first occurrence in which the BNOA Executive Board confirms from a reliable and direct source that a BNOA member has violated the code of ethics /code of conduct will result in the President and the Vice-President(s) of that respective sport meeting with the official to discuss the situation, and the expectations of conduct/ethics moving forward. A letter will also be administered to the BNOA member outlining the expectations and reminding the official of the ethical/professional conduct that needs to be followed.
2. The second occurrence will result in an additional meeting with the BNOA member as well as restriction from the BNOA website for accepting games for 1 calendar year from the date of the meeting with the official. A second letter outlining this consequence will also be administered to the official.
3. The third occurrence will result in removal of BNOA membership privileges for 1 calendar year from the date of the meeting, along with a letter mailed to the official's home address.

If a BNOA member wishes to appeal such sanctions, he/she must do so by ~~writing a letter addressed to the BNOA Executive Committee, and send it to P.O. Box 402 Bloomington, IL 61702~~ *emailing the association president and/or specific sport VP*. A member of the ~~BNOA Executive Committee~~ will respond back to the official within (10) calendar days of receiving the letter. *Upon receiving the email, the president and/or sport VP will communicate the appeal with the rest of the BNOA Executive Committee.*

## **NFHS Official's Code of Ethics**

- Officials at interscholastic athletic events are participants in the educational development of high school students. As such, they must exercise a high level of self-discipline, independence and responsibility. The purpose of this Code is to establish guidelines for ethical standards of conduct for all interscholastic officials.
- Officials shall master both the rules of the game and the mechanics necessary to enforce the rules, and shall exercise authority in an impartial, firm and controlled manner.
- Officials shall work with each other and their state associations in a constructive and cooperative manner.
- Officials shall uphold the honor and dignity of the profession in all interaction with student-athletes, coaches, athletic directors, school administrators, colleagues, and the public.
- Officials shall prepare themselves both physically and mentally, shall dress neatly and appropriately, and shall comport themselves in a manner consistent with the high standards of the profession.
- Officials shall be punctual and professional in the fulfillment of all contractual obligations.
- Officials shall remain mindful that their conduct influences the respect that student-athletes, coaches and the public hold for the profession.
- Officials shall, while enforcing the rules of play, remain aware of the inherent risk of injury that competition poses to student-athletes. Where appropriate, they shall inform event management of conditions or situations that appear unreasonably hazardous.
- Officials shall take reasonable steps to educate themselves in the recognition of emergency conditions that might arise during the course of competition.

## **NASO Code of Ethics**

- Sports officials must be free of obligation to any interest other than the impartial and fair judging of sports competitions. Without equivocation, game decisions which are slanted by personal bias are dishonest and unacceptable.
- Sports officials recognize that anything which may lead to a conflict of interest, either real or apparent, must be avoided. Gifts, favors, special treatment, privileges, employment or a personal relationship with a school or team which can compromise the perceived impartiality of officiating must be avoided.
- Sports officials have an obligation to treat other officials with professional dignity and courtesy and recognize that it is inappropriate to criticize other officials publicly.
- Sports officials have a responsibility to continuously seek self-improvement through study of the game, rules, mechanics and the techniques of game management. They have a responsibility to accurately represent their qualifications and abilities when requesting or accepting officiating assignments.
- Sports officials shall protect the public (fans, administrators, coaches, players, et al.) from inappropriate conduct and shall attempt to eliminate from the officiating avocation/profession all practices which bring discredit to it.
- Sports officials shall not be party to actions designed to unfairly limit or restrain access to officiating, officiating assignments or association membership. This includes selection for positions of leadership



based upon economic factors, race, creed, color, age, sex, physical handicap, country or national origin.