

**COLORADO SPRINGS ASSOCIATION OF  
BASKETBALL OFFICIALS (CSBOA)**

**CONSTITUTION AND BY-LAWS**

Adopted: February 19, 1979; Amended: February 22, 1982; February 22, 1988; March 4, 2002;  
February 4, 2008; February 6, 2012; February 9, 2017; July 31, 2019; November 7, 2022; 6 November  
2023 (Art III, Sec 2)

**ARTICLE I: NAME**

**SECTION 1: ORGANIZATION NAME**

The name of the organization shall be: Colorado Springs Basketball Officials' Association, hereafter referred to as 'CSBOA,' Area 6 of Colorado Board #4, of the International Association of Approved Basketball Officials (IAABO).

**SECTION 2: BOARD NAME**

The officers of CSBOA shall make up the Executive Board of CSBOA, hereafter referred to as the 'Board.'

**ARTICLE II: PURPOSE**

**SECTION 1: THE PURPOSE OF CSBOA shall be:**

1. To educate, develop and provide continuous instruction for basketball officials through training, information exchange, rules interpretation and mechanics practice.
2. To promote the welfare of the game of basketball, its players, and officials.
3. To maintain the highest standard of basketball officiating.
4. To encourage the spirit of fair play and sportsmanship.
5. To strive to provide an adequate number of trained and capable officials.
6. To cooperate and collaborate with all organizations, such as Board 4, the Colorado High School Athletic Association (CHSAA), IAABO, schools and related organizations, who are officially connected with the game of basketball and interested in furthering its interests and ideals.

**ARTICLE III: MEMBERSHIP**

**SECTION 1- CLASSES OF MEMBERS**

The Board will classify its members as follows:

- (a) Active - Those members who have met the minimum requirements for membership as set down in the By-Laws and those members who continue to fulfill their attendance requirement, financial obligation, and other obligations as set down in the By-Laws. Active members are eligible to vote in any statewide or local elections; or
- (b) Inactive- A previously active member who desires to remain affiliated with the CSBOA, but

who gives up his/her right to officiate basketball games during the period this status of membership is elected. This membership status can only be granted by the Executive Board, and only to a person who has been an active member for at least three years immediately preceding his/her application for such status; or

(c) Trainee - A person who has met the requirements of Article I, Section 6 of the By-Laws

## SECTION 2- REQUIRED ATTENDANCE

All active members and officers of the Board shall be required to attend not less than five meetings of Area 6's basketball season; one shall be designated as a Rule Interpretation meeting.

## SECTION 3 - FINANCIAL OBLIGATIONS

Members shall be required to pay all dues, fines, and assessments due to Area 6, Colorado Board 4, and CHSAA by designated dates. These policies and procedures will be determined by the Board of Directors upon recommendation of the Board 4 Executive Committee.

## SECTION 4 -GOVERNING AUTHORITY

Members shall comply with the requirements of the Constitution and By-Laws

## SECTION 5 - RIGHTS OF MEMBERS

1. Members must wear the official uniform.
2. Members will only officiate with other members of the Board in Varsity/Junior Varsity contests unless the Executive Committee of Colorado Board Number Four and the Colorado High School Activities Association grant a variance.

# ARTICLE IV: OFFICERS

## SECTION 1-TITLES

The nine (9) officers otherwise known as the Executive Board or "Board" of CSBOA are: President, Vice-President, Secretary, Treasurer, State Area Directors (2 in addition to the President), Rules Interpreter, Members-at-Large (2),

## SECTION 2- TERM OF OFFICE

The term of office for CSBOA officers shall be the following, and elected to take office in an even or odd year, to retain board continuity. No member currently holding an office can vacate that office prior to expiration of their term to run for a different office.

### 1. President (even year)

Two (2) years. Successive terms are permitted. The President shall also serve as a State Area Director for those 2 years. Upon completion of term will act in advisory capacity for the following year.

