

**BY-LAWS**  
**LONG BEACH UNIT**  
**CALIFORNIA BASEBALL UMPIRES ASSOCIATION**



## ARTICLE I – NAME

The name of the organization is the Long Beach Unit of the California Baseball Umpires Association (C.B.U.A.) an unincorporated, non-profit organization being the Long Beach unit of the California Baseball Umpires Association.

## ARTICLE II – PURPOSES

SECTION 1. The purposes of this unit are:

- a. To encourage high ethical standards among baseball officials involved in amateur athletics.
- b. To provide an educational, instructional and practical program for baseball officials so as to qualify them for officiating assignments under the auspices of the California Interscholastic Federation - Southern Section (C.I.F. - S.S.)
- c. To provide qualified/certified baseball umpires for all C.I.F. - S.S baseball games submitted to the unit by the schools within the unit's jurisdiction or otherwise assigned by the C.I.F. - S.S. or C.B.U.A.

SECTION 2. The unit's jurisdiction is defined by the C.I.F. - S.S., and currently encompasses the region from Long Beach to Whittier from slightly West of the 710 Freeway to slightly East of the 605 Freeway. The list of schools serviced by the unit is maintained on the unit's website at [www.socalofficials.org](http://www.socalofficials.org).

## ARTICLE III – MEMBERSHIP

SECTION 1. Membership in this unit shall consist of those individuals who have paid the prescribed dues and who have met the qualifications established by the unit By-Laws, and Standing Rules.

SECTION 2. Membership shall be made available without regard to gender, race, color, creed or national origin.

SECTION 3. A member in good standing is one who has made timely payment of all dues, fees and charges and has fulfilled attendance, instructional, educational and other requirements as established by the Executive Board. Those members who do not meet the above requirements are not members in good standing.

SECTION 4. The Board of Directors shall determine the standing of all members. A member not in good standing is ineligible to umpire games within the unit's jurisdiction and cannot serve on the Board of Directors in the Long Beach Unit.

SECTION 5. All members are independent contractors and shall comply with California state guidelines for independent contractors. They are solely responsible for their income, tax reporting and general liability insurance. Each member of the unit is required to obtain their own general liability insurance.

## ARTICLE IV – DUES AND FEES

SECTION 1. Membership dues and due dates for the unit shall be determined annually by the Board of Directors, to be paid to the Secretary-Treasurer as specified by the Executive Board. An official may appeal to the Executive Board for an extension of the due date. The Executive Board will decide the appeal on a case by case basis. The Executive Board's decision is final.

SECTION 2. A fee shall be assessed for each game assigned to a unit member.

SECTION 3. Game fees and due date(s) for payment shall be adopted by the Executive Board annually. Such adoption shall be made prior to the first general meeting of the unit.

SECTION 4. Additional fees or charges may be adopted by the Executive Board in order to comply with the requirements of the C.B.U.A.

## ARTICLE V – OFFICERS AND THEIR ELECTION

SECTION 1. The officers of this unit shall be a President, a Vice-President, and the immediate past President, four directors, a Secretary-Treasurer, Assignor, and an Instructional Chairman. These officers shall be elected with the exception of the Secretary-Treasurer, Assignor, and the Instructional Chairman who shall be appointed by the Executive Board.

SECTION 2. Terms of Office:

- a. The President and Vice-President shall serve for elected terms of two (2) years or until their successors have been elected. They shall not be eligible to serve two consecutive elected terms.
- b. Directors serve for an elected term of two (2) years. Each shall be eligible to serve one (1) additional consecutive elected term. Two of the four directors shall be elected annually.
- c. The immediate past President shall serve until there is a new past President. In the event of a vacancy, the President may appoint a second Vice-President subject to approval by the Board of Directors.
- d. The Secretary-Treasurer, Instructional Chairman and unit Assignor shall serve one-(1) year terms. Each shall be eligible for reappointment by the Executive Board.
- e. Newly elected officers shall take office on July 1<sup>st</sup> following their election.

SECTION 3. The Secretary-Treasurer, Instructional Chairman, and Assignor are compensated positions and shall be designated as ex-officio members of the Executive Board. They are not voting members of the Executive Board. Appointment of these positions shall be made after July 1<sup>st</sup> at an Executive Board meeting following the elections.

