

# Southern Alberta Basketball Officials Association Constitution

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## ***Mission Statement***

The Southern Alberta Basketball Officials Association (SABOA), a voluntary Membership association, is dedicated to provide its members with benefits and services which will make their officiating more fulfilling.

SABOA is dedicated to produce and distribute educational programs and materials to assist all officiating organizations in the quest for improved evaluation and performance.

SABOA is committed to enhance the image of officials within the sports community in particular and the public generally. It strives to foster better understanding of the important role officials play in organized sports.

## **Article One: Name of the Association**

The name of the Association shall be the Southern Alberta Basketball Officials Association, of here after referred to as the "SABOA", or "The Association". The term "Association", "Organization" or "SABOA", Herein used throughout shall mean and include the Southern Alberta Basketball Officials Association. This Constitution outlines the basic principles of the SABOA. The term's he/she shall refer to an individual if either gender.

## **Article Two: Terminology**

### **Board**

The term "Board" shall refer to an organized and recognized group of members in a particular community or district.

### **Executive**

The term "Executive" shall refer to the elected officers of the SABOA and the Past President.  
Article Three: Objectives of the Association

The objectives of the Association shall be:

- a) To represent the interests of basketball officials in Southern Alberta.
- b) To coordinate the programs of all local officials.
- c) To recruit and train officials.
- d) To assist in educating other groups interested in basketball.
- e) To promote consistent, professional behavior by all officials.
- f) To negotiate rates and coordinate payment in all games for which the SABOA arranges the assignments.
- g) To obtain educational material for members.
- h) To coordinate activities with other boards.

## **Article Four: Fiscal Year**

The fiscal year of the Association shall commence on the first day of September and end on the thirty-first day of August.

## **Article Five: Membership**

### **5.1 Members of the Association**

Any person of *good character* may be considered for membership in the Association.

To maintain membership, a person must each year:

Abide by the Constitution and policies of the Association.

Be active in the affairs of the Association.

Pay the annual membership fee.

Attempt to improve their ability as an official.

Be approved by the executive.

### **5.2 Tenure of Membership**

The membership year shall be the calendar year. Privileges begin immediately when all membership requirements are met. A member may withdraw from membership at any time by writing to the Secretary. Privileges may be suspended for cause, pending review. The Executive may withdraw privileges, Permanently after consideration. Grounds shall be the same as for suspension, usually offences of a recurring nature, or when the member cannot satisfy the Executive that his behavior will change.

### **5.3 Classes of Membership**

There shall be three classes of membership in the Association, namely:  
Active (working and non-working), Associate, and Honorary Life.

### 5.3.1 Active Members

An active working member shall:

Have an interest in the game of basketball and the spirit of its rules.

Continually assess and attempt to improve his/her knowledge and ability as an official.

Writes rule examination each year and obtain a mark of 65%

Pay the annual membership fee.

Agree to abide by the bylaws and policies of SABOA.

Attend appropriate local or provincial educational clinics yearly,

Be approved by the executive.

#### Active Member Privileges

Attendance at Association meetings.

Voting at Association meetings

Holding elected office.

Assignment to games by the Association

#### An active non-working member shall:

Have an interest in the game of basketball and the spirit of its rules.

Write the rules examination each year and obtain a mark of 65%.

Pay the annual membership fee.

Be approved by the executive.

### 5.3.2 Associate Members

An associate member shall be any player; coach, manager or official who has registered for associates status and who shall:

Have an interest in the game of basketball and the spirit of its rules.

Pay the annual associate membership fee.

May attend general meetings but may not vote.

May participate in committees but may not hold elected office.

Must be approved by the executive.

### 5.3.4 Life Members

Must be approved by the executive. A Life membership may be granted to any person who has been a member of the Association for Ten years and has made an outstanding contribution to its affairs. The membership may be granted upon passage of a motion at any properly constituted meeting of the Association. A Life Member may attend all meetings of the Association. A life member shall have the same privileges as an associate member. It is assumed under most circumstances, this honor will be granted after an official has ceased active officiating.

### 5.4 Application for Membership

All applications for membership shall be made to the Executive of the SABOA.

### 5.5 Withdrawal of Membership

Any person may withdraw from the Association by submitting the intention to withdraw in writing to the President of the Association or by mailing such notice to the Secretary Treasurer. Such withdrawal shall take effect upon receipt by the Association of such notice.