### 2. Vice-President (odd year)

Two (2) years. Successive terms are permitted.

### 3. Secretary (even year)

Two (2) years plus 60 days. Successive terms are permitted. The 60 days shall be used

to complete the transition period for the end of the season and to turn over all records.

4. Treasurer (odd year)

Two (2) years plus 60 days. Successive terms are permitted. The 60 days shall be used to complete the transition period for the end of the season if another is elected and to complete the annual audit.

5. State Area Directors (odd/even, alternating years)

Three (3) including the President. Two (2) years. Successive terms are permitted.

7. Members-at-Large (odd/even, alternating years)

Two members elected alternating years.

Two (2) years. Successive terms are permitted.

8. Rules Interpreter (even)

Two (2) years. Successive terms are permitted.

### SECTION 3-NOMINATION

On or before the first meeting in January, the President shall appoint an Election Committee consisting of not less than TWO (2) MEMBERS from the membership. The President will act as liaison to this committee. This committee shall prepare and ideally submit a list of at least two (2) nominees for each of the elected offices at the date and time specified by the President. The President will then submit the nominees to the membership at the first association meeting in February. At this time he/she will accept nominations from the floor, from and for active members in good standing who are present. Only nominations submitted by the Election Committee or made from the floor at a general meeting prior to the close of the election should be considered valid.

A nominee may not run for more than one (1) position and must select which office he/she will seek prior to the close of nominations. During the nominating process, nominations may not be closed until all nominations for all offices to be elected are made.

### SECTION 4: ELECTION

A closing date for each election will be established by the entity holding the election. If not re-elected for a consecutive term, there must be a one-year period before a nominee can accept or be voted in for another position. The election of officers will be conducted by secret ballot in electronic or other means by the last meeting held in February or as scheduled by the President or the Board. Elections may be conducted through Arbiter. Write in votes may be permitted. Election verification will be conducted by the Election Committee.

If members, at an annual meeting, elect someone to fill the Vice President office (see Vacancy below) that has been vacated by resignation or other reason occurring prior to the completion of

the term, such election shall be for the period of the original unexpired term.

#### **SECTION 5: ASSUMING DUTIES**

The newly elected officers shall assume office on April 1 following their election.

#### **SECTION 6: VACANCY**

The Board shall have the power to fill a vacancy that may occur in the offices of: Secretary, Treasurer, State Area Director, Assignment Coordinator, Member-at-Large and Rules Interpreter. Decisions will be made by a majority vote of all officers' of the Board. In the event of a vacancy in the office of President, the Vice-President will automatically assume this duty. When a vacancy arises in the office of the Vice-President, a special election by the CSBOA membership will be held to fill this vacancy.

#### **SECTION 7: TERMINATION OF OFFICERS FOR CAUSE**

The Board shall have the power to terminate for cause any officer not in good standing or who fails to perform the duties of their office as determined by a majority vote of all officers' of the Board. The Board decision shall be final.

#### **SECTION 8: CONFLICT OF INTEREST**

Whenever a Board officer has a financial or personal interest in any matter coming before the Board, the affected officer shall fully disclose the nature of the interest and withdraw from the discussion, lobbying or voting on the matter. Any transaction or vote involving the personal conflict of interest shall be approved only when a majority of disinterested Board members determine that it is in the best interest of the organization to do so. Meeting minutes will record such disclosures and proceedings.

### **ARTICLE V: DUTIES OF OFFICERS**

#### **SECTION 1-DUTIES OF OFFICERS**

The following list of duties by position are not inclusive and may be added to, changed or modified to ensure the Board effectively serves the needs of CSBOA, and approved by a majority vote of the Board.

#### **SECTION 2-DUTIES OF PRESIDENT**

The President shall:

1. Be the presiding officer at all CSBOA and Board meetings.
2. Supervise the activities of all officers and shall appoint all committees and shall supervise the activity thereof.