SECTION 4. Nominations for elected office shall be as follows:

- a. The Executive Board shall serve as a nominating committee.
- b. The committee report shall be presented to the Unit at the general meeting immediately preceding the annual election meeting.
- c. Nominations from the floor, for inclusion on the official ballot, shall be taken at the time that the nominating committee report is presented.
- d. Additional nominations from the floor may be made at the time of the annual election meeting.

SECTION 5. The annual election meeting shall be held on the same night as the qualification examination.

SECTION 6. Only those members who are in good standing, eligible for office, and who have consented to serve shall be nominated for, or elected to office.

SECTION 7. Only those members who are in good standing and are present at the annual meeting are qualified to nominate, second or vote in the election.

SECTION 8. A vacancy occurring in the office of President shall be filled for the unexpired term by the Vice President. If the Vice President is unable or unwilling to serve, the office shall be filled by a Director elected by a simple majority of the Executive Board. If the Executive Board is unable to elect a Director, they may elect by a simple majority any Unit member in good standing.

SECTION 9. A vacancy occurring in the office of Vice-President shall be filled by a Director elected by a simple majority of the Executive Board. If the Executive Board is unable to elect a Director, they may elect by a simple majority any Unit member in good standing.

SECTION 10. A vacancy occurring in the office of Director shall be filled for the unexpired term by the designated replacement (first runner-up) in the immediately preceding election.

SECTION 11. If an office remains unfilled after election, it shall be considered a vacant office to be filled by the board-elect.

## ARTICLE VI – DUTIES OF OFFICERS

SECTION 1. The President shall:

- a. Be the chief executive of this unit, and shall preside at all meetings of the unit and of the Executive Board.
- b. Appoint all committees.
- c. Regulate the order of business and debate in the meetings in accordance with the parliamentary usages and rules as set forth in “Robert’s Rules of Order” – latest edition.
- d. Represent the Long Beach Unit at C.B.U.A. Executive Council meetings.

- e. Prepare the agenda for unit and Executive Board meetings.
- f. Perform such other duties which are incidental to his office or which he may be directed to perform by the Executive Board.

SECTION 2. The Vice-President shall:

- a. Serve in the absence of the President, or upon his request, or upon his inability to fill his office.
- b. Attend C.B.U.A. Executive Council meetings, if directed.
- c. Be in charge of fundraising and entertainment.
- d. Perform such other duties as required by the Executive Board.

SECTION 3. The Secretary-Treasurer shall:

- a. Collect all monies due the association, and keep an accurate record thereof. Game fees may be collected by the Secretary-Treasurer at the direction of the Executive Board.
- b. Have authority to open and maintain a bank account, sign checks, and withdraw funds therefrom, upon order and approval of the Executive Board.
- c. Shall issue all notices, membership cards and kits, and conduct the official correspondence of the unit.
- d. Have charge of and preserve all papers, books, documents, records and communications.
- e. Keep a record of all proceedings of the unit at the Executive Board meetings.
- f. Submit bi-annual financial reports in writing to the Executive Board. These reports will be delivered to the Executive Board in January and July of each year. This report may be made available to general members in good standing upon request.
- g. Attend C.B.U.A. Executive Council meetings as directed.
- h. Be bonded in the sum of no less than five thousand dollars (\$5,000.00), and the premium for the bond shall be paid by this unit. The Secretary-Treasurer shall also obtain general liability coverage for the CBUA Long Beach Unit. This coverage shall extend to the officers and Board of Directors while acting in their officer/director capacity.
- i. Perform any other duties as assigned.

SECTION 4. The Instructional Chairman shall:

- a. Be responsible for meeting with the C.B.U.A. Executive Council Instructional Chairman, assistant Instructional Chairman, and local unit's Instructional Chairmen each year prior to the start of the baseball season to organize and prepare examination questions and officiating mechanics for the ensuing season.