A person who withdraws is still liable for any debts to the Association.

#### 5.6 Suspension or Expulsion from Membership

Any member of the Association who is found guilty of gross neglect of duty or of behavior that is likely to bring discredit to the Association may be suspended or expelled by a four-fifths affirmative vote of the Grievance Committee. The member shall receive written notification from the Secretary.

The member who is the subject of the proposed resolution for suspension or expulsion shall be given an opportunity to be heard at the Grievance Committee meeting.

#### 5.7 Appeal Process

If the member is not satisfied with the decision of the Grievance Committee he/she may appeal to the Appeals Committee in writing within one week of receiving the written decision.

If the Appeals Committee reverses the decision of the Grievance Committee, the member in question shall receive remuneration for any missed assigned games while under suspension.

#### 5.8 Reinstatement

A member who has been expelled from SABOA may reapply for membership at the beginning of the third season following the expulsion.

### **Article Six: Membership Fees**

#### **Annual Fees**

The annual fees for the membership shall be those in force, and as adopted by the Association from time to time at the Annual Meeting called in accordance with these bylaws.

### **Article Seven: Privileges and Obligations of Members**

#### 7.1 Rights

Each active and life member shall have the right to vote and only active and life members shall hold office as an Executive member, and only active and life members shall have any interest in the funds of the Association.

Active members shall be eligible for rating

#### 7.2 Liability of Members

No member of the Association is liable for any debt or liability of the Association in an individual capacity.

### **Article Eight: Meetings**

#### 8.1 Annual Meeting

The Annual Meeting of the Association shall be held each April for the purpose of winding up the season, and electing a new Executive if necessary. All minutes and the financial records shall be available for inspection by the members at this meeting.

#### 8.2 General Meetings

The SABOA shall hold three designated general meetings during the year and any additional meetings as are necessary to manage the affairs of the Association.

The first meeting shall be held between September 1 and October 15 of each year for the purpose of informing the members of plans for the coming year.

The second meeting shall be held before Nov. 30 to finalize plans for the first half of the year.

The third meeting shall be held before Jan. 15 to make plans for the remainder of the year.

### 8.3 Special Meetings

Special Meetings may be called as follows:

Upon order of the President

Upon an express resolution of the Executive

Upon the written request of at least ten members of SABOA addressed to the Secretary-Treasurer. If said request does not indicate the purpose of the meeting, it shall be without effect.

No other business may be considered at a Special Meeting, other than that presented in the written request or indicated in the notice calling the meeting.

The meeting must take place not later than ten days after the Secretary-Treasurer is made aware that the meeting has been duly called as per article 8.4.

Meetings of the SABOA shall be open to the public unless the majority of the members present decide otherwise.

### 8.4 Notice of Meetings

Notice of the annual meeting shall be communicated to all members at least seven days before the scheduled date of the meeting. This shall take the form of a written notice including the date, time and place of the meeting and, if possible, the agenda items.

Notice of general meetings shall be communicated to all members at least seven days before the scheduled date of the meeting. This shall be in the form of a phone call or electronic mail from one of the members-at-large.

### 8.5 Adjournment of Meetings

Any meeting of the Association or the Executive may be adjourned to any time and from time to time and such business may be transacted at such adjourned meeting as might have been transacted at the original meeting from which such adjournment took place. No notice shall be required of any such adjournment or adjourned meeting.

### 8.6 Procedure of Meetings

The order of business for all General meetings shall be:

Call to order

Adoption of agenda

Reading of minutes of last General Meeting

President's address

Officers' reports

Financial reports

Old business

New business

Election of officers

Education report

Other

Adjournment

### 8.7 Quorum

A quorum for the transaction of business at any meeting of the association shall consist of not less than fifteen active members of the Association.

### 8.8 Cancellation

If after thirty minutes of the proposed time of the Commencement of the meeting, a quorum of the meeting is not present, the meeting shall be cancelled.

### 8.9 Attendance

Members are expected to attend all meetings of the Association. Members should notify the Secretary as to their reason for missing any meeting. Chronic failure to attend meetings without cause shall be grounds for suspension of membership privileges.

## **Article Nine: Executive**

### **9.1 Members of the Executive**

The affairs of the Association shall be managed by an Executive which shall include the President, Vice President, Secretary-Treasurer, Education Chairman, Rating Chairman, two Members-at-Large and the Past President.

