

CONSTITUTION

and

BYLAWS

CALIFORNIA BASEBALL UMPIRES ASSOCIATION SAN GABRIEL VALLEY UNIT

REVISED AND APPROVED
FEBRUARY 1989
(Updated July, 2004)
(Updated January, 2016)
(Updated January, 2018)
(updated December 2019)

CONSTITUTION AND BYLAWS COMMITTEE (2018)

Calvin E. Wells, Chairperson
Armando Carlin, Member
Chad Walton, Member
Jim De La Torre, Member
Rahman Williams, Member

CONSTITUTION AND BYLAWS (2019)

Tim Triplett, Secretary/Treasurer

Changes and amendments will include the date of revision
Constitutional Amendments by vote of the Unit membership
By-laws' amendments by vote of the Board of Directors
Any provisions no longer in force will be ~~struck out~~

CONSTITUTION

SAN GABRIEL VALLEY BASEBALL OFFICIALS ASSOCIATION

ARTICLE I

Name

The name of this association shall be the San Gabriel Valley Baseball Officials Association, hereinafter referred to as "The Association".

ARTICLE II

Objectives

The objectives of this association shall be:

1. To recruit and train new officials and to increase the competency and efficiency of each member by a classroom instructional program. This will be accomplished by the exchange of ideas, constructive criticism of the rules, of game situations, and the mechanics of officiating.
2. To promote the advancement of amateur baseball in Southern California by encouraging the spirit of clean play, sportsmanship, and loyalty among the institutions, spectators, players, and officials.
3. To provide the various commissioners and assignment coordinators with a list of qualified officials each season.
4. To act as a liaison between the commissioners and assignment coordinators and the members of this association, relative to game management as it applies to officials.
5. To cooperate with the administration of the various schools in strengthening their athletic programs.

ARTICLE III

Membership

Section 1 *Eligibility* (revised 12/19)

Membership in the Association shall be available to any person who is interested in promoting, coaching, or officiating baseball in Southern California, providing the obligations are met by that person.

All Unit members shall be at least eighteen (18) years of age and not attending any high school as a continuing student.

Every member must possess individual liability insurance coverage.

Members are independent contractors and are not considered or classified as an employee of the San Gabriel Valley Unit of the CBUA.

Section 2 *Classification*

A member shall be classified as **Qualified, Non-Qualified, Honorary, or Associate**.

A QUALIFIED MEMBER is one who attends the required number of meetings, receives a grade of 80 percent or better on all qualifying exams, and meets the financial obligations imposed by the Association. That person must also be a member in good standing. Failure to comply will result in non-qualified status. A qualified member shall have the right to vote, hold office, and to enjoy the full privileges of membership.

A NON-QUALIFIED MEMBER is one who does not meet the above-mentioned qualifications for membership. Non-qualified members shall not have the right to hold office, nor will their names be submitted to commissioners and assignment coordinators.

AN HONORARY MEMBER is one who rendered distinguished service to officiating for a period of twenty years or more and is no longer active in officiating. The honorary member may not vote or hold office in the Association. The Immediate Past-President will make recommendations to the Board of Directors for its approval regarding potential Honorary Members.

AN ASSOCIATE MEMBER is one who has no intention of actively officiating, but wishes to understand the rules of baseball better.

(Updated by Amendment 3, 1994)

Section 3 *Forfeiture of Membership*

Membership may be forfeited at any time for unprofessional conduct, failure to pay dues at the prescribed time, or any other act detrimental to the welfare of the Association or the game of baseball. Such forfeiture shall require the approval of two-thirds of the Board of Directors and shall be a minimum time period of one year.

Section 4 *Right of Appeal*

Any member of the Association has a right to appeal any action taken against him by the Board of Directors. Appeals must be sent in writing to the President of the Board of Directors within fourteen days of the time such action was received. Such appeals will be duly considered and the final action taken at the next scheduled meeting of the Board of Directors.

Section 5 *Reinstatement*

Reinstatement of membership in the Association or any other lost privilege shall require the approval of two-thirds of the Board of Directors.

Section 6 – *Conflict of Interest* (revised 2019)

The Association’s “conflict of interest” safeguards Officers, board of directors and assignors Membership and the schools they serve. All Unit members (including the Board of Directors, the Instructional Chairperson, and the Assignor) shall recognize that anything that may lead to a conflict of interest, either real or apparent must be avoided. Gifts, favors, special treatment, privileges, employment, or personal relationship with a school or team that can compromise the perceived impartiality of officiating must be avoided. All Unit members shall resist every temptation and outside pressure to use one’s position as an official to benefit oneself.