- b. Prepare for the six (6) to eight (8) weekly instructional programs, clinics and examinations to be taken by the members.
- c. Forward to the Secretary-Treasurer the schedule of “b”.
- d. Preside over the portions of the meetings relating to baseball rules and officiating mechanics.
- e. Select the instructors in consultation and with the consent of the Executive Board.
- f. Conduct the instructor’s meetings.
- g. Perform any other duties as assigned.

SECTION 5. The immediate past President shall serve as a resource for membership and the Executive Board, and shall perform all duties as required by the unit.

SECTION 6. The directors shall represent the general membership on the Executive Board, and shall perform such duties as required by the unit.

SECTION 7. All officers, including the Secretary-Treasurer, Assignor, and Instructional Chairman, are required to attend unit meetings and meetings of the Executive Board. When an officer fails to attend three consecutive Executive Board meetings without adequate excuse, or fails to fulfill the responsibilities of office as prescribed, the Executive Board may, by a two-thirds (2/3) majority affirmative vote of the Executive Board members present, declare the office vacant. Personal service/notice or any method of notification with proof of delivery, of the exact time, place, and date of this meeting will notify the officer, whose position is in jeopardy. The inability to notify the subject officer of the meeting after reasonable effort is made shall be considered as having met the requirement for notification.

SECTION 8. The Assignor shall:

- a. Be responsible for ensuring that every game has the proper complement of officials assigned.
  - 1) Assignments shall be made in such a way as to avoid, whenever possible, the appearance of a conflict of interest by not assigning officials to schools or leagues with which they have had any professional or academic association within the last 5 years.
  - 2) Assignments shall be made in a fair and equitable manner, and without regard to race, color, creed, religion, sex or national origin. Formal complaints with regard to assignments shall be handled through the unit’s Disciplinary/Ethics process.
- b. Request and maintain availability records from all members in good standing; request and maintain records of all games from area schools; and record both into an assigning program.

- c. Maintain an accurate record of game assignments, both by game and official. The Assignor may collect the game fees. These fees will be decided by the Executive Board prior to each baseball season, no later than January 15<sup>th</sup>.
- d. Maintain a contemporaneous log of turn-backs and reassignments to ensure proper preparation of required reports.
- e. Maintain sufficient office hours to properly execute duties as required by the Executive Board and the CIF Southern Section office.
- f. Report to the Executive Board all no-shows, commendations, complaints, and significant correspondence received from the member schools and their representatives concerning our umpires.
- g. Perform any other duties as assigned.

## ARTICLE VII – UNIT MEETINGS

SECTION 1. General meetings shall be held during the months of December, January, February, and March.

SECTION 2. Instructional meetings shall be held immediately following general meetings during these same months.

SECTION 3. One or more instructional field clinics shall be held for specific classes or purposes during the period beginning in January and ending in June.

SECTION 4. The annual election meeting and the qualification examination shall be held on the same night.

SECTION 5. Members are required to attend all regularly scheduled meetings and clinics to remain in good standing.

Absence shall be made up by attending an instructional meeting /clinic at another unit of the C.B.U.A. and securing written verification from that instructor.

SECTION 6. The exact number, location, and times of required meetings and clinics shall be determined annually by the Executive Board prior to the due date set by CBUA. The number of meetings shall be sufficient to meet the requirements by CBUA and CIF SS, minimum of 18 hours. The Secretary-Treasurer shall include the official calendar in the general mailing to all members.

SECTION 7. Special meetings may be called by the President, by written request of a quorum of the Executive Board, or by written request of five unit members in good standing. Notification of such meetings shall be made by the fastest practicable means.

SECTION 8. A quorum for the transaction of business of general membership shall be one-half (1/2) of the member's plus one.

## ARTICLE VIII – EXECUTIVE BOARD

SECTION 1. The Executive Board shall consist of the elected officers, the directors and those appointed positions designated as ex-officio.