### SECTION 3-DUTIES OF VICE-PRESIDENT

The Vice-President shall:

1. Assume the duties of the President in the event of their absence, resignation or termination.
2. Be responsible for the mentorship program.
3. Chairperson of the evaluation or ranking committee.
4. Be the liaison to the Board 4 Professionalism Committee.

### SECTION 4-DUTIES OF SECRETARY

The Secretary shall:

1. Compile minutes, disseminate information in Arbiter, and handle all administrative and record-keeping responsibilities of CSBOA member and Board meetings
2. The dispatch and filing of official correspondence, maintenance of accurate and updated membership and attendance records including status of members in good standing.
3. Provides the Assignment Coordinator timely updates of members “not” in good standing.
4. Receive and record all monies and local dues of the CSBOA members and pass on all collected monies to the Treasurer and obtain a receipt of the same.

### SECTION 5-DUTIES OF TREASURER

The Treasurer shall:

1. Receive and record all monies and local dues from the Secretary and provide a receipt for the same.
2. Keep complete and accurate records of all monies received and disbursed and shall disburse all monies pursuant to the direction of the Board.
3. Present an annual written financial and budget report to the membership in January and at the request of the Board when needed.
4. Make required deposits in the CSBOA account.
5. Will work with the Secretary to receive and record all local dues of the CSBOA members.

### SECTION 6-DUTIES OF THE STATE AREA DIRECTORS

State Area Director(s) shall:

1. Actively recruit new officials through advertisements
2. Establish and conduct training programs for members and new applicants.
3. Attend State Board meetings and act as liaisons between the State Board and CSBOA.

4. Charged with the responsibility for reporting all violations of the Colorado Board 4 Constitution, its By-Laws, and dress code to the Board 4 Secretary.
5. Administer and monitor all examinations given through CSBOA, validate Master Clinic attendance, and ensure that Board 4 and CSBOA Postseason requirements are met.

## SECTION 7-MEMBER-AT-LARGE

The Members-At-Large shall:

1. Serve as a liaison between the general membership and the Board
2. Be the membership contacts for requests regarding the ranking of officials.
3. Upon request, provide representation to an official's proceeding to the appeals and/or grievance process
4. Develop and implement strategies for the retention and recruitment of officials
5. Co-Chair the Grievance Committee

## SECTION 8-RULES INTERPRETER

The Rules Interpreter shall:

1. Act as a focal point for all the rules interpretations for CSBOA.
2. Act as the CSBOA liaison with the State Interpreter.
3. Hold meetings for uniformity and strict interpretation of rules, mechanics and techniques of good officiating before and during the basketball season, as a means of educating officials
4. Develop and conduct an annual rules seminar for high school coaches

## SECTION 9-ASSIGNMENT COORDINATOR

The Assignment Coordinator shall:

1. Be a non-voting member of the Board
2. Be hired or appointed by the area leagues
3. Coordinate all high school varsity and sub-varsity game assignments in accordance with State and Local policies.
4. Assign only members that are active and in good standing
5. Use members outside of CSBOA to meet scheduling issues
6. Inform the Board of all reports of missed game assignments and provide the Secretary and Treasurer appropriate documentation to assess missed game fees
7. Not officiate basketball games on meeting nights.
8. Manage the varsity draw
9. Coordinate the use of electronic communication and assigning tools to be used by members for the conveyance of scheduled games and scrimmages.
10. Maintain relationships with Athletic Directors and school administrators to facilitate the scheduling of games, receiving of schedules, and provide ongoing communication to the schools.
11. Provide information to the Grievance Committee and/or Board of any infractions of the Constitution and By-Laws of CSBOA officials

## **ARTICLE VI: MEETINGS**

### **SECTION 1: BOARD MEETINGS**

The Board will hold meetings to address organization matters and general meeting structure. The Board will hold a minimum of (4) off-season meetings. These may occur in-person or through conference calls. A quorum of (5) is required to vote.

