

South Jersey District #196
International Association of Approved Basketball Officials

Constitution and By-Laws
Revised 11/01/2014
Revised 03/03/2019

Constitution

Article I

Section 1 – Name

The name shall be Cumberland-Cape May District Board #196 of The International Association of Approved Basketball Officials, (IAABO) Inc. Also known as South Jersey Basketball District #196 Inc.

Section 2 – Purpose

The purpose of this organization shall be:

1. To promote the welfare of the game of basketball, its players, school personnel and basketball officials.
2. To maintain the highest standard of basketball officiating.
3. To encourage the spirit of fair play and sportsmanship.
4. To have available at all times an adequate number of thoroughly trained and capable officials.
5. To cooperate with all organizations officially connected with the game of basketball in furthering its interest and ideals.

Article II – Membership

Section 1- Organization

This Board shall be composed of all duly qualified and regularly approved members currently in good standing. All members are considered independent contractors.

Section 2 – Eliminated Eligibility

Board 196 shall classify its members as follows:

1. **New**– Has met the requirements of Article I Section 2 of the By -Laws
2. **Active** – Continues to work within the organization.
3. **Active Non-Working** – An active member for at least three years immediately preceding his/her application for such status, unless prevented from remaining a working member because of a physical disability. Dues for a member of this status shall be 85% of an active member.

4. **Dual Active** - In good standing with his/her parent Board and may apply for dual membership. Such dual membership shall have all the privileges of Board 196 except holding office. He/she shall not be subject to any rules or regulations greater than that required of a regular Board 196 member. He/she must meet the requirements of his/her parent Board and attendance requirements of Board 196.
5. **Honorary Life**- Elected by the IAABO assembly in accordance with the requirements set forth in the IAABO handbook.
6. **Board # 196 Life**- Elected by Board 196 in accordance with these requirements:
 - a. An active member of IAABO Board #196 for at least 20 years.
 - b. Retired from active officiating
 - c. Must have made an outstanding or definite personal contribution to the game of basketball.
 - d. Not more than one person can be elected in any one year.
 - e. All nominations and recommendations are to be approved by the Executive Committee.
 - f. Nominees shall be approved by two-thirds online vote of the general membership roster.

Section 3- Duties of Membership

All members shall submit, in writing, a list of all self-contracted game assignments to the Secretary, no later than October 1 of each year. Furthermore, as games are contracted during the season they shall be submitted, in writing, to the Secretary.

Article III – Duties and Privileges of Members

Section 1 – Required Attendance

All active members, including dual members, shall attend at least three meetings of this Board during and prior to the basketball season, one of which shall be designated as a rules interpretation meeting.

Penalty

- A. Failure to attend an interpretation meeting will prohibit the member from officiating high school games for that season, per NJSIAA By-Laws.
- B. An active member not satisfying the meeting requirements will be penalized; such penalty is to be established by the Executive Committee. He/she shall also be put in “not good standing” for the following year starting at the end of the regular season. If the said member misses the required number of meetings in that time he/she will not be issued a schedule the following year.

Section 2 – Financial Obligation

- A. Members shall pay all financial obligations prior to April 15 of that year. After April 15 there is a \$25 late fee. Payment after June 1 of that year requires a \$25 late fee plus \$10 per month with a communication sent to the member. A

certified letter or email from the Treasurer will be sent to those in arrears with a payment deadline of July 1 of that year. If payment is made after July 1, the member shall not be issued a first half schedule the following season and shall be placed in “active non-working” status. All fees must be paid to return to good standing.

- B. Members shall pay dues by February 1 of the prior year for the following basketball season. Failure to satisfy this responsibility shall result in a late fee of \$35.

Section 3 – Governing Authority

Members shall comply with the requirements of this Constitution and By-Laws and the Constitution and By-Laws of the IAABO. All active members shall satisfactorily complete the NJSIAA Background Check process in addition to adherence to all paperwork requirements listed in Section 5 of this Article. Failure or inability to satisfactorily complete the NJSIAA Background Check shall result in loss of game schedule and possible forfeiture of Board 196 membership, per NJSIAA rules.

Section 4 – Rights of the Members

Members of this Board may wear the official uniform of the IAABO. They shall receive annually an IAABO membership card and handbook. They may officiate with other IAABO members and shall receive such other benefits as may be provided by South Jersey Board #196 and the IAABO.

