

**CHANNEL
COAST
SOFTBALL
OFFICIALS'
ASSOCIATION
BYLAWS**

CHANNEL COAST SOFTBALL OFFICIALS ASSOCIATION BYLAWS

ARTICLE 1 – MEMBERSHIP

SECTION 1: The Channel Coast Softball Officials Association (CCSOA) is a group of umpires whose goal is to provide quality of officiating for High School sports. Membership in the CCSOA is requested by submitting an application form, properly filled out, to the Secretary. Such application shall include, but not be limited to:

Previous officiating experience

Membership in other Associations

The caliber of competition applicant has officiated.

If the application is not accepted, the applicant will be sent a letter explaining the reason he/she was not accepted. Any applicant who is not accepted will have the right to go before the Board at the next Board Meeting and may be accepted as an official by a majority vote of the Board.

All members are **independent contractors**.

SECTION 2: Membership in the CCSOA shall be as follows:

- A: Active Member – A member who is in good standing and has met all the requirements of the by-laws.
- B: Associate Member – A member who does not officiate, but desires to maintain association with CCSOA for the betterment of the sport and officiating.
- C: Suspended Member – A member who has been suspended for cause by the Board of Directors.
- D: Inactive Member – A member who has not joined CCSOA but has been a member in good standing within the last two years.

SECTION 3: Any member in good standing desiring to withdraw may do so by writing to the Board of Directors. Upon receipt of said notice, the Secretary will terminate the membership. No fees will be refunded.

ARTICLE II – MEETING

SECTION 1: BOARD OF DIRECTORS MEETINGS – The business of the Association shall be conducted by the Board of Directors. The Board of Directors consists of the officers of the Association, which are The President, Vice President, Secretary, Treasurer, two Members at Large and the Past President, shall meet at least once a month as scheduled by the President.

- A: A quorum shall consist of a majority of the members of the Board. Voting by proxy shall not be permitted.
- B: Each officer, regardless of the number of offices held, shall have one vote.

SECTION 2: GENERAL MEMBERSHIP MEETINGS – The operating rules of the Association are established by the General Membership at the General Membership meeting. General Membership shall meet once a month during the season. Attendance is required (unless excused by an Officer of the Association) of all Active and Associate Members. The agenda will be distributed in advance whenever possible.

- A: A quorum shall consist of a majority of the eligible members. Voting by proxy shall not be permitted.
- B: The usual order of business at General Meetings shall be:
 - 1: Roll Call or sign in sheet
 - 2: Introduction of new applicants/guests
 - 3: Secretary/Treasurer Report
 - 4: Report of the Officers
 - 5: Report of the Committees
 - 6: Unfinished Business
 - 7: New Business
 - 8: Rules/interpretations/mechanics discussions
 - 9: Adjournment

SECTION 3: SPECIAL MEETINGS – Special meetings shall be scheduled as required.

- A: Clinics and training sessions will be scheduled by the Instructional Chair.

- B: Special business meetings shall be held at the call of the President or on petition to the President by and Board Member.

ARTICLE III – OFFICERS OF THE ASSOCIATION AND THEIR DUTIES

SECTION 1: PRESIDENT

- A: Performs all duties usually pertaining to the general administration of the CCSOA and the Office of the President.
- B: Chairs all Board of Directors, General Membership, and Special Meetings.
- C: Promotes the Association and makes all contractual commitments with the organizations desiring the services of CCSOA with a majority approval from the Board of Directors.
- D: Appoints all committee and chairpersons and shall be member ex-officio of all committees.
- E: Shall have the authority to take any action necessary to the effect these by-laws.
- F: Represent CCSOA at all meetings for CSOA.
- G: Establishes uniform and equipment requirements for the CCSOA.

SECTION 2: VICE PRESIDENT

- A: Assumes the responsibilities and authority Of the President during the absence or incapacitation of the President.
- B: Writes letters of recommendation and awards for the members.
- C: Assists the President and Instructional Chair as requested.