9.1.1 Any member of the Association may hold more than one post on the Executive if duly elected to both, but has only one vote.

9.1.2 All members of the Executive body shall be elected at an Annual General meeting with the exception of the Immediate past President who takes this office automatically upon the election of a new President.

### **9.2 Eligibility of the Executive**

Candidates for office must be active or life members of the SABOA.  
The President must have previously served on the Executive of the SABOA.

### **9.3 Elections of the Executive**

Any election that may be required shall be held at the annual general meeting. The order of precedence for voting shall be President, Vice-President, Secretary-Treasurer, Education Chairman, Rating Chairman, and two Members at Large.

### **9.4 Term of the Executive**

The term of office shall be two years. Successful candidates shall take office immediately after the general meeting at which they are elected. The President may be elected for a maximum of two full consecutive terms.

### **9.5 Powers**

The executive shall, subject to the Constitution and Policies or directions given it by a motion passed at a general meeting, have full control of the affairs of the Association

### **9.6 Remuneration of Executive Members**

Members of the Executive shall receive such remuneration for services rendered, as the Executive shall decide upon from time to time.

### **9.7 Resignations and Vacancies**

If any member of the Executive (excluding the President) shall resign office, or without reasonable excuse be absent from three or more executive meetings or be expelled from the Association, the Executive will declare the position vacated and call a by-election at the next annual or general meeting. The Executive may appoint a member to assume the duties of the vacated position in the interim.

By-elections in an executive position shall be filled at the next annual or general meeting. Proper notice of motion is required. If more than one by-election is called for a particular meeting, the positions shall be voted in the order listed in article 9.3.

In the case of the death, resignation or expulsion of The President, the Vice-President shall assume the office until the end of that term.

### **9.8 Quorum**

A quorum for the transaction of business at any Executive meeting of the association shall consist of not less than five members of the Executive.

### **9.9 Administration**

a) The members of the Executive shall administer the affairs of the Association. In all things and make or cause to be made for the Association, in its name, any kind of contract which this Association may

lawfully enter into and may exercise as this Association is by its Constitution or otherwise authorized to exercise and do.

- b) The Executive shall, subject to the Constitution and Bylaws or directions given it by a majority vote at any meeting properly called and constituted, have full control and management of the business and affairs of the Association.
- c) The Executive shall, if they so desire, appoint a Commissioner to handle assignments of Officials. If not, all assignments will be made by the Executive.
- d) The Executive shall have the right to make decisions of an urgent nature if such decisions, in the opinion of the executive, need to be made.
- e) The Executive shall make the final decision in all matters regarding Grievances and Appeals.

#### 9.10 Meetings of the Executive

Meetings of the Executive shall be held as often as the business of the Association dictates, but at least one must be held every two months. The President shall call meetings. Five days notice must be given all Executive members.

A special meeting of the Executive may be called upon the written request of five members of the association, stating the business to be considered at that meeting. At least three days notice must be given all executive members.

#### 9.11 Questions

- a) All decisions made by the executive shall be based on a simple majority vote of the members present.

#### 9.12 Resolution

A resolution in writing signed by all members of the Executive shall be valid and effectual as if it had been passed at a meeting of the Executive duly called and constituted.

#### 9.13 Borrowing Powers

This Association shall borrow no money.

#### 9.14 Financial Policies

- i. The Executive shall decide upon the Bank or Trust Company in which the funds of the Association shall be deposited, and execute the necessary banking authorization.
- ii. The signing officers of the Association shall be any two of the following: President, Vice President, and Secretary-Treasurer.
- iii. Financial statements shall be prepared for the Final General Meeting.
- iv. An audit shall be done on the accounts of the Association at the end of the financial year if at least ten active members request it. This may be an internal audit. However, if a majority of the active members of the association request an external audit, one must be completed.
- v. Payments to officials shall be at the end of the season unless an official requests payment at the January General Meeting. Such requests should be sent in writing to the Secretary-Treasurer two weeks prior to the meeting. Advances may also be requested by members and shall be paid by the secretary-treasurer provided the account balance is sufficient.

#### 9.15 Liability of the Executive

The Executive and each of them shall not be liable for any action taken or omitted by them in good faith or for the acts of any agent, employee or attorney selected by the Executive with reasonable care.

#### 9.16 Removal of the Executive

Any member of the Executive may be removed from office at a properly called and constituted meeting of the Association upon receipt of a written motion containing the signature of ten members in good standing. Such a motion must pass with a majority vote.