SECTION 2. The Executive Board shall:

- a. Have the power to conduct all necessary business of the unit.
- b. Make the annual determinations of
  - 1) The amount to be paid by members for game fees and other fees
  - 2) The number, date(s) and location(s) of meetings and clinics.
  - 3) The amount of compensation for compensated positions.
- c. Determine the requirements for designation as a member in good standing and include such in the standing rules.
- d. Determine the ratings of unit members by the method set forth in the standing rules, and forward such ratings to the Assignor. The ex-officio members will be allowed to participate in this evaluation.
- e. Consult with the Instructional Chairman and approve the selection of class instructors.
- f. Determine the number and levels of classes each year.
- g. Hold hearings regarding discipline of members, re: ARTICLE XII.
- h. Reimburse Executive Board members for ordinary and necessary expenditures on behalf of the unit and submitted with receipts.
- i. Have the power to create committees on behalf of the unit.

SECTION 3. The Executive Board may meet at every general meeting or at such other times as requested. Special meetings may be called by the President and shall be called upon written request of three (3) Executive Board members. There shall be at least six regular Executive Board meetings per fiscal year.

SECTION 4. Four (4) voting members shall constitute a quorum for the transaction of any business of the Executive Board.

## ARTICLE IX – COMMITTEES

SECTION 1. The Executive Board shall create such committees as required to promote the work of the unit.

- a. A committee designated as “standing” (that is, the responsibilities carry over from year to year) shall be listed in the Standing Rules. The task and policies of such a committee shall be developed as an addendum to the Standing Rules.



- b. A committee designated as “ad hoc” (that is, the responsibilities relate to a short-term specific task) shall be instructed by the President at the direction of the Executive Board.
- c. The membership, function and instructions of the committee shall not be in conflict with the provisions of these By-Laws.

SECTION 2. Chairmen and members of committees, all of whom shall be members in good standing of this unit, shall be appointed by the President subject to the ratification of the Executive Board.

SECTION 3. The term of office for chairman of standing committees shall be one (1) year or until their successors have been appointed. A committee chairman may be reappointed for a second consecutive term.

SECTION 4. The chairman shall present a plan of work to the Executive Board for approval.

SECTION 5. The official report of a committee shall be in writing, with a copy to the Secretary-Treasurer for inclusion in the minutes.

SECTION 6. The quorum for a committee meeting shall be a majority of its members.

SECTION 7. The President shall be a non-voting, ex-officio member of all committees.

#### ARTICLE X – LIFE MEMBERSHIP

A member in good standing for twenty-five (25) years, may upon a majority vote of the Executive Board, receive a full membership life pass in recognition of past services.

#### ARTICLE XI – CLASSIFICATION/ELIGIBILITY

SECTION 1. A qualified member shall be at least eighteen (18) years of age or older who meets the standards set forth in the Umpire Certification Policies of the Standing Rules.

SECTION 2. A non-qualified member is one who does not meet the requirements as set forth for a qualified member. A non-qualified member shall not have the right to vote, hold office, or receive any game assignments.

SECTION 3. All qualified members shall be rated by the Executive Board in consultation with the instructors, according to the standards set forth in the Standing Rules and addendums.

- a. The Instructional Chairman shall interview and evaluate any new member with prior officiating (i.e., high school, college, etc.) experience who joins this unit to determine the rating to assign said member.
- b. Game assignments shall be based on these ratings to the extent possible.

SECTION 4. A list of qualified officials will be provided to the unit Assignor by the Executive Board.

SECTION 5. If any assignments are missed or not completed, the other official(s) who worked the game shall notify the Assignor within one business day.

- a. The Assignor shall inform the Secretary-Treasurer, who shall make a notation of the same in writing and a “forfeiture of the game fee” (fine) shall be imposed.
- b. All fines must be paid within the timeline established by the Executive Board prior to receiving any future assignments.
- c. The official may appeal within seven business days to the Executive Board.
- d. The decision by the Executive Board shall be final.
- e. All monies will go into the general fund.

## ARTICLE XII – DISCIPLINARY/ETHICS ACTION

SECTION 1. Any Executive Board member, committee chairman or general member whose actions, moral or ethical conduct may be considered detrimental to this unit, or who fails to support or adhere to the By-Laws and Standing Rules of this unit shall be subject to disciplinary action. Any member in good standing may prefer charges against any member, officer, director or committee chairman.

The disciplinary process shall be as prescribed in the Disciplinary/Ethics Policy found in the Standing Rules.