### **SECTION 2 - SPECIAL MEETINGS**

Special meetings may be called by the President or upon the request of a majority of the Board.

### **SECTION 3 - ORDER OF BUSINESS**

The President upon consultation with the Board shall prepare the order of business and agenda for the Board meetings.

### **SECTION 4: MEETING MINUTES**

Meeting minutes will be available in Arbiter.

## **ARTICLE VII: INTERPRETATION**

Between meetings of the Board, the President, based upon input from the Board, shall carry out and communicate interpretations of the Board regarding items of the Constitution.

## **ARTICLE VIII: AMENDMENTS**

This Constitution may be amended by:

A two-thirds (2/3) majority vote of a quorum of active members in good standing present at any CSBOA meeting including a special meeting called specifically for the purposes of amending the Constitution or Bylaws.

OR

A two-thirds (2/3) majority vote of all active members in good standing if the vote is conducted by electronic format.

Amendments hereto must be presented to the membership at least one (1) week prior to the meeting date or electronic voting deadline established for such a vote. Notification of proposed amendments may be made by email.

## **BY-LAWS**

### **ARTICLE 1 - QUALIFICATIONS OF MEMBERSHIP**

#### **SECTION 1- WHO MAY APPLY**

Anyone who meets the qualifications outlined in Article III of the IAABO Constitution.

#### **SECTION 2 - HOW TO APPLY**

At the time of the National IAABO examination is administered, appear at one of the testing centers throughout the state, complete the written application, pay the fee, and take the written examination and the floor examination. Upon completion of the written examination and during the first two years of officiating meet one of the following: attendance at an approved camp, have an assessment performed or game evaluation, and other activities such as area seminars and supervised tournaments.

#### **SECTION 3 - REQUIREMENTS FOR ACTIVE MEMBERSHIP**

Each applicant shall complete the steps outlined in Section 2 of Article I of these By-Laws. Any applicant who scores 80% or better on the National IAABO examination shall be granted an active member status. Colorado Board #4 members are required to attend/view a Regional Master Clinic every two (2) calendar years and a Rules Interpretation Meeting each year. If said Master Clinic is a video production viewed online, one requirement for post season eligibility is to view Master Clinic each year.

#### **SECTION 4- TRANSFERRING APPLICANT WAIVER**

An applicant who has at least three years of verifiable experience officiating basketball at the high school or college level and has been certified by a duly qualified representative of the said association, may be admitted to Colorado Board 4 as an active member.

#### **SECTION 5- REQUIREMENTS AND PRIVILEGES OF TRAINEE MEMBERS**

Each applicant shall complete steps outlined in Section 2 of Article 1 of these By-Laws. Any applicant not passing the first exam may retest on the second examination date. Any applicant who fails to pass either of the two scheduled examinations shall be granted Trainee status by each Director in the appropriate study area. A Trainee Member has the same status as a Provisional Member except that he/she may not officiate games at the varsity level; without an exception granted by the Board. Area Directors are encouraged to establish at least two instructional classes for Trainee members in their area, and may condition the status as Trainee member on attendance at these classes. A member may serve only two seasons as a Trainee. If, at the beginning of his/her third season, he/she does not obtain active status, he/she may not be a member for that year. He/she may reapply for active status in subsequent years, but may not be a Trainee member. Exceptions to this limitation may be given by the Board, for good cause shown, upon the request of the applicant's Area Director.



## SECTION 6 - TERM OF MEMBERSHIP

Subsequently, and as long as such member shall remain in good standing (to include: payment of all dues by the set due date, completion of all assessments/evaluations and testing requirements, comply with all meetings requirements) he/she shall be entitled to rights and privileges of membership and shall be bound by the rules and regulations expressed herein and by the Rules, Constitution and By-Laws of the Board.