## **Article Ten: Voting**

### 10.1 Eligibility

Every Active member of the Association has one vote in the affairs of the Association.

### 10.2 Method

Voting at all meetings of the Association shall be by show of hands. However any member may demand, on election, that a secret ballot be taken and upon such a demand, the Chairman shall ensure it is carried out. It is the policy of the SABOA that proxy votes are not permitted.

### 10.3 Majority

In all affairs of the Association, other than amendments to the Constitution and special resolution and elections, a simple majority is sufficient to confirm any motion or resolution.

## **Article Eleven: Election of Officers**

### 11.1 Vacancies

Any vacancies occurring amongst the offices of the Association will be filled.

### 11.2 Office

The elected officers shall assume office as per Article Nine.

### 11.3 Nominations

A nominating committee shall be appointed by the President before the Annual General Meeting and be chaired by the Past President. This committee shall prepare a slate of officers for the coming election. This list of officers shall be circulated to the members along with the notification of the meeting.

Nominations, if duly seconded, will be accepted from the floor at the Annual General Meeting.

### 11.4 Positions to be filled

The members shall elect a full Executive.

### 11.5 Lack of Nomination

If there are no nominations forthcoming for a certain position, the retiring officer may be asked to assume the position for one year. If that is not possible, the Executive may appoint some member to the office.

### 11.6 Separate Election

There shall be a separate election for each vacant position and the candidate who receives the greater number of votes shall be declared elected. The order of voting shall be President, Vice President, Secretary-Treasurer, Education Chairman, Rating Chairman, and Members-at-large.

### 11.7 Election by Acclamation

If there is only one candidate for a position, that candidate will be declared elected.

### 11.8 Past President

The most recent President will occupy the position of Past President

## **Article Twelve: Duties and Powers of Officers**

### 12.1 The Executive

The members of the Executive are responsible for the activities of their area as outlined below and as such they shall chair all meetings related to the area and ensure that minutes of these meetings are made.

If necessary they will also establish committees to administer the affairs of their area (committee members are to be selected by the Executive member and approved by the Executive). They shall in forming this committee:

- a) see to the recruiting of volunteers to fulfill positions on the committee.
- b) present a report to the Annual General Meeting of the area's activities.
- c) ensure that all major decisions are presented to the Executive for ratification.

#### 12.2 Duties of the President

The President shall:

- a) Preside over all meetings of the Association and, in association with the Secretary-Treasurer, call and prepare the agenda for all meetings.
- b) Be an ex-officio member of all committees.
- c) Follow the overall interests of the Association.
- d) Be the official representative of the SABOA to all other related organizations.
- e) See that the several provisions of the Constitution and Bylaws are enforced.
- f) Be responsible for ensuring that all resolutions or motions passed by the membership or Executive is carried out.
- g) Be the Association's representative to all sport related and unrelated events and may appoint another executive member when unable to attend.
- h) have been an active member of the Association for two years.
- i) have been a member of the Executive for at least one year.

#### 12.3 Duties of the Past President

The Past President will:

- a) Act as the Chairman for the Constitution and Bylaws  
Review as such will ensure that these documents reflect the current purposes and satisfy the present requirements of the Association.
- b) Act as the Chairman of the Grievance Committee.
- c) Appoint and chair a nomination committee to search for Individuals to run for the Executive, (generally these will be the Members at Large)
- d) Serve in an advisory position to the Executive.
- e) Be responsible for undertaking other reasonable duties the Executive may request of him/her.

#### 12.4 Duties of the Vice President

The Vice President will:

- a) Assume the duties of the President in his/her absence.
- b) Shall preside at meetings of the Association or Executive in the Presidents absence.
- c) Act as a chairman of Appeals Committee.
- d) Shall be in charge of public relations for the Association.
- e) Be responsible for undertaking any reasonable duties the Executive may request of him/her.
- f) Must be a member of the Association for a minimum for one full year.