Section 5 - Paperwork Requirement

- A.) All members must submit all required paperwork to the Secretary to officiate basketball for the organization, including:
- 1.) Board 196 General Release (Independent Contractor)
 - 2.) NJSIAA concussion course certification
 - 3.) IAABO refresher test
 - 4.) Certification letter for the Constitution (signed as a candidate)
 - 5.) Certification of adherence to anti-discrimination and harassment policy (signed as a candidate)
 - 6.) Board 196 Code of Ethics form
 - 7.) NJSIAA online registration

Penalty

The member shall not officiate that year and shall be placed in “active non-working” status.

Article IV – Officers
Section 1 – Titles

The officers of this Board shall be:

- a. President
- b. Vice President
- c. Secretary
- d. Treasurer
- e. Coordinator of Candidates
- f. Rules Interpreter
- g. Assigner (effective 2020)

The elected officers of this Board are also considered the Executive Committee of Directors (Trustees) for this Corporation.

Section 2 – Terms of Office

All elected terms of office shall be for two years. Elections for the following offices shall be held in alternating years: President, Coordinator of Candidates, and Rules Interpreter. The following year: Secretary, Assigner, Treasurer, and Vice President.

A member in good standing may be re-elected to his/her existing Executive Committee title for up to four consecutive two-year terms. Such term limit may be extended by majority online vote of the general membership roster if no other member in good standing seeks that member's Executive Committee title and/or if a two-thirds online vote of the general membership roster authorizes suspension of this term limit provision for any given election year.

Section 3 – Nominations

All nominations for office must be in writing and sent to the Election Chairperson or the Secretary by February 1 of that election year. The Secretary or Election Chairperson shall email sample ballots two weeks prior to the election. A copy of the slate of nominees shall be emailed to each member two weeks prior to the election. A candidate may nominate himself/herself by notifying the Secretary or Election Chairperson, via email, at least two weeks prior to the online election.

Section 4 – Elections

Online election of officers shall take place prior to the last meeting in February or first meeting in March. Newly elected Executive Committee members shall take office on April 15 for two consecutive years. If there is more than one nominee for any office, an online ballot shall be taken for that office. If there is an uncontested election, the Election Chairperson shall electronically cast a lone vote electing the nominated and uncontested officer(s).

If an incumbent Board 196 Executive Committee member has declared his/her intention to not seek another term in office or shall be completing four consecutive two-year terms, the Election Chairperson may receive nominations for individuals to assume the to-be-vacated position(s) for which he/she shall not yet be installed. In this event, a Board 196 member in good standing may be voted into an Executive Committee position prior to the formal expiration of the departing incumbent's term in office. A person voted into office under such conditions shall be known as, "President-Elect," "Vice President-Elect," "Treasurer-Elect," "Secretary-Elect," "Rules Interpreter-Elect" as the case may be. The Election Chairperson shall announce such an "elect" opportunity at least 30 days prior to the election. The person voted in as the "elect" officer shall not formally assume office until April 15 of the expiration year of the incumbent's term in office.

Section 5 – Vacancy

In case any Executive Committee vacancies occur between the annual elections, and an “elect” officer has not been named by general membership vote, an online election shall be held at a time designated by the officer acting as the President. The President may appoint an interim officer until a special online election is held.

Section 6 – Eligibility of Officers

Only active working and non-working members in good Board standing may hold office. No dual member can hold office.

Section 7 – Eligibility of Voters

Only those active and non-active members in good standing when elections are held are eligible to vote. A person not in good standing due to poor attendance or failure to meet financial or compliance obligations shall not be eligible to vote in the year he/she failed to comply with attendance and/or financial and compliance obligations. Members in good standing shall utilize the Board 196 approved online voting procedure to cast their respective votes. Such voting procedures shall be approved by a two-thirds vote of the general membership roster in an online ballot.

Article V – Duties of Officers

Section 1 – Duties of the President

The President shall preside at all Board meetings. He/she shall appoint committees and supervise their activities. He/she shall provide leadership and recommendations to the general membership on all matters impacting Board 196. He/she shall represent Board 196 to the NJSIAA, to the IABBO, and to any external organization, including school district representatives, or he/she may appoint a representative to do so on his/her behalf. He/she shall lead the Executive Committee. He/she shall consistently represent the best interests of Board 196. He/she shall promote and support Board 196 and its IAABO affiliation in good faith.