## SECTION 7 - LAPSED MEMBERSHIP

A member who has allowed his/her membership to lapse for two or more years shall no longer be considered as a member of IAABO, Board 4, and CSBOA, and must follow the same procedures as any new applicant in order to again become a member. If, however, his/her membership has lapsed for less than two years, he/she may reinstate himself/herself by paying his/her delinquent dues through the Officials Office at the Colorado High School Activities Association. The member shall not be required to take either the written or practical floor test in order to reinstate his/her membership. Any delinquent dues owed to CSBOA, must also be paid at the time of reinstatement.

## SECTION 8 - EXAMINATION

1. Every registered basketball official is required to take an examination on an annual basis. The examination to be used will be determined by Board 4.
2. If an official fails to complete the examination (or receives permission to substitute with another assessment), he/she will not be allowed to register with the Colorado High School Activities Association for the following basketball season. This regulation does not affect one's membership in IAABO.
3. In order to reinstate his/her membership, an official must take the exam the following year and must score 80% or higher. The exam will be administered "closed book" and supervised. A person failing the exam may appeal his/her case before the Executive Committee.

## **ARTICLE II - DISCIPLINE OF MEMBERS**

### SECTION 1 - GROUNDS FOR DISCIPLINE

For the failure to comply with established authority or regulations of CSBOA or Board 4, or for delinquency in payment of authorized charges, or for refusal or failure to promptly file reports requested by the Board or Board 4 when the reports are pertinent to operation of the Board, or for any other conduct conclusively established to be contrary to the best interest of basketball, a member may have assignments restricted, or be suspended for not more than one year, or may be expelled, and/or fined.

### SECTION 2 - APPEAL

Any member who has been suspended or expelled by CSBOA may appeal such suspension or expulsion to the Board whose decision shall be final. Any suspension or expulsion will be reported to Board 4.

### SECTION 3 - JURISDICTION

If CSBOA fails to act under any of the causes set forth in Section 1, Board 4 may take jurisdiction and administer suspension or expulsion.

### SECTION 4 - RIGHT OF HEARING

A member charged with any offense shall have the right in a timely manner to be heard in person or by written statement made by him/her in his/her own defense. The Board will conduct the hearing.

### SECTION 5 - DISCIPLINE NOTICE

When a member is suspended or expelled, the Board shall notify all concerned that such member is no longer able to accept assignments or officiate as a member of this Board. No member shall officiate knowingly with a suspended or expelled member.

### SECTION 6 – OFFICIAL’S CONDUCT

CHSAA game officials are expected to abide by the code of ethics for their respective associations, including proper, accepted social conduct. Violations of this by-law will be investigated and, if substantiated, the official may be suspended from the official’s association and CHSAA contests for a specific period. Any official who has been suspended or expelled may appeal the action by an appearance before the CHSAA Executive Committee.

The decision of the CHSAA Executive Committee shall be final. This by-law allows the Association and officials’ organizations to discipline officials who have been arrested or convicted of crimes. It allows the Association and officials’ organizations to remove the offending official for conduct detrimental to interscholastic athletics and activities. All officials’ organizations are required to place this by-law in their organization’s constitution.

At the January 21, 1999, Board of Control meeting the board voted 54-0 to adopt Proposal S-1-Officials’ Conduct. Athletic By-laws, Article 27, Rule 2760 to read: Any official who has been registered by his/her parent officials' group may be suspended and/or banned from the CHSAA registered list of officials for a specified amount of time (including a lifetime ban) by action of the officials’ organizations’ governing board, when: It has been shown that the official is guilty of unethical conduct; or The official refuses to promptly file reports requested by the Commissioner's office and such reports are deemed pertinent to the conduct of coach, contestant, official or school competing under the jurisdiction of the CHSAA; or If the official, as an adult, has been convicted of or has pleaded “guilty” or “no contest” to any criminal charge due to conduct that adversely affects the ability or appropriateness of the official to perform officiating duties in interscholastic athletics or activities; or If the official has engaged in any illegal, unethical, or immoral conduct that adversely affects the ability or appropriateness of the official to perform officiating duties in interscholastic athletics or activities; or it is deemed that the official's conduct is detrimental to interscholastic athletics and activities.

