



**GUYANA BASKETBALL OFFICIALS COUNCIL**

**CONSTITUTION AND RULES**

**2010**

# **GUYANA BASKETBALL OFFICIALS COUNCIL**

## **CONSTITUTION AND RULES**

### **ARTICLE 1: NAME AND AFFILIATION**

The Council will be called the *GUYANA BASKETBALL OFFICIALS COUNCIL* (hereinafter referred to as the *GBOC*). The Council shall be governed by the *GUYANA AMATEUR BASKETBALL FEDERATION* (hereinafter referred to as the *GABF*).

In these Regulations the term Official means:

A person who has been trained, examined and certified by a competent body, recognized as such by the *GABF* and who has been registered as an Official by the *GABF*.

### **ARTICLE 2: OBJECTIVE**

The objective of the Council shall be:

1. To advance the game of Basketball in accordance with the rules of the game established by FIBA.
2. To assist and encourage *Associations, Leagues* and *Clubs* recognised by the *GABF* in the promotion and conduct of the game.
3. To train and maintain a cadre of *Officials* to meet the needs of basketball in *Guyana*.
4. To establish, develop, coordinate and assist in any programme or activity designed to improve the standard of Officiating.
5. To continually evaluate and improve the standard of Officiating.
6. To do all such lawful things which are conducive to the attainment of the foregoing objectives.
7. To improve the status, protecting the interests and promoting the welfare of *Officials*.
8. To ensure that all games at which members officiate are played in accordance with the rules of the Game established by FIBA and with the rules of the competition set down by competent local authorities approved by the *GABF*.

9. To foster a relationship of cooperation with the various Associations affiliated to the GABF and assist the said *Associations* in promoting the best interest of the game.

### **ARTICLE 3: MEMBERSHIP**

The membership of the *COUNCIL* shall comprise of:

1. Referees
2. Table Officials
3. Ordinary Members
4. Honorary Members

Referees, Table Officials and *Ordinary Members* shall pay an annual subscription on or before the date of the *Annual General Meeting (AGM)* the quantum of which shall be determined by the Executive Committee. The member shall at the same time pay the registration fee to be registered with the *GBOC*. Failure to meet this deadline will render a member unfinancial..

Each *Referee*, Table Official and *Ordinary Member* is entitled to an identification Card; the cost to be borne by the Council, the card remains the property of the Council and can be withdrawn for any breach of these regulations.

### **REFEREES**

A person shall be deemed eligible to be a *Referee* upon submission of a written application form which shall include details such as the following:

1. Two (2) references: one (1) of which must be from a member of the *GBOC* or the *GABF*.
2. Details of the Referees Examination or any other relevant examination passed.
3. Proof of the applicant's identity and date of birth (ID card, Passport, Birth Certificate, etc).
5. Two (2) passport size photographs.

### **CLASSIFICATION OF REFEREES**

The classification of Referees officiating under the umbrella of the GBOC shall be determined by the Training and Examination Committee of the GBOC.

**1. GRADE: C**

This grade shall consist of persons who have sat and passed an examination as approved by the *Training and Examination Committee*.

**2. GRADE: B**

This grade shall comprise those members who have completed not less than two (2) consecutive years of active refereeing service in Grade C and who have passed an examination approved by the *Training and Examination Committee*.

**3. GRADE: A**

This grade shall comprise those members who have completed not less than two (2) consecutive years of active refereeing service in Grade B and who have passed an examination approved by the *Training and Examination Committee*.

**4. FIBA OFFICIAL**

This is the highest level a GBOC certified Referee can attain. The individual must be certified by the International Basketball Federation (FIBA). A Referee deserving of this status must be recommended by the *Training and Examination Committee* and approved by the *Executive Committee* of the GBOC.

**5. RECOMMENDATION FOR EVALUATION**

Notwithstanding the criteria listed above regarding the time limits required for the grading of referees; any person on the recommendation of the GBOC/GABF may be eligible for an advance assessment by the Training and Examination Committee.

**FITNESS TEST**

Before confirmation of promotion of any member to a higher grade he/she must fulfill all the components of a physical fitness test prescribed by the, *GBOC* and/or *FIBA*.