Section 2 – Duties of the Vice President

In case of absence or disqualification, the Vice President shall assume the responsibilities of the President. The Vice President shall chair the Fines and Grievances Committee. He/she shall monitor meeting attendance. He/she shall consistently represent the best interests of Board 196.

Section 3 – Duties of the Secretary

He/she shall record and keep minutes of the Executive Committee meetings and all Board meetings. Minutes of regularly scheduled meetings shall be distributed electronically in advance of the next meeting. He/she is responsible for duly processing any correspondence as may be necessary for transmitting any action taken by the Board. He/she shall inform the membership of any correspondence pertinent to the Board. He/she shall transmit all required or requested insurance company information within 48 hours of receipt. (Removal effective April 2020) He/she shall consistently represent the best interests of Board 196. He/she shall collect and retain required membership paperwork for at least two years. He/she shall distribute electronic reminders and updates to the membership throughout the year as warranted. He/she shall receive and distribute membership publications such as rulebooks and state, IAABO, or NFHS materials.

Section 4 – Duties of the Treasurer

He/she shall be responsible for the collection and safe keeping of all fees. He/she shall pay outstanding obligations as directed by the Board and prepare an annual budget. He/she shall annually submit all financial books and records to an external auditor. He/she shall utilize funds on hand for current operating expenses. He/she shall consistently represent the best interests of Board 196.

Section 5 – Duties of the Coordinator of Candidates

He/she shall train and instruct candidate officials under the direction of the Executive Committee. He/she shall qualify himself/herself by attending an official IAABO or NJSIAA rules and mechanics conference or clinic. He/she shall consistently represent the best interests of Board 196.

Section 6- Duties of the Rules Interpreter

He/she shall hold meetings of uniformity and strict interpretation of the rules, mechanics, and techniques of good officiating before and during the basketball season as a means of educating officials, coaches, players and others interested in the fundamentals of good officiating. He/she shall make rules and mechanics presentations to the candidates' class. He/she shall qualify himself/herself by attending the annual conference and a regional

conference for official interpreters held under IAABO or NJSIAA jurisdiction. He/she shall consistently represent the best interests of Board 196.

Section 7- Duties of the Assigner (effective April 15, 2020)

He/she is responsible for the collection and distribution of Board 196 high school game assignments. He/she utilizes an electronic assigning system selected by the Executive Committee to issue games to members in good standing who are deemed qualified and available to work such contests by the Executive Committee. He/she follows up with members who are delinquent in accepting game assignments in a timely fashion. He/she informs the Chairperson of the Fines and Grievances Committee regarding member turn-backs of game assignments. His/her two-year term shall run concurrently with that of the Secretary. He/she shall consistently represent the best interests of Board 196.

Article VI – Executive Committee/Board of Directors

Section 1 – Members of the Executive Committee/Board of Directors

The members of the Executive Committee shall be:

1. President
2. Vice President
3. Secretary
4. Treasurer
5. Coordinator of Candidates
6. Rules Interpreter
7. Assigner (effective April 2020)

Section 2- Powers of the Executive Committee

1. The Executive Committee shall interpret and execute the Board’s Constitution and By-Laws. The Executive Committee shall interpret the policy manual of Board 196.
2. To impose such restriction on members as may be considered necessary for the best interest of the organization.
3. The committee shall rule on all matters not specifically covered by the Constitution, By-Laws and policy manual.
4. No financial obligations shall be incurred by any officer, committee or member. The Executive Committee is authorized to approve expenditures up to \$1,000 per expenditure. Expenditures exceeding \$1,000 must be approved by the membership at an official meeting of the general membership if such expenditures are not considered within the already itemized and already approved budget line items.
5. The Executive Committee may consider the establishment of an honorary “Emeritus” title to bestow upon a long-serving former Executive Committee member. Such action shall be subject to approval by a majority online vote of the general membership roster. Emeritus status shall afford the former Executive

Committee member the opportunity to participate in Executive Committee meetings as a non-voting member.

Article VII – Meetings

Section 1- Number of Meetings

There shall be a minimum of three meetings yearly.

Section 2 – Notice of Meetings

A notice of meeting dates shall be electronically sent by the Secretary to all members prior to the start of the season. The meeting dates shall be posted on the electronic assigning home page and distributed by the Secretary.

Section 3 – Attendance

Active members must attend at least three meetings of Board #196, one of which must be a rules interpretation meeting.