ARTICLE IV

OFFICERS AND THEIR DUTIES

Section 1 *Officers* (Updated by Amendment IV, 2013)

The officers of the Association shall be

1. President
2. Vice-President
- ~~3. Immediate Past President~~
4. Secretary - Treasurer

Section 2 *Board of Directors* (Updated by Amendment IV, 2003)

The Board of Directors shall consist of eight members. They shall be the President, Vice-President, ~~Immediate Past President~~, Secretary - Treasurer, and ~~four~~ five members of The Association elected at large from the membership. (revised 2003)

The board shall be bonded for a minimum of \$10,000 and insured against liability, the premiums to be paid out of the unit funds. (revised 2019)

Section 3 *Right to Vote*

All members of the Board of Directors shall have the right to vote on all matters concerning the Association.

Section 4 *Duties* (Updated by Amendment IV, 2003)

The President shall preside at all meetings of the Association and the Board of Directors. He shall appoint the Chairman of each committee, call any necessary special meetings, and execute the will of the Association.

The Vice-President shall serve in the place of the President in the event it becomes necessary to do so. He shall also serve as the Chairman of the Nominating Committee.

The Secretary - Treasurer shall keep a permanent record of the business activities of the Association. This record (minutes) shall be made to any member in good standing of the Association for review. He shall give notice of the meetings, maintain a current roster of the qualified members, deposit or hold in trust all funds remitted to him in behalf of the Association. He shall account for all funds remitted to him at any other time the Board of Directors demands. He shall also perform any other related duties assigned to him by the President or the Board of Directors.

An assistant to the Secretary - Treasurer (Recording Secretary) shall be appointed annually by the President, with the approval of the Board of Directors. His duty shall be to assist the Secretary - Treasurer with his duties.

~~**The Immediate Past President** shall serve as the Chairman of the Banquet Committee. He shall also perform any other duties assigned him by the President or the Board of Directors.~~
(revised 2003)

The Board of Directors shall exercise general supervision of the officers and committees of the Association. It shall consider questions affecting the Association and shall submit its recommendations and decisions to the Association. The Board shall declare any office vacant and shall call the President to fill the vacancy for the current duration of the term, with Board approval. The Board shall constitute an Appeals Board to review decisions of any committee or

ruling of any officer. Any decision by the Board of Directors may be reversed by a two-thirds vote of the qualified members voting at any regular meeting, subsequent to a written notice given to the Board of Directors and the membership of the Association.

ARTICLE V

ELECTIONS

Section 1 *Nominations*

The Chairman of the Nomination Committee shall present the nominees to the membership on the third to the last meeting of the Association prior to the adjournment for the year. Additional nominations may be made from the floor at that time.

Section 2 *Voting*

~~All present qualified members of the Association shall vote for the candidates. Voting shall be done by secret ballot. A simple majority of those voting shall be required for election. The election shall be held during the last regularly scheduled general meeting of the season.~~

(Procedure changed by Amendment 2)

Section 3 *Election of the President*

The Vice-President shall become President following the term of the President.

Section 4 *Election of the Board of Directors* (Updated by Amendment IV, 2003)

Two qualified members of the Association shall be elected to the Board of Directors each year.

Section 5 *Terms of Office* (Updated by Amendment IV, 2003)

President.....	Two Years
Vice President.....	Two Years
Immediate Past President.....	Two Years
Secretary - Treasurer.....	One Year
Board of Directors.....	Two Years

ARTICLE VI

Amendments

Any proposed amendment to this Constitution shall be signed by ten qualified members and presented to the Board of Directors in writing at a regularly scheduled meeting. After approval, it shall be presented to the general membership at a regularly scheduled meeting for consideration. A ballot for final adoption shall be taken at the next regularly scheduled meeting. The amendment will be adopted if two-thirds of the qualified members voting, ratify the proposal.

AMENDMENT I

Name

(Ratified in 1994)

The San Gabriel Valley Baseball Officials Association, an affiliate of the Southern California Baseball Officials Association, is now known as the San Gabriel Valley Unit of the California Baseball Umpires Association.

AMENDMENT II

Voting

(Ratified in 1994)

Section 1

Article V, Section 2 is repealed.

Section 2

All present qualified members of the Association shall vote for the candidates. Voting shall be done by secret ballot. A plurality of those voting shall be required for election. The election shall be held during the last regularly scheduled general meeting of the season.

AMENDMENT III

Associate Membership

(Ratified in 1994)

AN ASSOCIATE MEMBER is one who has no intention of actively officiating, but wishes to understand the rules of baseball better.

An Associate Member may also be a qualified member from another unit of the California Baseball Umpires Association, who wishes to work games for the San Gabriel Valley Unit. His qualifications, fees, privileges, and restrictions shall be determined by the Board of Directors.