## **ARTICLE III - FEES, DUES AND ASSESSMENTS**

### SECTION 1 - LOCAL FEES

The Board shall have the power to establish, by majority vote

of all its officers, annual dues, any fees or fines related to delinquency of payments or misconduct and any periods of suspension for failure to comply with member obligations or misconduct.

#### SECTION 2 - BOARD FEES

1. Members shall comply with the requirements of this Constitution and Bylaws.
2. CSBOA and CHSAA dues for the upcoming season are to be paid by April 15th of each year.
3. Local and state dues not paid by April 15th will result in the postseason eligibility of the upcoming season.
4. A late fee in the amount of \$30 will be assessed for any local dues not paid by the April 15th due date.
5. Local dues and late fees not paid by November 1st will result in an inactive CSBOA membership status.

### **ARTICLE IV - RULES OF PROCEDURE**

#### SECTION 1 – QUORUM

A simple majority vote of all Active members in good standing at any CSBOA meeting is sufficient to transact any CSBOA business not otherwise addressed in the Constitution and Bylaws.

#### SECTION 2– ABSENTEE VOTING

Absentee voting by email or other reliable means is permissible on all matters pertinent to election of officers, amendment of the Constitution and/or By-Laws, and approval of special assessments. The Board may also authorize absentee voting for any other matter they deem appropriate.

#### SECTION 3 – EXPENSES

Approved expenses of Board members, who have been duly elected and authorized to attend Board meetings, shall be paid from the funds of the Board which directly incurred to that business.

### **ARTICLE V - OFFICIATING PRIVILEGES AND RESPONSIBILITIES**

#### SECTION 1 - AREA RESTRICTIONS

There are no restrictions upon members as to where they may officiate.

#### SECTION 2 - TYPES OF GAMES

Active members may officiate at any level of basketball they choose.

#### SECTION 3 - WEARING OFFICIAL UNIFORM

While officiating games that come under the jurisdiction of the Colorado High School Activities Association, members must wear the official uniform of the Board. Executive Committee

#### Uniform Criterion 16 May, 2010

- 1) The standard shirt will be black and white, vertically striped quarter sleeve with V-neck opening. All officials will have this shirt available. If the entire crew agrees, a modified black and white stripe (with wide black side panels), or gray pinstripe commercially manufactured officiating shirt will be allowed. The current IAABO patch will be affixed to the left chest area, and a 2" x 3.5" maximum American flag will be affixed to the left sleeve, two inches above the black trim band. All officials on the crew will wear the same style and color shirt.
- 2) Black beltless pants, pleated or flat front.
- 3) Black shoes with black shoestrings, and black socks
- 4) Solid black, long sleeved, pre-game jacket with or without IAABO patch on left chest. Must be provided by a basketball officiating uniform supplier and worn by all officials at all games.
- 5) Black whistle (unless other colors are allowed for special circumstances) with lanyard.
- 6) Uniform will be clean and neat at all times

#### SECTION 4 - DRESS CODE

A member shall be neatly groomed. The Board may adopt specific recommendations yearly.

#### SECTION 5 - WORKING WITH NON-MEMBERS

NOTE: The restriction of this section applies only to CHSAA sanctioned games.

Normally a member of CSBOA will not work a high school basketball game with a non-member of Colorado State Board 4 or IAABO. However, circumstances may dictate that to cover the game properly, such action is essential to the game being played. In such cases, the member will file a complete written report describing the circumstances surrounding the game. A verbal report must be made to the CSBOA President as soon as possible. The written communication must be delivered within 24 hours of the verbal report. A copy of the written report will also be forwarded to the State Board.