### **RECERTIFICATION OF REFEREES**

A Referee's licence will be valid for a period of two years. Each Referee must be recertified by the GBOC to have their licence renewed.

### **TABLE OFFICIALS**

A person shall be deemed eligible to be a Table Official upon submission of a written application form which shall include details such as the following:

1. Two (2) references: one (1) of which must be from a member of the GBOC or the GABF.
2. Details of Table Officials Examination/Program or any other relevant examination/program passed.
3. Proof of the applicant's identity and date of birth (ID card, Passport, Birth Certificate, etc).
4. Two Passport size photographs.

### **CLASSIFICATION OF TABLE OFFICIALS**

The classification of Table Officials officiating under the umbrella of the GBOC shall be determined by the Training and Examination Committee of the GBOC.

#### **1. GRADE:**

This grade shall comprise those members who have passed an examination, or attended a training program approved by the Training and Examination Committee.

#### **2. GRADE: A**

This grade shall comprise those members who have completed not less than two (2) consecutive years of active table officiating service in Grade B and have passed an examination approved by the Training and Examination Committee

### **3. FIBA OFFICIAL**

This is the highest level a GBOC certified Table Official can attain. The individual must be certified by the International Basketball Federation (FIBA). A Table Official deserving of this status must be recommended by the Training and Examination Committee and approved by the Executive Committee of GBOC.

### **4. RECOMMENDATION FOR EVALUATION**

Notwithstanding the criteria listed above regarding the time limits required for the grading of Table Officials; any person on the recommendation of the GBOC/GABF may be eligible for an advance assessment by the Training and Examination Committee.

### **RECERTIFICATION OF TABLE OFFICIALS**

A Table Official's licence will be valid for a period of Four (4) years. Each Table Official must be recertified by the GBOC to have their licence renewed.

### **ORDINARY MEMBERS**

Ordinary membership may be granted to any interested person as the *Executive Committee* may determine from time to time on the following terms and conditions namely, that the applicant submits him or herself to the Constitution and Rules of the *GBOC*.

### **HONORARY MEMBERS**

Honorary Membership may be extended to persons who in the discretion of the *Executive Committee* are deserving of such membership. They shall not be entitled to vote at meetings or hold office.

## **ARTICLE 4: ADMINISTRATION & OFFICERS**

The business of the *GBOC* shall be directed and administered by the following.

1. The Guyana Amateur Basketball Federation.
2. The Executive Committee
3. Regional Committees.
4. Standing Committee.

#### **ARTICLE 5: EXECUTIVE COMMITTEE OF THE GBOC**

The Executive Committee of the *GBOC* shall comprise:

1. A Chairman
2. A Vice Chairman
3. A Secretary
4. A Treasurer
5. An Assistant Secretary/Treasurer

These officers shall:

1. Be elected at the *Annual General Meeting* by two-thirds (2/3) of the financial members present and in good standing.
2. Hold Office for a two (2) years period until the next elections of officers at the *Annual General Meeting* unless otherwise removed.
3. Be eligible for re-election as long as they qualify individually under the rules of the *Council*.
4. If an Officer is absent from three (3) consecutive meetings of the *Executive Committee* without an excuse acceptable to the Executive Committee, he/she shall automatically forfeit his/her position.

The same shall apply to officers serving on *Regional Committees* except that such decision shall be made by the *Regional Council*.

The *Executive Committee* of the *GBOC* is empowered to fill any vacancy by appointment which may arise in any standing committee.

#### **ARTICLE 6: AUDITORS**

Auditors shall be appointed at the *Annual General Meeting* from a reputable Auditing Firm or another reputable professional.

The audited accounts must be presented at the *Annual General Meeting* and at any such time as requested by the Executive Committee.

