

# Cape Cod Baseball Umpires Association

## By - Laws

### **Article I – Election of Officers**

1.1 The election of officers shall be carried out as specified by Article II of the Constitution.

### **Article II – Duties of Officers, Committees and Executive Board**

2.1 The President shall preside at all meetings, conduct all business, preserve order and appoint appropriate committees when necessary.

2.2 The President shall recognize four permanent standing committees and appoint committee chairpersons to oversee their function. The four permanent committees shall consist of the Membership Committee, the Banquet Committee, the Awards Committee and the Audit Committee.

2.3 The Membership Committee shall be responsible for ongoing education of the general membership, providing teaching materials for the New Candidates Classes, preparing and administering the yearly refresher test and partner with the rules interpreter to coordinate the continuing education of the Association. The Membership Committee shall report directly to the President.

2.4 The Banquet Committee shall be responsible for the planning and implementation of the annual banquet. The Banquet Committee shall report directly to the President.

2.5 The Awards Committee shall be responsible for the selection process of award candidates and conduct the election. The Awards Committee shall report directly to the President.

2.6 The Audit Committee shall make recommendations and provide guidance in the administration of the finances of the Association. The committee shall be comprised of individuals from within the Association. An Audit shall be conducted

on an annual basis with a written report issued to the membership regarding its findings. The Audit Committee shall report directly to the President.

2.7 The President shall create all temporary committees as required and appoint committee chairpersons to oversee their function. He shall dissolve these committees when the need for them no longer exists.

2.8 The President shall call special meetings when necessary, cancel regular meetings or require Executive Board meetings when appropriate.

2.9 The President shall attend (or appoint a replacement) to attend the state umpires' meetings.

2.10 The President shall appoint a Rules Interpreter who shall work in concert with the Membership Committee. The Rules Interpreter's primary function is to provide the membership with rule updates as designated by the MIAA. The rules interpreter shall also be responsible for the continuing education of the general membership.

2.11 The Vice President shall assume the duties of the President in the event of his absence and provide the President any assistance as required.

2.12 The Secretary shall record all business transacted by the Association which shall include the preparation of the minutes, membership meeting attendance, recording of Member requirements including yearly concussion testing, the yearly refresher testing results as well as but not limited to the successful completion of a background check. The Secretary shall maintain a record for each member. The Secretary shall at the President's direction, disseminate correspondence to the membership relating to the Association's business.

2.13 The Treasurer shall be responsible for the care of all monies of the Association. He shall not pay out any monies unless requested to do so by the Executive Committee. A second signature of approval for disbursements of amounts over \$100 shall be required by another member of the Executive Committee. He shall keep a record of all receipts and disbursements. The account shall be available for inspection by any member upon request at any Executive

Board meeting. The Treasurer at each general membership meeting shall give a written report on the finances of the Association.

2.14 The Member at Large shall be elected by the membership to serve on the Executive Board. The Member at large serves as a liaison for individual members who desire issues not covered in a regular business meeting to be brought to the Executive Board for discussion. The Member at Large is not obligated to be an advocate for any issue brought forth.

2.15 The Out - Going President shall assist any member of the Executive Board when needed and shall assist the incoming President on transitional matters.

2.16 The Executive Board shall function as the Association's judicial agent, counseling the President in the performance of his duties and rendering decisions in accordance with the provisions of the By – Laws of the Constitution.

### **Article III – Meetings**

3.1 General meetings of the Association shall be held beginning no later than the second week of March and continuing thereafter. A business meeting shall be conducted at the annual banquet.

3.2 The regular business of the Association shall be conducted at every meeting with practical discussion and consideration of umpiring including rules, plays, situations and/or mechanics. The President shall be responsible for planning and executing the agenda.

3.3 A meeting quorum shall consist of twenty five per cent of the Active Members. In addition, at least two Executive Board members must be present to conduct an official business meeting. In the absence of any of these two criteria, business will be conducted however any proposals made may not be acted upon.

3.4 The Executive Board may call special meetings of the general membership as it deems necessary.

3.5 The Executive Board may call a meeting of the Executive Board to conduct business and any action it takes will be reported at the next scheduled general membership meeting. Executive Board action shall be binding.

#### **Article IV – Working Conditions**

4.1 No member shall knowingly work games with any umpire who is a suspended member of the Association.

4.2 An umpire will not accept any assignments he knows he will be unable to fill. If an umpire is unable to keep an assignment, he/she shall be required to notify the assignor at least twenty four hours in advance before the game is to be played.

4.3 Proper uniforms of the Association shall be in accordance with the MBUA standards for MIAA games and/or those of specific game assignors.

#### **Article V - Suspensions**

5.1 Any member may be suspended from the association and relinquish all rights of membership for the following reasons;

A. Any conduct that may reflect adversely upon the Association or its members.

B. Nonpayment of dues and fines.

C. Failure to comply with the attendance requirements.

D. Repeated violation of the uniform policy.

E. Other violations as deemed detrimental to the Association as determined by the Executive Board.

F. Failure to meet any standard of member status and/or standards of “member in good standing” stipulated in the Constitution or By – Laws herein.

5.2 The Executive Board will determine all suspensions at a regularly scheduled Executive Board meeting or a special meeting called for a specific purpose.

5.3 Before rendering a decision, the Executive Board may request additional information which may include the participation of the offending member.

5.4 The suspension process will be initiated by the Executive Board with notification of the suspension to the member identifying the specific violation. The Secretary shall notify the member of the specific violation via e –mail or registered letter in a timely manner.

5.5 Members shall be entitled to due process and may appeal the decision affecting his/her membership status rendered by the Executive Board.

5.6 Appeals must be received in writing or e – mail by the Secretary no later than thirty days after the notification of suspension is received. Failure to notify the Executive Board within that thirty day period results in the member forfeiting his right to appeal.

5.7 The Executive Board shall review the appeal and act on the matter at the next scheduled meeting or a special meeting called for that purpose. The appealing member may be present at that meeting. A binding decision will be rendered by the Executive Board. If the appealing member is not present at that meeting, he/she will be notified of the Executive Board’s decision in a timely manner.

5.8 Appropriate assigning authorities shall be notified of the member’s suspension.

5.9 Any suspended member may apply for reinstatement. The request for reinstatement shall be made to the Secretary in writing and voted upon by the Executive Board. Before reinstatement, all dues, fines and penalties must be satisfied to the Association.

## **Article VI – Attendance, Dues, and Fees**

6.1 Annual dues shall be determined by the Executive Board. Failure to pay dues before the second scheduled meeting shall result in a \$25.00 late fee and suspension of membership status.

6.2 All new candidates will be charged regular dues and a nonrefundable fee to take the umpire training and examination course. Successful candidate's dues will be apportioned from that fee. All requirements mandated by CCBUA must be completed.

6.3 All Active Members are required to attend two – thirds of the regularly scheduled meetings.

### **Article VII - Awards**

7.1 The Roger Scudder Memorial Award shall be presented annually to a high school senior baseball player judged by the membership to have best demonstrated on the field and in the dugout the highest ideals of sportsmanship. This Award will carry with it a monetary scholarship.

7.2 The Executive Board shall have the authority to initiate additional awards as deemed necessary.

This document, in its entirety, adopted by vote of membership on 3/14/2016