SECTION 3: SECRETARY

- A: Maintains minutes of all Board of Directors and General Membership meetings.
- B: Maintains up to date roster of all members.
- C: Ensures that all members are aware of all CCSOA General Membership Meetings.
- D: Registers all officials with CCSOA in conjunction with Treasurer.
- E: Maintains all files of correspondence and contracts.
- F: Prepares all Certifications for CCSOA with regards to CIF.

SECTION 4: TREASURER

- A: Maintains accurate records of all business transactions.
- B: Maintains a checking account in the name of CCSOA with the President, and Treasurer authorized to sign checks.
- C: Receives and disburses all monies for the CCSOA.
- D: Collects all monies for the CCSOA dues, fees, and assessments.
- E: Prepares and reports the CCSOA financial status at each General Membership Meeting.

SECTION 5: MEMBER-AT-LARGE

- A: Assists the President or any board member as requested.
- B: Conducts financial audits of the association with the treasurer.

SECTION 6: INSTRUCTIONAL CHAIR

Shall be an active member appointed by the President subject to the approval of a majority of the Board of Directors and shall have the following responsibilities:

- A: Conduct Clinics
- B: Review all files of training records and observations.
- C: Administer written and practical examinations.
- D: Ensure the training and classification of all officials.
- E: Interpret appropriate rules.
- F: Assist the Vice President as required.
- G: Represents CCSOA at all protest meetings involving members.
- H: Receives and reviews all complaints against officials, coaches, or spectators and recommends appropriate action to take to the Board of Directors.

SECTION 7: ASSIGNOR

Shall be an active member appointed by the President subject to the approval of the majority of the Board of Directors and shall have the following responsibilities.

- A: Keeps availability current on all umpires.
- B: Maintains an up-to-date schedule for all leagues supported.
- C: Makes assignments that consider the following factors:

- 1: Skill levels of teams supported.
- 2: Skill level and experience of umpire.
- 3: Pairing of umpires for training purposes.
- 4: Overall availability schedule submitted by each umpire.
- 5: Reliability of members commitment and timeliness.
- 6: Travel distance.
- D: Prepare a paper on scheduling philosophy for Board approval and dissemination to all umpires.
- E: Prepare a monthly report for the Board showing availability, assignments, no shows, tardy and requested assignment change by umpires.

SECTION 8: STIPENDS

The following stipends are to be paid by the Association to cover incurred expenses.

- A: President \$100.00
- B: Assignor: To be paid at a rate as determined by the Board of Directors.

ARTICLE IV – NOMINATIONS AND ELECTION TO OFFICE

SECTION 1: NOMINATION – Nominations shall be submitted at least one month before the last General Membership meeting. Nominations from the floor will be sought. Nominees must be present or have given a verbal or written acceptance to the nomination.

SECTION 2: ELECTION – Elections shall be held at the Last General Membership meeting and shall require a majority of members present and eligible to vote. If no candidate receives a majority vote, the two candidates with the highest number of votes shall have a run-off election until one receives a majority. Election shall be by secret ballot unless the members present approve public balloting.

Exception: If, after two votes, all candidates for Member-At-Large who are tied with the highest number of votes shall be elected.

- A: Election shall be run by the Vice President, or a member assigned by the President if the Vice President is running for office.

SECTION 3: TERM – The term for all officers runs from July 1 to June 30 for two years. An officer may be removed by unanimous vote of the Board of Directors (with the

officer whose removal is proposed censured from voting) or 2/3 vote of the General Membership.

SECTION 4 VACANCY – In the event an office is vacated prior to the expiration of a full term, the Board of Directors will appoint a replacement from the roster of Active Members to fill the vacated office for the remainder of the term.

ARTICLE V – DISCIPLINE

SECTION 1: The matter of discipline of the members shall be vested in the Board of Directors and will be as follows:

- A: Warning – An official written notice that an inexcusable, unethical, or unsportsmanlike action is a matter of record and that such action must not happen again.
- B: Sanction – More severe than a warning. An official on sanction will be assigned only the lowest caliber games, to be determined by the Assignor. The member will not be assigned to any play-offs or championship games.
- C: Suspension – A suspended member will not be permitted to work during his/her suspension. A Suspended member will not be a member considered in good standing and as such will not be allowed to take part in the running of the Association. A suspended member may only be reinstated by a unanimous vote of the Board of Directors.
- D: Removal – A member may be removed from the Association by a unanimous vote of the Board of Directors.
- E: **Assessments – Assessments may be levied separately or in conjunction with a warning, sanction, or suspension. All assessments must be paid immediately. All game assignments will be withdrawn pending payment of assessments.**