Section 4 – Order of Business

1. Approval of the minutes of the previous meeting
2. President report
3. Vice President report
4. Treasurer report
5. Secretary report (Communications)
6. Assigner report (effective April 2020)
7. Committee reports
8. Old Business
9. New Business
10. Rules interpretation and mechanics (Officiating techniques)
(Exception: designated business and or special meeting)
11. Adjournment

Article VIII- Parliamentary Authority

Section 1

All meetings shall be conducted according to parliamentary law as set forth in Robert's Rules of Order (current edition) to the best knowledge of the Executive Committee.

Article IX- Suspension of the Rules

Section 1

These rules may be suspended for any regular or special meeting of the Board by a two-thirds online vote of the general membership roster. If time or circumstances do

not permit an online vote as determined by the President, a majority vote of the members present at the meeting shall suspend the rules as necessary to conduct timely Board 196 business.

Article X – Amendments to the Constitution

Section 1

This Constitution and By-Laws may be amended, added to, or repealed by two thirds online vote of the general membership roster, provided written notice of the changes were electronically sent by the Secretary to each member at least one week before the meeting.

South Jersey Board 196 By-Laws

Article I – Qualifications of Membership

Section 1 – Who May Apply?

Membership in this Board is acquired through attaining the age of 18 and becoming a member in good standing.

Section 2 – How to Apply?

Individuals shall indicate their desire to the Coordinator of Candidates and shall successfully complete the following requirements:

1. Establish a satisfactory record of health and character
2. Pass the IAABO and NFHS written exams with a grade of 86 and 70, respectively.
3. Pass an oral test given by a recognized authority of the Board.
4. Pass the IAABO practical floor test approved by the Executive Committee with a minimum grade of 86.

Section 3 – Terms of Membership

Subsequently and as long as such member shall remain in good standing, he/she shall be entitled to rights and privileges of membership and shall be bound by rules and regulations of the Constitution, By-Laws, and policy manual.

Section 4 – Lapsed Membership

A member who has allowed his/her membership to lapse for two years shall no longer be considered as a member and must follow the same procedures as any new applicant in order to again become a member of this Board.

Section 5 – Examination

Every active member shall take the annual written IAABO refresher exam. Such exam shall be taken subsequent to the time on which the exam is taken by the candidates. Any member who fails to take the test is ineligible to work varsity assignments.

Section 6 – Dual Membership

Consideration for acceptance of dual members shall be on an individual basis and shall be conducted by Executive Committee vote. The Executive Committee shall consult with the general membership prior to considering the addition of dual members.

Article II – Transfer of Membership

Section 1- Acceptance of Transfers

In the case of a member of a Board in good standing changing his/her residence to the jurisdiction of Board 196, he/she shall be accepted to full membership and be subject to the rules and regulations of Board 196.

Section 2 – Transfer of Authority

In the event of change of residence of a Board 196 member, the Secretary of Board 196 shall notify the Secretary of the Board into whose jurisdiction the official is transferring of such change, in writing. The Board 196 Secretary shall notify the transferring member's new Board of the transferring member's name and address.

Section 3- Members of Standing

Any official who is not in good standing as a member of a chartered IAABO Board cannot be accepted as a transfer into the membership of another chartered Board, except by the rules of the IAABO Constitution.

Article III – Discipline of Members

Section 1 – Grounds for Discipline

For failure to comply with established authority or regulations of Board 196, its Executive Committee, IAABO, and/or NJSIAA for delinquency in payment of authorized charges or any other conduct conclusively established to be contrary to Board 196 may be suspended for not more than one year or may be expelled.

Section 2 – Appeal

Any member suspended by Board 196 shall have the right of appeal, in writing, to the Fines and Grievances Committee, followed by the Executive Committee, N.J. State Board #1 or the IAABO.

Section 3 – Right of Hearing

A member charged with an offense shall have the right to be heard by the Fines and Grievances Committee followed by (if necessary) the Executive Committee in person or by written statement made by him/her in his/her own defense.

Section 4 – Discipline Notice

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

Article IV – Fees, Dues and Assessments

Section 1 – Board Fees

Board 196 shall determine its own initiation fees and annual membership dues. The initial registration fee for the annual dues for active, inactive, and dual members shall be determined on a yearly basis by a two-thirds vote of the Executive Committee followed by ~~and~~ an online majority vote of the general membership roster.