AMENDMENT IV

Elimination of the Immediate Past President

(Ratified in 2003)

Section 1 *Elimination of the office of Immediate Past President*

The office of Immediate Past President is hereby abolished. This position on the Board shall be replaced during the 2003 election by one additional At Large Member of the Board of Directors which shall have a two-year term.

Section 2 *Election of the Board of Directors*

Article V, Section 4 is repealed.

Three qualified members of the Association shall be elected to the Board of Directors in years when there is no election of a Vice President. Two qualified members shall be elected to the Board of Directors in other years, unless to fill necessary vacancies.

Section 3 *Banquet Committee Chairman and Other Duties*

The Chairman of the Banquet Committee shall be appointed by the President. Any other duties of the Immediate Past President shall be assimilated by the Board of Directors.

AMENDMENT V

Filling Vacancies of Elected Officials

(Ratified in 2003)

Section 1 *Procedure for Filling Vacancies*

If a vacancy occurs in any elected office, The President, or Acting President, with the approval of the Board of Directors, will appoint a replacement until the following election unless the term expires.

Section 2 *Vacancy of the President*

If the Presidency becomes vacant, the Vice President shall become President for the remainder of that term and then continue to serve as president for the term he was elected. An Acting Vice President shall be appointed until the following election.

BYLAWS

SAN GABRIEL VALLEY OFFICIALS ASSOCIATION

ARTICLE I

Meetings

Section 1 *Board Meetings* (Revised, 2018)

The Board of Directors shall hold a minimum of three meetings between seasons. The first meeting should be within eight weeks after the last regularly scheduled Association meeting. The Board should meet at least 24 hours prior to each general meeting. Effective July 1, 2018, this Unit shall operate on a fiscal year basis (July 1st – June 30th).

Section 2 *General Meetings* (Revised, 2018)

General meetings shall be held during the baseball season. The number of meetings, time, and place shall be determined by the Board of Directors. Prior to the beginning of the season, the membership shall be advised of the schedule of meetings.

During the month of July, the membership shall be notified of scheduled meetings and dues. Members shall have the opportunity to pre-pay and receive a discount on dues. Also, members shall have an option to participate in a monthly payment plan that will take place from August through November of each calendar year.

Section 3 *Special Meetings* (Revised, 2018)

Special meetings are those called for, by the President of the Association, for any special purpose. The membership shall be advised immediately upon a special meeting being planned. The membership shall be advised in writing and by an announcement at a regularly scheduled meeting at least two weeks in advance of a special meeting.

Section 4 *Executive Council Meetings* (Revised, 2018)

The Executive Council Meetings shall be attended by the President and/or Vice President, the Secretary - Treasurer, and the Instructional Chairperson.

ARTICLE II

Quorum

A quorum shall be required to conduct business at any meeting and shall consist of 50 percent plus one of the membership.

ARTICLE III

Membership

Section 1: *Classifications* (revised 2019)

The Unit will recognize two types of individual membership, Qualified and Non-Qualified

1. A Qualified Member will meet the following minimum requirements annually:
 - a. Pay dues as required by the Unit
 - b. Sign and return to the Secretary/Treasurer the Unit Agreement of Independent Contractor status and Waiver of Liability.
 - c. Attend a minimum of eighteen (18) hours of instruction if a continuing member or a minimum of twenty (20) hours of instruction if an entering member.
2. Attain a minimum score of 80% on two of the following three items:
 - a. The study Guide
 - b. The Classification Exam
 - c. The Classification Make-up Exam
3. Demonstrate floor competency in a manner designated by the Instructional Committee or Instructional Chairman and approved by the Board.
4. A Non-Qualified Member will have failed to complete one or more requirements, , and will remain a Non-Qualified Member until requirements are met.

Section 2: *Training* (revised 2019)

Members are required to Attend a minimum of eighteen (18) hours of instruction if a continuing member or a minimum of twenty (20) hours of instruction if an entering member. Membership meetings begin approximately 6 to 7 weeks before the beginning of the CIF Southern Section season. Members attend 6 3-hour instructional meetings that include one field clinic. Entering members attend one additional meeting. Instruction addresses rules, mechanics, philosophy, and ethics. Members are tested on rules and mechanics knowledge.

Attain a minimum score of 80% on two of the following three items:

1. The C.B.U.A. study Guide
2. The C.B.U.A. Classification Exam
3. The C.B.U.A. Classification Make-up Exam

ARTICLE IV

Duties of the Board

1. The President shall (revised 2019)
 - a. Call and properly conduct Board Meetings
 - Allow board discussion and voting by electronic means. In the event, there is something that needs to be handled before a scheduled meeting, electronic voting

will be allowed. Also, if warranted some form or electronic media may be used in order to discuss any matter that needs immediate attention.