SECTION 2: Actions that must be considered by the Board of Directors for disciplinary action include, but are not limited to the following:

- A: Ingesting any intoxicating beverage or substance during the day of a scheduled game after 2:00 A.M. prior to the completion of the assignment and leaving the location of the game.
- B: Failure to cooperate with the Board of Directors, Instructional Chair, Assignor, league officials, tournament directors, and/or Committee Chairperson in maintaining the purpose of the CCSOA.
- C: Repeated refusal to accept assignments, without justifiable reason, from the Board of Directors.
- D: Failure to show for an assigned game or arrival at an assigned game after the scheduled starting time.
- E: Inexcusable failure to attend membership or special meetings.
- F: Failure to wear proper uniform or equipment.
- G: Violation of the provisions of the Constitution and/or by-laws.
- H: Any discourtesy by an official that might reflect unfavorably upon the CCSOA, its Members, or other persons.
- I: Failure to notify the Assignor of the inability to work on an assignment 48 hours prior to the time of the assigned game.
- J: Failure to report any ejection, protest, or serious incident within twenty-four hours of the occurrence to the Assignor and CIF.

SECTION 3: Any member that is disciplined may request a hearing before the Board of Directors.

SECTION 4: Any member that observes a violation of Section 2 of this article is requested to Advise the Board of Directors.

ARTICLE VI – DUES, FEES, AND ASSESSMENTS

SECTION 1: The Board of Directors will set yearly dues. These dues will be used to defray the expenses of the Association during the year and will include, but not limited to the following:

- A: Purchase of clinic material and other associated materials.
- B: Cost of administrative expenses to include printing, postage, and publications.
- C: Reimbursement of members for any additional expenses incurred while conducting the business of the CCSOA. A majority vote of the Board of Directors is required for approval.

- D: No awards or plaques for out-going Board Members and for active members, who are transferring out of the Association, will be permitted with CCSOA funds.
- E: The Board of Directors will establish the assigning fees and penalties for the assignor.

SECTION 2: ASSESSMENT SCHEDULE

A: Missing and assigned game	GAME FEE
B: Requesting assignment change	
More than 48 hours prior to game	\$4.00
Less than 48 hours prior to game	\$8.00

ARTICLE VII: UNIFORMS

SECTION 1: Description: The Board of Directors will determine the uniform.

SECTION 2: Penalties: Officials who work without the proper uniforms may be removed from games by any Board Member or Tournament UIC. A member who does not possess the proper uniform will not be scheduled to officiate.

ARTICLE VIII - COMMITTEES

SECTION 1: Special committees shall be established by the President or a majority of the Board of Directors.

ARTICLE IX – RULES GOVERNING THE CCSOA

SECTION 1: The board of Directors will present CCSOA policy to all members at the first general membership meeting of each season, which will include, but not limited to the following:

- A: Procedures for game assignments and tournaments.
- B: Uniform requirements.
- C: Procedures for qualification, evaluation, and advancement.
- D: Meeting schedule.
- E: Fee and assessment schedule as approved by the Board of Directors.

ARTICLE X - AMENDMENTS

SECTION 1: These by-laws may be amended in whole or in part. Amendments must be submitted to the Board of Directors at least seven days prior to a General Membership meeting for consideration and discussion. Approval of the amendments will then be made at the subsequent meeting, by no less than a 2/3 vote by the membership, but in no case prior to 30 days after initial submission.

ARTICLE XI – VOTING MEMBERSHIP

SECTION 1: Only members in good standing shall be allowed to vote on proposed amendments to these by-laws.

ARTICLE XII - AWARDS

SECTION 1: A letter of recommendation will be presented to members who have been an active member for at least one year and who are transferring out of the area.

ARTICLE XIII – FINANCIAL RESPONSIBILITIES

SECTION 1: All checks written for **Five Thousand Dollars (\$5,000.00) or more** by the association shall require two signatures.