SECTION 2. Disciplinary action may be taken by the Association when a member’s actions are not in the best interest of the Association. Such action may include:

- a. Suspension or removal of game schedule
- b. Suspension of good standing in the unit
- c. Expulsion from the unit
  - (1) Any member expelled shall have the right to apply for reinstatement before January 1 of any year. The Executive Board shall determine whether a member shall be reinstated or not and if so, on what conditions. Any decision of the board regarding reinstatement shall be final and non-appealable for that year. However, nothing shall prohibit an expelled member from applying for reinstatement in any subsequent year.
- d. Removal from office
- e. Such other action as should be approved by the Disciplinary/Ethics Committee and upheld by the Executive Board

SECTION 3. Membership in this unit shall terminate upon a member’s written resignation, following acceptance by the Executive Board, or by the member failing to maintain membership in good standing for a period of one year. If a resigned member should re-apply, the application will be treated as that of a new member.

SECTION 4. A member may request a leave of absence during which Association dues are waived. The request shall be submitted to the Executive Board in writing. If accepted,

this leave will be honored for the subsequent season. The member may return with all previous benefits during this period, unless specifically limited by other reasons.

SECTION 5. All monies paid into the unit's treasury by a member shall remain in the general fund upon that member's termination.

SECTION 6. All monies due this unit from a member shall be payable in full prior to his termination from this Association.

#### ARTICLE XIII – OBSERVATION AND EVALUATION

SECTION 1. Game officials shall be subject to observation and evaluation at various times during the baseball season. The Instructional Chairman shall oversee the program.

- a. Specific members of the observation committee shall be assigned to critique, evaluate and offer constructive criticism to the official(s) under observation.
- b. A written report form shall be used and submitted to the Instructional Chairman.
- c. A game fee may be paid from the general fund to the observer.
- d. Any member of the association shall be able to request an official evaluation of his work.

#### ARTICLE XIV – REVENUE

SECTION 1. The funds of this unit shall be derived from membership dues, fees, fines, contributions, sales and entertainments held for that purpose.

SECTION 2. The amount and date(s) of payment(s) of dues, fees and fines shall be established by the Executive Board.

- a. The Secretary-Treasurer shall include the schedule(s) for payment in the official mailing from the unit.
- b. The Assignor shall include the charges for game fees with the assignment schedule.

SECTION 3. The funds of this unit shall be used in accordance with the purposes, policies and procedures stated in the By-Laws, Standing Rules and addenda. They may be used by the Executive Board to defend itself in the event of litigation. They shall not be used for any other purpose, nor shall they be commingled with those of any other organization or individual.

#### ARTICLE XV – RELATIONSHIP TO C.B.U.A. AND C.I.F.

SECTION 1. This unit shall be a full member of the California Baseball Umpires Association, and shall be subject to its governance except as it conflicts with these By-Laws.

SECTION 2. This unit serves the California Interscholastic Federation – Southern Section and accepts it’s input on matters of discipline and organization, and follows it’s direction on matters of on-field mechanics and rules interpretation.

#### ARTICLE XVI – FISCAL YEAR AND IRS NUMBER

SECTION 1. The fiscal year of this unit shall begin July 1<sup>st</sup> and end June 30th.

SECTION 2. The Internal Revenue Service Employer Identification Number (EIN) for this unit is 81-0577522.

#### ARTICLE XVII – PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert’s Rules of Order newly Revised, latest edition, shall govern this unit in all cases in which they are applicable and in which they are not in conflict with these By-Laws.

#### ARTICLE XVIII – AMENDMENTS

SECTION 1. These By-Laws may be amended by a two-thirds (2/3) affirmative vote at any regular meeting of the Executive Board, provided notice has been given at the previous regular meeting, or 14 days written notice has been given to each member of the Executive Board.

SECTION 2. These By-Laws shall be reviewed every three years by a committee chaired by the immediate past President.

- a. Membership of the committee shall include at least two additional members of the Executive Board and two members from the general membership.
- b. The process of amending the By-Laws shall be completed before the first general meeting in January.
- c. Changes to the By-Laws shall take effect immediately after they are approved pursuant to article 18 section one. The Executive Board adopted these By-Laws on.