- b. Conduct Unit Meetings
 - c. Appoint and oversee all committees
 - d. Be chief correspondent for the unit
 - e. Represent the Unit at all C.B.U.A. meetings
2. The Vice President shall
- a. Preside in the absence of the President
 - b. Be responsible for instituting, organizing, and providing results to the membership for the Unit rating program, on member officiating performance.
 - c. Conduct nominations for the Board, conduct the election and provide election results to the membership.
 - d. Perform other duties at the discretion of the President.
3. The Secretary/Treasurer shall:
- a. Keep accurate and complete minutes of the Board meetings and file them for the inspection of the Board or Unit members.
 - b. Keep an accurate roster of Qualified and Non-Qualified Unit members and supply this roster to the Board, Unit Assigner, and the C.B.U.A.
 - c. Keep an accurate roll of member meeting attendance and test scores for the purpose of determining Qualified and Non-Qualified status of Unit Members.
 - d. Prepare Unit Correspondence as directed by the President of the Board.
 - e. Keep ready for inspection an accounting of the monies of the Unit and of their collection and distribution.
 - f. Keep the Board and Unit members informed about the financial status of the Unit.
 - g. Prepare the annual budget for the approval by the Board, prepare the annual audit (with the audit committee) for approval by the Board, and submit a current balance sheet to the Board for each Board meeting.
 - h. Attend all C.B.U.A meetings
 - i. Perform other duties related to the position.

ARTICLE V

Fees and Dues

(Revised, 2018)

A detailed breakdown of the various membership cost shall be approved by the Board of Directors annually, including membership and assignor fees, prior to the solicitation of dues from the membership.

ARTICLE VI

Committees and Appointments

Section 1 *Appointment of Committee Members and Other Appointments* (Revised, 2018)

All standing committees may consist of three or more members. The Chairperson of each committee shall be appointed by the President with the approval of the Board of Directors. The remaining members of each committee shall be appointed by the Chairperson of that committee.

Any appointment that is restricted to the members of the Board of Directors, that member must resign in writing from the Board and that vacant position will be filled by appointment until the following election unless the term expires at that election.

Section 2 *Banquet Committee* (Revised, 2018)

The President shall appoint the Chairperson of the Banquet Committee. This committee shall have jurisdiction of all social activities of the Association. The Banquet Chairperson shall prepare a proposed budget for approval by the Board of Directors, before making any financial commitment(s) for any social activity or event.

Section 3 *Instructional Committee* (Revised, 2018)

The Instructional Chairperson shall be appointed by the Board of Directors for a (2) two-year term. With the approval of the Board of Directors, he/she shall organize, present, and conduct the instructional program of the Association. He/she shall have jurisdiction over the interpretations of rules, have the authority to determine the types of mechanics of officiating to be used by the Association, and to have authority to establish and conduct tests and examinations for the qualifying of members. With the approval of the Board of Directors, he/she may also appoint an Assistant Instructional Chairperson and Instructors. The Instructional Chairperson shall have been a member of THIS UNIT for one complete year (season).

The Instructional Chairperson shall not be a member of the Board of Directors. The Assistant Instructional Chairperson and other instructors may be members of the Board of Directors. The Instructional Chairperson shall sign a written agreement with the President for the two-year term.

Section 4 *Rating and Evaluation Committee* (Revised, 1992, 1996, 2018)

A Rating and Evaluation Committee shall be established to work with the Board of Directors and the Instructional Chairperson to compile data concerning the performance of officials. The Chairperson of this committee shall be appointed by the President of the Association. This data will also be provided to the Assigner and Playoffs Committee.

Section 5 *Auditing Committee* (Revised, 1997, 2018)

The Auditing Committee shall audit the record of the Secretary – Treasurer at the end of each season, or anytime the Board of Directors shall deem advisable. The Secretary-Treasurer shall not be a member of the Auditing Committee. The Secretary-Treasurer shall provide timely data and related information to the committee when requested. The Auditing Committee’s report shall be presented at the June meeting of the Board of Directors.

Section 6 *Publicity and Recruitment Committee*

The Publicity and Recruitment Committee shall handle all matters concerning the publicity of the Association. They shall also be responsible for recruiting quality individuals to join the Association.