## **ARTICLE 7: ANNUAL GENERAL MEETING**

1. The *Annual General Meeting* shall be held in the month of April of each year or for good reason at a later date not later than the month of May in the said year fixed by the Executive Committee.
2. The *Secretary* shall give fourteen (14) days notice in writing to all financial members on register informing them of the date, time and venue of the meeting. With this notice, the *Secretary* will invite from members, nomination to fill the posts of the officers of the council according to the *Constitution*.
3. The officers shall be elected bi-annually at the *Annual General Meeting*. Voting shall be by a show of hands. Each *bona fide* member shall have one vote, only financial members shall be allowed to vote.
4. All nominations for officers must reach the *Secretary* in writing not later than seven (7) days before the *Annual General Meeting*. The *Secretary* shall inform the members of these nominations together with the agenda for the meeting no later than four (4) clear days before the *Annual General Meeting*.
5. The agenda specifying the business to be transacted shall be as follows:
  - a. Prayer (s)
  - b. Roll Call
  - c. Chairman Opening Remarks
  - d. Reading of the Minutes
  - e. Confirmation of the Minutes
  - f. Matters Arising out of the Minutes
  - g. Any other business (urgent matters)
  - h. Presentation of the Chairman's Report
  - i. Presentation of the Secretary Report
  - j. Presentation of the Financial Statement
  - k. Election of Office Bearers
  - l. Correspondence
  - m. National Pledge
6. The procedure for the election of officers shall be as follows:-



Only *BONA FIDE Members of the GBOC (with the exception of Honorary Members)* are allowed to participate in the Election process.

a. A *Presiding Officer* shall be appointed at the *AGM* and he/she shall receive from the outgoing *Secretary* the nomination papers.

b. Nomination papers must be signed by a proposer and seconded by another member.

c. He/she shall inform the meeting of names of the outgoing *Officers* and of the names of the persons nominated for each post. He/she shall also ensure that the persons nominated for each post are financial or *BONA FIDE Members* and that all other conditions are complied with before voting commences.

d. He/she shall arrange for two (2) persons to assist him with the counting of the votes.

e. Should the vote cast be equal, he/she should arrange for a second vote if there is still a tie at the end of the second vote he/she should arrange for a third vote if there is still a tie at the end of the third vote the results shall be determined by casting a secret ballot.

f. All *Financial Members* have the right to attend the *Annual General Meeting* or any *Extra-Ordinary Meeting*. The *Financial Members* present shall be entitled to take part in any discussion at the meeting and voice on any issue arising thereof.

## **ARTICLE 8: EXTRA ORDINARY GENERAL MEETING**

The *Executive Committee* may at any time call an *Extra-Ordinary General Meeting* on its own initiative or based on a written request from not less than ten (10) of the *BONA FIDE Members* stating specifically the business to be transacted, notice of the meeting must be sent to all *BONA FIDE Members* at least five (5) days in advance, specifying the business to be transacted. No business other than that specified on the agenda shall be introduced.

## **ARTICLE 9: QUORUMS**

The quorum of the *Annual General Meeting* and *Extra Ordinary General Meeting* shall not be less than two third (2/3) of the *bona fide* Financial Members. If half (½) an hour after the appointed time has elapsed and a quorum is not present, the meeting shall stand adjourned to a day, time and place as agreed on by the members present at this meeting. If at the adjourned meeting, a quorum is not present after half (½) of an hour of the appointed time, the members present shall form the quorum.

#### **ARTICLE 10: EXECUTIVE COMMITTEE**

The *Executive Committee* shall comprise of the *Chairman* of the GBOC, the *Secretary*, the *Vice Chairman*, the *Treasurer* and the *Assistant Secretary Treasurer*.

The quorum for an *Executive Committee Meeting* shall be at least three fifths (3/5) of its membership. The Council shall meet **once a month**. At its first meeting after the *Annual General Meeting* at which *Officers* are elected, all *Standing Committees* shall be appointed; the statutory date for the *Executive Committee Meeting* shall be the second Saturday of the specific month or any other date present.

The *Executive Committee* shall fill any vacancy that occurs among the officer and shall appoint such *Sub Committee* as it considers necessary and in the interest of the GBOC.

The *Executive Committee* may delegate all or any of its power to any *Committee* or *Sub Committee* and may make such regulation for the management of the GBOC and the control of its regions as may from time to time be necessary, provided always that these regulations be not in conflict with the *Constitution* of the GBOC.