#### ARTICLE VI - OFFICIATING FEES

Game fees are determined and set by CHSAA. A member may officiate for a lesser amount or gratis in games sponsored by those unable to pay the recommended fee and where the official renders his/her service for the good of the game.

#### ARTICLE VII

##### SECTION 1: ASSIGNMENT AVAILABILITY

Active and Provisional members desiring game assignments will be required to provide availability information as directed by the assignor(s). Assignments will be communicated through the Arbiter system. Members must accept or decline assignments within the time specified in the Arbiter system. Normally, assignments should not be declined if the member indicated they were available. Excessive declination of games will be reported to the Board and may result in disciplinary action.

##### SECTION 2: GAME ACCEPTANCE RESPONSIBILITY

Accepted games will be listed in the Member's schedule in Arbiter. Members are

responsible for contacting their partner(s) to verify travel and other pre-game arrangements. Contact among partners must be made at least one (1) day prior to the scheduled date of the game. Should such contact with a partner not be established, the appropriate assignor must be informed. The assignor will then attempt to contact that official, after which he/she will take appropriate action, up to and including replacement of that official, to ensure the game is covered.

### **SECTION 3: TURN BACKS**

Turn back of assigned games should be avoided if at all possible. All turn backs of assigned games must be done through the appropriate assignor. Absent extremely unusual, emergency type circumstances, no official shall arrange for another official to work a game assigned to him/her by the assignor.

### **SECTION 4: FAILURE TO WORK GAME OR BE LATE**

Any member who fails to work or is late for the start of an assigned game shall be assessed a missed game fine unless the Board determines the circumstances were unavoidable. The missed/late game fine shall be the amount of the game fee(s) for the missed/late game(s). Missing or being late for the start of a game may also subject the member to disciplinary action as determined by the Board. Missed/late game fines are paid to the CSBOA Treasurer.

## **ARTICLE VII - FINAL INTERPRETATION**

Between meetings of the Executive Committee, the President, based upon input from the Executive Committee, shall have the authority to make interpretation of items in these By-Laws.

## **ARTICLE VIII – DISCRIMINATION AND HARASSMENT**

### **SECTION 1: DISCRIMINATION AND HARASSMENT COMPLAINT PROCESS**

1. Upon receiving a complaint regarding discrimination or harassment, the Member-At-Large shall investigate. If not resolved, the President and/or Board shall appoint a Grievance Committee to receive the complaint, investigate said complaint(s) and make recommendations of appropriate remediation of the complaints to the Board.
2. All investigations of discrimination/harassment claims shall be conducted in a way that respects, to the extent possible, the privacy of all the persons involved. The investigation shall be conducted in a prompt, efficient and impartial manner. The results of the investigation shall be forwarded to the President or designee for dissemination to the Board.
3. Where a violation of this policy is found to have occurred, the Board shall have the authority to keep separate the persons involved until a final determination has been made regarding the complaint. Further resolutions can or will be referred to the Colorado Board 4 Executive Committee.

### **SECTION 2: PROHIBITION AGAINST RETALIATION**

1. Retaliation against any person(s) who alleges that he or she was the victim of discrimination/harassment, provides information in the course of an investigation into the claims of discrimination/harassment or opposes a discriminatory practice, is

prohibited by this policy.

2. No member bringing a complaint, providing information for an investigation, or testifying in any proceeding under this policy shall be subjected to adverse actions based upon involvement or being the subject of other retaliations.

## **ARTICLE IX - AMENDMENTS**

These Bylaws may be amended by:

1. A two-thirds (2/3) majority vote of a quorum of active members in good standing present at any CSBOA meeting including a special meeting called specifically for the purposes of amending the Constitution or Bylaws.

OR

2. A two-thirds (2/3) majority vote of all active members in good standing if the vote is conducted by electronic format.

Amendments hereto must be presented to the membership at least one (1) week prior to the meeting date or electronic voting deadline established for such a vote. Notification of proposed amendments may be made by email.