#### 12.5 Duties of the Secretary-Treasurer

The Secretary-Treasurer will:

- a) Keep the financial records of the Association in order, and keep the Association's funds in a bank account/s approved by the association.
- b) Shall arrange collection of fees due from leagues, payment of fees owing to officials and payment of any outstanding bills approved by the Executive.
- c) Present financial statements to the Executive at each Executive meeting and present the financial statement to the Association at General Meetings.
- d) At the first meeting of the newly elected Executive, turn over all funds, books, papers and other property of the Association to the elected successor.
- e) Ensure that the individual, if requested, carries out the annual audit, or company appointed by the Executive within 60 days of the end of the financial year.
- f) Act as a consultant in establishing the yearly budget.
- g) Be responsible for undertaking any reasonable duties the Executive may request of him/her.
- h) Attend all meetings of the Association or arrange a replacement to take minutes.
- i) Keep accurate minutes of the Association and Executive.
- j) Be responsible for any correspondence of the Association.

- k) Maintain an up-to-date roster of the members of the Association and associates of the Association.
- l) Record attendance at all meetings and clinics.
- m) Appoint a chairman for a General meeting when so requested if senior officers are absent.

#### 12.6 Duties of the Education Chairman

The Education Chairman will:

- a) Be responsible for educational activities including the organization of clinics.
- b) Advise the membership on matters of rule interpretation and be the contact to A.B.O.A. for rule interpretations.
- c) Act as Local Interpreter.
- d) Be responsible for undertaking any reasonable duties the Executive may request of him/her.

#### 12.7 Duties of the Rating Chairman

The Rating Chairman will:

- a) Be responsible for evaluating, rating and critiquing officials in consultation with the Executive.
- b) Attend a Provincial Clinic at least every second year.
- c) Be responsible for undertaking any reasonable duties the Executive may request of him/her.

#### 12.8 Duties of Member-at-Large

The Member-at-large will:

- a) Be responsible for undertaking any reasonable duties the Executive may request of him/her.

### **Article Thirteen: Commissioner**

The Commissioner (also called the assigner) will:

- a) Be responsible for assigning officials for all games covered by SABOA.
- b) Be responsible to gather all league schedules from the league Presidents.
- c) Be the contact person for teams requiring officials for exhibition games or tournaments.
- d) Be accountable to the Executive for all assignments.
- e) Attend Executive meetings as requested.
- f) Not be a voting member of the Executive.

### **Article Fourteen: Committees**

The President with the approval of the Executive may appoint standing committees of the SABOA at any time. The size of each committee is at the discretion of the President.

#### Education Committee

Chaired by the Educational Chairman or his designate, Approved by the Executive. Duties are to look after the clinics each year, the yearly examination, and prepare and distribute educational materials.

#### Constitutional Committee

Chairman to be Past President or designate. To review the Constitution yearly and recommend changes. Recommended changes should be published in a newsletter prior to the annual general meeting.

#### Nominating Committee

Chairman to be Past President or designate. Their responsibility shall be to choose a slate of officers when appropriate or to arrange for candidates to stand for election to a vacant position.

#### Grievance Committee

Shall consist of the Past President and four other members who are not on the Executive. It shall hear and review all cases where disciplinary action is to be considered against a member or associate of the Association and make recommendations in writing within 7 days of receiving a written grievance.

The Grievance Committee shall consider matters where a member or associate have been alleged to violate one of the following standards of SABOA.

- 1) Failure to appear for an assignment when duly notified. The official may be suspended from further

assignments until the matter has been reviewed.

2) Late arrival for an assignment. Repeated offences may be grounds for suspension.

3) Reporting for an assignment under the influence of Alcohol. This will be ground for immediate suspension.

4) Repeatedly refusing assignments. It is the policy of the Association that any official should be prepared to accept an assignment in any league without bias. Forty-eight (48) hours' notice is required if an assignment cannot be met. Refusal to abide by this may be grounds for immediate suspension.

5) Acceptance of assignments not approved by the Commissioner.

6) Failure to attend at least two general meetings in a season will result in a twenty dollar fine, unless the Secretary Treasurer is notified before the meeting.

7) Violation of any article of the Constitution, By-laws, or formal policies of the Association.

8) Any action not covered above, but determined by the grievance committee to be conduct unprofessional.

#### Appeals Committee

Shall consist of the Vice-President as chairman and four other members who are not serving on the Executive and who are not on the Grievance committee. It shall review all written appeals presented to it and make recommendations for action in writing to the Executive.

#### Special Purpose Committee

Shall be struck by the Executive as necessary

### **Article Fifteen: Assignments**

#### 15.1 Responsibility

Assignments of members to all provincial tournaments, Province-wide-leagues and out-of-Province including inter-Provincial and national games shall be arranged through and approved by the SABOA Executive.