All decision of the *Executive Committee* shall be binding upon all members unless or until such decision are varied by two third (2/3) majority of members present and eligible to vote at an *Executive Committee Meeting* or *Extra Ordinary General Meeting* or a simple majority of the members present and eligible to vote at an *Annual General Meeting*.

The *Executive Committee* shall be responsible for the day to day activities of the GBOC. Reports of its activities shall be submitted to the *Executive Committee* at its bi-monthly meeting.

The *Executive Committee* shall make recommendation of personnel to all *Sub-Committees*.

## **ARTICLE 11: DUTIES OF THE OFFICERS**

### **1. Chairman**

The *Chairman* shall preside at all meetings of the *Council* at which he/she is present, decide all questions of order, and announce the results of voting (except during the election of officers, where an independent enumerator will be co-opted as the chairman of the meeting.) Whilst in the chair, he/she shall neither move or second any proposal or amendment thereto, nor shall he/she vote unless there is a tie, in which case he/she may exercise a casting vote. He/she shall not take part in any debate while in the chair, except in debates on rule of order. He/she shall ensure that all other officers perform their respective duties and that all rules are enforced.

### **2. VICE Chairman:**

He/she shall act as *Chairman* in the absence of the *Chairman*. He/she shall assist the *Chairman* in the discharge of his/her duties and chair in the *Chairman's* absence. In the case of the *Chairman* becoming vacant during the two (2) year period, the *Vice Chairman* shall assume the office until the *Annual General Meeting*. He/she shall be responsible for *Finance & Public Relations*.

### **3. THE SECRETARY:**

The *Secretary* shall keep a true record of business proceedings transacted at all meetings of the *Council* in a book as well as other decisions reached at *Executive Committee Meeting*. At each meeting he/she shall read the minutes of the previous meeting. He/she shall conduct the correspondence of the Council and issue to members' notice of all meetings together with an agenda. He/she shall act as a link between the *Executive Committee* and all other committees. At the *Annual General Meeting*, he/she shall prepare and present a *General Report* covering all activities of the Council for the period under review along with any other report requested by the Executive Committee. He/she shall keep a record of all appointments given to *Referees and Table Officials*, and also keep a record showing *Referees and Table Officials* fulfilling these appointments.

#### **4. TREASURER**

The *Treasurer* shall keep such books of accounts as the *General Council* may direct and shall record therein all financial transactions entered into by him in his capacity of *Treasurer*. He/she shall demand and issue receipts for monies paid and received by him/her in the name of the *GBOC*. The books of account shall be open to inspection with reasonable notice to any member of the Executive Committee. He/she shall prepare and present to the *Annual General Meeting* an Audited Financial Statement of Account of the *GBOC*'s business for the year under review. The *Treasurer* shall be responsible to the *Executive Committee* for all funds of the *Council*. He/she shall be the custodian of all assets of the *GBOC*.

#### **5. THE ASSISTANT SECRETARY/TREASURER**

He/she shall assist both the *Secretary* and *Treasurer* in the performance of their respective duties and shall substitute for either or both of these officers in the Council Meetings at which they are absent and at other meetings to which they have been designated to attend but are unable to do so. Should the Secretary or Treasurer leave office he/she shall assume such duties until the new Secretary or Treasurer is elected in accordance to the Constitution.

### **ARTICLE 12: STANDING COMMITTEES**

The standing committees shall be:

1. Disciplinary
2. Appeals
3. Training And Examination
4. Public Relation And Publications
5. Fund Raising And Entertainment