Section 2 – Assessment

The President shall appoint a Fines and Grievances Committee on a yearly basis. This committee is responsible for developing rules of conduct for the membership and establishing guidelines for assessing fines. Each rule of conduct and or fine shall be approved by a two-thirds online vote of the general membership roster.

Fines for game turn-backs shall not exceed: One game fee for a turn-back within 24 hours of game time. Half a game fee for turn-backs 25 to 48 hours before game time. There shall be no fine for explained turn-backs received by the assigner more than 48 hours prior to game time.

Section 3 – Game Assessment

There will be a 4.5% assessment on each game the member officiates as a member of this Board. The Board is responsible for all high school and junior high given to the association for dispersal. This fee will be used for the running of the Board. The percentage will be reviewed on a yearly basis. Part of this fee shall be payment to the Assigner, which will amount to a minimum of 2% of the total assessments.

Article V – Executive Committee Fees

Executive Committee members listed below shall be given a meeting attendance fee.

Section 1 – President

The Board 196 President shall receive a maximum of \$200 as compensation for meetings attended

Section 2 – Vice President

The Board 196 Vice President shall receive a maximum of \$200 as compensation for meetings attended

Section 3 – Coordinator of Candidates

The Coordinator of Candidates shall receive a maximum of \$200 as compensation for meetings attended. In addition, the Coordinator of Candidates shall receive \$5 per new member completing the candidate class.

Section 4 - Secretary

The Secretary shall receive a maximum of \$585 as compensation for meetings attended

Section 5 - Treasurer

The Treasurer shall receive a maximum of \$585 as compensation for meetings attended

Section 6 – Rules Interpreter

The Rules Interpreter shall receive a maximum of \$200 as compensation for meetings attended.

Section 7 – Assigner (effective April 2020)

The Assigner shall receive a minimum of 2 percent of all Board games assigned through assessment.

Section 7

The Executive Committee shall determine the method of raising money to meet the above expenses.

Article VI – Rules of Procedure

Section 1 Quorum

A quorum for the transaction of business shall be a majority of the total membership present in a regularly scheduled meeting of the Board.

Article VII – Amendments

Section 1

These By-Laws may be amended by a two thirds majority vote of the members in good standing of the Board at any meeting, provided written notice of the proposed amendments were mailed electronically to all members at least one week prior to such meeting.

Article VIII – Policy Prohibiting Discrimination

The purpose of this policy is to provide guidance to IAABO South Jersey Board 196, when reporting alleged incidents of discrimination, harassment and inappropriate comments or actions.

Section 1 - Policy

It is the policy of IAABO South Jersey Board 196 to review and investigate any alleged incidents of discrimination, harassment and inappropriate comments and or actions.

Section 2 – Prohibited Conduct

It is a violation of this policy to use derogatory or demeaning references regarding a person's race, gender, age, religion, disability or sexual orientation or background. Examples of behaviors that may constitute a violation of this policy include but are not limited to:

1. Discrimination against an individual with regard to potentially becoming a member of IAABO South Jersey Board 196 as a candidate.
2. Treating an individual differently because of his/her race, color, national origin or gender.
3. Discriminating against an individual who is a certified member in good standing with IAABO South Jersey Board 196.
4. Using derogatory language /references or telling inappropriate jokes pertaining to gender or ethnicity.

Section 3 – Sexual Harassment

It is a violation of this policy to engage in sexual (or gender based) harassment of any kind, including hostile work environment harassment, quid pro quo harassment or same sex harassment. For the purpose of this policy, sexual harassment is defined as unwelcomed sexual advances, request for sexual favors, and verbal or physical conduct of a sexual nature when for example:

1. Submission to such conduct is made either explicitly or implicitly a term or condition to work as an independent contractor or be placed in the candidate program of IAABO South Jersey Board 196.
2. Submission or rejection of such conduct by an individual is used as a basis to work as an independent contractor or be placed in the candidate program of IAABO South Jersey Board 196.

3. Such conduct has the purpose or effect of unreasonably interfering with an individual's referring performance or creating an intimidating, hostile or offensive environment.