#### 15.2 Local Assignments

Assignments for regular games shall be the responsibility of the SABOA. If necessary the SABOA may request assistance in providing officials from the ABOA.

#### 15.3 Fees

Fees for games up to the provincial level shall be paid to the SABOA who will reimburse the individual official. A fee will be deducted by the SABOA for the purpose running the Association.

#### Unauthorized Assignments

Any member of the association, who accepts a game Assignment other than through SABOA, or ABOA, shall be liable to disciplinary action determined by the Executive.

No member of the Association shall enter into direct negotiation or correspondence regarding officiating with any league or group without the consent of the Executive of the SABOA.

### **Article Sixteen- Exams**

#### 16.1 Provincial Exam

The SABOA shall conduct a written rules examination each year as a means of assessing officials. This examination is one of the criteria of membership. The examination shall be held prior to the beginning of the season.

#### 16.2 Date of writing

The Education Chairman in consultation with the Executive shall set the exact date of the examination. The exam may be administered on one or more days during a given week.

#### 16.3 Exam Supervisor

The Education Chairman will be designated to over see the exam.

#### 16.4 Number of sittings

Only those officials who fail to obtain a mark of 65% will be allowed to resit the exam.  
The maximum number of times an official may write the exam is twice.

### **Article Seventeen: Clinics**

#### Local Clinics

Local clinics may be held as deemed necessary by the Education Chairman.  
Members, who wish to be eligible for a "B" or "A" rating, must attend one local or provincial clinic per year.

#### Requests for Clinics

Any member who arranges a clinic without the permission of the President or Education Chairman may be liable for suspension of membership.  
Requests for clinics should be made to the President of the Association.

### **Article Eighteen: Grievances and Discipline**

#### 18.1 Responsibility

Grievances by official or leagues shall be addressed by SABOA.

#### 18.2 Procedure

- a) Grievances should be in the form of a letter to the Secretary-Treasurer, outlining the pertinent facts, before the grievance will be recognized by SABOA.
- b) The grievance committee shall consider all grievances within a reasonable time of receipt.
- c) The official in question will have an opportunity to be heard at a hearing before the grievance committee.
- d) Recommendations of the grievance committee will be forwarded to the President.
- e) The President shall notify the plaintiff in writing within seven days of his receiving the report from the Grievance Committee.

### **Article Nineteen: Recommended Rates of Payment**

#### 19.1 Game Fees

The association is responsible for establishing rates for league games, exhibition games and tournaments.  
The Executive shall present recommended rates to the Annual General Meeting.

#### 19.2 Travel Expenses

The Executive shall present a list of recommended payments for meals, mileage and accommodation.

#### 19.3 Clinicians Fees

The Executive shall present a list of recommended payments for clinicians fees to the Annual General Meeting.

#### 19.4 Approval

All recommended rates and fees must be endorsed at the Annual Meeting by the membership.

### **Article Twenty: Finances of the Association**

#### 20.1 Disposal of Funds

All monies received by or on behalf of the Association shall be deposited in the accounts of the Association that should be housed in chartered banks or trust companies.  
All disbursements shall be made by checks signed by two of the following: The President, the Vice President or the Secretary-Treasurer.

## **Article Twenty-one: Funds of the Association**

### 21.1 Application

All monies shall be applied towards carrying out the objectives of the Association, in accordance with the direction of the Executive.

## **Article Twenty-two: Emblem**

The Executive may from time to time adopt any mark, design, device or symbol or emblem for the use by the Association.

## **Article Twenty-three: Conduct of Affairs of Association**

### 23.1 Rules of Order

All meetings of the Association will be conducted in Accordance with Robert's Rules or Order Newly Revised.

## **Article Twenty-four: Amendments**

### Amendments to the Constitution

The Constitution of the SABOA may be amended by a vote in favor by two-thirds of the members present at any Annual General meeting duly called and constituted. All members must be notified in writing of any proposed changes at least fifteen days prior to the date of any meeting at which such amendments are to be discussed.

## **Article Twenty-five: Policies**

### Policies

The appendices following these bylaws are the working policies of the SABOA. They shall be considered binding on all members.

The policies of the SABOA may be amended by a majority vote of the Executive subject to ratification at the next General meeting. No notice of motion is required.

## **Article Twenty-six: Responsibility for Injury**

### Liability

The S.A.B.O.A. accepts no responsibility for injury or death of a member traveling to or from an assignment, or during an assignment.