### **ARTICLE 13: DISCIPLINARY COMMITTEE**

1. The *Disciplinary Committee* shall consist of any member of the GBOC and four (4) other members appointed by the Executive Committee. Any three (3) shall form a quorum.
2. The Committee shall deal with:-
  - a. All cases of misconduct brought to its attention:
  - b. Such others matters involving the conduct of a member or Officer of the *GBOC* as are referred to it.
  - c. Any matter done to/by or caused to be done to/by a member which may be considered injurious to the *GBOC* or which may be considered likely to bring the *GBOC* in disrepute.
3. Should a member of the *Disciplinary Committee* be directly concerned in a matter before the *Disciplinary Committee*, he/she shall not sit on the Committee during the hearing of the matter, and a substitute will be appointed in his place by the *Executive Committee* of the *GBOC*.
4. The decisions of *The Disciplinary Committee* shall be submitted to the *Executive Committee* for ratification and or implementation. The decision of the *Disciplinary Committee* is final, subject to the *Appeals Committee*.
5. Disciplinary measures may be imposed on any member who has violated the Rules, Regulations or By Laws of the *GBOC*, who has failed in his duties to the *GBOC* or who, in the opinion of *The Executive Committee*, *The Disciplinary Committee* or *Regional Committee* is guilty of misconduct.
6. The disciplinary measures which may be imposed are:-
  - a) To caution
  - b) To censure
  - c) To fine
  - d) To suspend from any specific activity
  - e) To suspend or expel from membership of the Guyana Basketball Officials *Council*.
7. The *Executive Committee* shall have the power to impose fines not exceeding a stipulated quantum. Such quantum shall be determined from time to time by the *Executive Committee*.
8. The ruling of the *Executive Committee* on any disciplinary matter shall be binding on all members of the GBOC and would only vary after consideration is given to any appeal lodged.

#### **ARTICLE 14: APPEALS COMMITTEE**

1. The appeals committee shall comprise of three (3) persons – These persons are to be appointed by the Executive Committee.
2. Appeals against any decision of the *Disciplinary Committee* shall be submitted in writing to the *Secretary* within fourteen (14) days of the relevant decision taken, and communicated to the party concerned. It shall be accompanied by a fee to be determined from time to time by the *Executive Committee* which shall not be withdrawn except by leave of the Executive Committee.
3. On hearing of an appeal by the *Appeals Committee*, the appeal may be upheld or rejected. The *Appeals Committee* shall recommend by whom the expenses of an appeal should be borne. If the appeal is upheld the deposit shall be refunded. The decision of the *Appeals Committee* shall be final and binding on all parties concerned, unless such matter is referred to the *GBOC* for recourse under the provisions at Article 24 of this Constitution.

#### **ARTICLE 15: TRAINING AND EXAMINATION COMMITTEE**

1. The Training and Examination Committee shall be appointed by the Executive Committee. It shall consist of a FIBA certified Referee or Instructor and include any number of members the Council deem necessary.
2. The Training and Examination Committee shall be responsible for the arranging and conducting of all examinations and for the promotion of those members recommended by the Regions in which they are registered or by the Training and Examination Committee.
3. All examinations shall be conducted in accordance with the procedure as set out by the Training and Examination Committee and approved by the Executive Committee.
4. All appointments that are made shall be submitted to the body under whose auspices the matches/games are organized for distribution to the Referees concerned. Copies of such appointments shall be handed to the Secretary.

## **ARTICLE 16: PUBLIC RELATIONS AND PUBLICATIONS COMMITTEE**

1. The Executive Committee shall appoint a committee of three (3) persons comprising of the Vice Chairman, the Secretary and one (1) member recommended by the Executive Committee.
2. The Public Relations Committee shall be responsible for all press release announcements and/or any matter which convey information to the public on any aspect or activities of the Council.
3. The Secretary shall be the sole person responsible for releases to the public as herein specified.

## **ARTICLE 17: FUND RAISING AND ENTERTAINMENT COMMITTEE**

1. The Executive Committee shall appoint a Committee of five (5) persons and shall appoint a Coordinator and an Assistant.
2. The Committee shall submit its plans dealing with fund-raising to the Executive Committee who shall give guidance on and approval of those plans.
3. The Committee shall be responsible for all forms of entertainment approved by the Executive Committee, except in cases where plans for fund-raising and entertainment are arranged by a Region. In such cases the Committee shall be informed of any such plans and also final outcome.

## **ARTICLE 18: FINANCES**

All funds of the Council shall be deposited into a Guyanese Banking Institution authorised by the Executive Committee, to an account in the name of the Guyana Basketball Officials Council. All withdrawals shall be made upon signature of the Treasurer and countersigned by the Chairman or Secretary.