Examples of prohibited behaviors that may constitute sexual harassment and are, therefore; a violation of this policy include but are not limited to:

1. Generalizes gender-based remarks or comments;
2. Unwanted physical contact such as intentional touching, grabbing, pinching, brushing against another's body or impeding or blocking movement;
3. Verbal, written or electronic sexually suggestive or obscene comments, jokes or propositions including letters, notes, email, text messages, invitations, gesture or inappropriate comments about a person's clothing;
4. Visual contact, such as leering or staring at another's body; gesturing; displaying sexually suggestive objects, cartoons, posters, magazines or pictures of scantily-clad individuals; or displaying sexually suggestive material in meetings or classes;
5. Or continuing to engage in certain behaviors of a sexual nature after an objection has been raised by the target of such inappropriate behavior.

Section 4 – Candidate and Independent Contractor Responsibilities

Any candidate or independent contractor who believes he/she was subjected to any form of prohibited discrimination/harassment, or who witnesses others being subjected to such discrimination/harassment is encouraged to report the incident(s) to a supervisor or directly to a member of the Executive Committee promptly.

All candidates and independent contractors are expected to fully cooperate with investigations undertaken by the Executive Committee. Failure to cooperate in an investigation will result in disciplinary action, up to and including termination for IAABO South Jersey Board 196.

Section 5 - Supervisor Responsibilities

Supervisors shall make every effort to maintain an environment that is free from any form of prohibited discrimination/harassment. Supervisors shall immediately refer allegations of prohibited discrimination/harassment to the President of IAABO South Jersey 196 or his/her designee in writing and via telephone. A supervisor's failure to comply with these requirements may result in administrative and /or disciplinary action, up to and including termination from this Board. For our purpose, a supervisor is described as any member of the Executive Committee who has the authority to control the environment; for example, (Coordinator of Candidates)

Section 6 – Dissemination

Each year this Board shall distribute the policy described in this section to all members via electronic mail or arbitersports.com, including candidates.

Section 7 – Complaint Process

Upon receiving the complaint, the President and/or Executive Committee shall appoint individuals to receive the complaint, investigate such complaints of discrimination/harassment and make recommendations of appropriate remediation of such complaints.

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 Executive Committee to make a final decision as to whether a violation of the policy was substantiated.

Where a violation of this policy is found to have occurred, the Executive Committee shall have the authority to keep separate the persons involved until a final determination is made regarding whether a violation of this policy occurred.

The remedial action taken may include counseling, training, intervention, mediation and up to and including termination from the Board.

The Secretary of this Board shall maintain a written record of the discrimination/harassment complaints received. Written records shall be maintained as confidential records to the extent practicable and appropriate.

Section 8 – Prohibition against Retaliation

Retaliation against any person, who alleges that he/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. No candidate or independent contractor 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 be the subject of other retaliations.

Section 9 – False Accusations and Information

Any candidate or member of IAABO South Jersey Board 196, who knowingly makes false accusations of prohibited discrimination/harassment or knowingly provides false information in the course of the investigation of a complaint, may be subjected to administrative and /or disciplinary action, up to and including termination. Complaints made in good faith, however; even if found to be unsubstantiated, shall not be considered a false accusation.

Section 10 – Administrative and /or Disciplinary Action

Any candidate or independent contractor found to have violated any portion of this policy may be subject to appropriate administrative and /or disciplinary action which may include, but which shall not be limited to: referral for training, referral for counseling, written or verbal reprimand, suspension, removal from office or termination.

Section 11 – Training

The Coordinator of Candidates shall provide all candidates with a copy of this policy and shall review this policy with them within the first two weeks of the candidate class. Refresher training shall be provided to all members of this Board annually.

Section 12 – Outcome

A final letter of determination to the complaint and the person, against whom the complaint was filed, setting forth the results of the investigation and the right to appeal according to the By-Laws of the Board.

The letter shall include, at a minimum, a brief summary of the parties position; a brief summary of the facts developed during the investigation; and an explanation of the determination, which shall include whether the allegations were substantiated or not; and a violation of this policy did or did not occur.

The investigation of a complaint shall be completed and a final letter of determination shall be issued no later than 90 days after the initial intake of the complaint, however; it must be noted that completion of the investigation and issuance of a final letter of determination may be extended for up to 60 additional days.

In a case where a violation was substantiated, and no disciplinary action is recommended, the party(s) against whom the complaint was filed may appeal the determination to the IAABO State Board 1 of New Jersey within 30 days of receipt of the final determination letter. In a case where the allegations were substantiated, he/she may appeal the determination to IAABO State Board 1 of New Jersey with 30 days of receipt of the final letter of determination.