Section 7 *The Assigner* (Amended, 1992; Revised, 1996, 1997, 2000, 2018)

The Assigner shall be appointed by the Board of Directors for a (2) two-year term. He/she shall assign games to each qualified member, as independent contractors, at the level that the member has been approved by the Board of Directors. The Assigner shall be responsible for collecting his/her assignment fees from the membership in a manner approved by the Board of Directors. The Assigner must notify the President and the Board of Directors of any action that involve any member regarding a change in his/her game assignments.

The Assigner is also responsible for receiving the Playoff list from the Playoffs Committee. The Assigner shall assign playoff crews according to the availability and eligibility that he/she has received. The Assigner shall have been a member of THIS UNIT for one complete year (season). The Assigner shall not be a member of the Board of Directors. The Assigner shall sign a written agreement with the President for the two-year term.

Section 8 *Ethics and Grievance Committee* (Amended, 1992; Revised, 1996)

An Ethics and Grievance Committee shall be established that will receive any grievance from any member concerning the Association. This committee shall also receive reports on ethics violations by any member of the Association. This committee shall forward its recommendations to the Board of Directors. The Chairperson of this committee shall be appointed by the President.

Section 9 *Playoffs Selection Committee* (Amended, 1996; Revised, 1997, 2018)

A Playoffs Selection Committee will consist of the Board of Directors and any other members the President and the Board so chooses. The Chairperson of this committee shall be the President of the Association. The Playoffs Selection Committee will compile a list of eligible members using data from the Rating and Evaluation Committee for possible CIF-SS playoff

assignments and nominate members for semi-finals and finals contests. This committee will forward this list to the Assigner.

Any Qualified Member in good standing shall be eligible for possible playoff assignments provided they have worked at least ten varsity level contests for this Association (Unit) and at least one complete years' service with the San Gabriel Valley Unit. Only members that have been rated by the Rating and Evaluating Committee for finals contests and with a minimum of five years' service with the San Gabriel Valley Unit may be eligible for working a finals contest. The list of members selected to work the finals shall be posted on the San Gabriel Valley Unit website and forwarded to the membership at large. Any member who has worked a finals contest may not be eligible for the finals in the following season and only two finals in a five-year period.

Section 10 *Instructional Review Committee* (Amended, 1997, 2018)

The Instructional Review Committee shall review the Unit's instructional program, mechanics and the performance of the Instructional Chairperson and the Instructors. The Instructional Chairperson shall not be a member of the Instructional Review Committee. The Instructional Chairperson shall provide timely data and information to the committee when requested. The Instructional Review committee's report shall be presented at the June meeting of the Board of Directors.

Section 11 *Assignment Review Committee* (Amended, 1997, 2018)

The Assignment Review Committee shall review the Unit's Assigner, his/her assignments, and his performance as the Assigner. The assigner shall not be a member of the Assignment and Assignor Review Committee. The Assigner shall provide timely data and related information to the committee when requested. The Assignment and Assignor Review Committee shall review all assignments prior to disbursement of individual schedules and then forward its recommendations to the Board of Directors. The Assignment and Assignor Review Committee's final report shall be presented at the June meeting of the Board of Directors.

Section 12 *Playoffs Recommendation Committee* (Amended, 1997)

The Playoffs Recommendation Committee shall meet to select candidates for possible C.I.F.-S.S. playoffs contests and forward its playoffs candidates to the Board of Directors. The Playoffs Recommendation Committee shall meet on or before the last week of April.

ARTICLE VII

Secretary – Treasurer Protection

Section 1 *Bond*

The Secretary – Treasurer shall be bonded for five thousand dollars, the premium to be paid out by the Association funds.

Section 2 *Audit*

The Secretary – Treasurer shall submit records for an audit at the end of each season or at any time the Board of Directors may deem advisable.

ARTICLE VIII

Salaries

The Secretary – Treasurer and the Instructional Chairperson are the only members of the Association to receive a salary for their services. Their salaries shall be fixed by the Board of Directors, published and made available to the membership at large. (Amended, 2018)

ARTICLE IX

Rules of Order

Robert's Rules of Order shall govern all meetings of the Association, unless such rules are conflict with the Constitution or Bylaws of the Association.

ARTICLE X

Declaration of Adoption

These Bylaws and Constitution of the San Gabriel Valley Unit, an affiliate of the Southern California Baseball Officials Association, shall be in accord with those of the National Federation of State High Schools Associations, the Southern California Baseball Officials Association, and the California Interscholastic Federation – Southern Section's (CIF-SS) Athletic Administrators Handbook.

ARTICLE XI

Amendments

These Bylaws may be amended by five affirmative votes of the Board of Directors.

ARTICLE XII

Moral Turpitude of Membership

No person shall be assigned games from The Association if they have been convicted of any crimes that are involving moral turpitude. (Amended, 2000)