## **ARTICLE 19: TENURE OF OFFICE**

1. An Officer shall retain such office as he/she holds until the date appointed for the General Election, save when such Office becomes vacant as provided under the Constitution.
2. A Committee member or the holder of any office to which election or appointment is made shall automatically vacate his/her seat or Office on ceasing to enjoy confidence of GBOC, or on being suspended or expelled by the GBOC. Such a member, upon suspension or expulsion, shall immediately surrender all documents, papers, books and other effects of the GBOC entrusted to his/her care.

#### **ARTICLE 20: LOSS OF MEMBERSHIP**

A Member may forfeit his membership with the GBOC

1. For non payment of his/her dues, subscription and /or other debts:
2. For infringement of Constitution, Rules, Regulations, By – Laws and standing orders of the GBOC.
3. Where in the opinion of the Executive Committee, the behavior of the member has not been in the best interest of the GBOC in general and refereeing in particular and that it is such best interest that the member’s membership be terminated.
4. By failing to fulfill any other obligation of membership.

#### **ARTICLE 21: REPRESENTATION ON NATIONAL BASKETBALL BODY**

1. The representatives to attend meetings of the GABF shall be members of the Executive Committee, one such person shall be the Secretary and one (1) other Member shall be the second Referees Council representative on the Executive Committee of the GABF.
2. The Executive Committee shall also appoint as required by the GABF such members to serve on that Federation Officiating Committee to assist in all matters concerning Basketball officiating in Guyana.

#### **ARTICLE 22: DISPUTES AND PROTESTS**



All matters of procedure, line of appeal or otherwise, not provided for under these rules shall be dealt with and settled by the persons appointed by the Executive Committee.

Where the Executive Committee settles a matter, such decision shall be final and binding on all parties, unless such matters is refereed for a decision to the GABF within fourteen (14) days after the Executive Committee decision is delivered.

However, where the Rules of both the GBOC & GABF are exhausted and dissatisfaction still obtain, the matter in dispute, shall be within fourteen (14) days after the GABF decision is delivered referred to the Olympic Association for adjudication before any other action is taken.

### **ARTICLE 23: INTERPRETATION OF THE CONSTITUTION**

The Executive Committee of the GBOC is the sole authority for interpretation of the Constitution and of the By Laws and Regulations made there under the decision of the Executive Committee upon any matter affecting the GBOC shall be binding.

In the event of questions arising on a point on which these rules are silent the matter shall be decided by the Executive Committee at its absolute discretion.

### **ARTICLE 24: UNIFORMS**

The Uniform of members shall be determined by the Executive Committee. It shall be the duty of all members to appear properly dressed on and off the field of play at all times.

### **ARTICLE 25: BY-LAWS**

The Executive Committee shall have the power to make such By-laws and Regulations deemed necessary to provide or matters arising from, or to implement these rules provided that such Bye Laws or Regulations do not alter, supersede or conflict with the Articles of this Constitution and that of the Guyana Amateur Basketball Federation, and FIBA.

Officers, Members and other persons on the Executive Committee of the GBOC shall be deemed to have knowledge of and be bound by the said By-laws and Regulations as if the same shall have been circulated in the Minutes of the Executive Committee, the production of which shall

constitute at all times undisputed proof of the validity of such By-laws or Regulations.

#### **ARTICLE 26: REVOKING OF CONSTITUTION**

This Constitution may be Revoked, Amended, Varied or Added to by a majority of at least two thirds (2/3) of the votes cast by the Bona Fide members of the GBOC present at either an Extra Ordinary Meeting held for the purpose, or at an Annual General Meeting where notice of such purpose had been given to the members.

#### **ARTICLE 27: DISSOLUTION AND DISBURSEMENT OF FUNDS**

In the event that the Council is dissolved, its assets shall not be distributed but shall be utilized for the purpose of purchasing of Guyana Bonds in the name of the Guyana Amateur Basketball Federation who shall be the Trustee, until such time as the Council is re-established. In the event that the Council is not re-established within five (5) years, the Bonds are to be donated and/or assigned to sporting organizations or other charitable and or educational bodies in accordance with the determination of the Trustees.