

# CONSTITUTION

of the

Channel Coast Softball Officials Association

## ARTICLE I - NAME

The name of this organization is the Channel Coast Softball Officials Association (CCSOA).

## ARTICLE II - PURPOSE

The CCSOA is a non-profit organization dedicated to furthering the avocation of softball officiating by:

- Increasing the competency and efficiency of members through instruction on softball rules, mechanics, and judgment.
- Classifying members according to ability and knowledge.
- Providing qualified officials for high school softball games for leagues and independent schools in the Calabasas to Santa Barbara geographic area.

## ARTICLE III - MEMBERSHIP

**3.1. Membership Eligibility** - Membership is open to any person interested in the avocation of officiating softball provided that they:

- 3.1.a.** Are at least eighteen (18) years of age.
- 3.1.b.** Complete the instructional program approved by the Board of Directors and presented by the Instructional Chair.
- 3.1.c.** Satisfy attendance requirements approved by the Board.
- 3.1.d.** Pay membership dues and fees approved by the Board.
- 3.1.e.** Maintain good physical and mental condition as required of an active softball official.
- 3.1.f.** Comply with this Constitution and other rules and regulations established by the Board.
- 3.1.g.** Provided that they meet the eligibility requirements of paragraphs 3.1.a through 3.1.f, no person shall be denied membership in the CCSOA because on race, Religion, age, gender or national origin.

- 3.1.h** Members are independent contractors, and not employees of the Association.
- 3.2. Member Classification** - There are five (5) member classifications as defined below. The Instructional and Rating Chairs make recommendations to the Board who makes the classifications.
- 3.2.a.** Members in their first year of officiating are new officials.
- 3.2.b.** Members who successfully complete one year of officiating, fulfill Instructional and Rating Chair requirements, and receive approval by Board are probationary officials.
- 3.2.c.** Members who successfully complete at least one year as a probationary official, fulfill Instructional and Rating Chair requirements, and receive approval by the Board are approved officials.
- 3.2.d.** Members who successfully complete at least one year as an approved official, fulfill Instructional and Rating Chair requirements, and receive approval by the Board are certified officials.
- 3.2.e.** New members with officiating experience in another Associations are transfer officials.
- 3.3. Membership Rights** - All membership classifications have voting rights.
- 3.4. Membership Termination** - Membership terminates either by resignation of the member, or expulsion by the Board.
- 3.4.a** A member may be granted a leave of absence upon written request to the Board. The member may return to active status with all previous benefits. provide that he or she meets the eligibility requirements of Paragraph 3.1.
- 3.4.b.** The Board may expel or suspend a member for unprofessional conduct, failure to pay dues or fees, or failure to comply with this Constitution or other rules, regulations and policies established by the Board.
- 3.4.c.** Expulsion or suspension of a member requires a two-thirds majority of the Board.

- 3.5. Membership Re-Instatement** - An expelled member may make written application for re-instatement.
- 3.5.a.** A review board, consisting of the Board and four (4) members of the Association at large, hears the application.
  - 3.5.b.** The applicant may select two of the members of the Association at large. The Board will select the other two.
  - 3.5.c.** Reinstatement requires a two-thirds majority of the review board.
- 3.6 Discipline** - The Board is responsible for maintaining personal and professional discipline of the membership. Unprofessional conduct, failure to pay dues or fees, or failure to comply with this Constitution or other rules, regulations and policies established by the Board will be dealt with as follows
- 3.6.a.** Members subject to discipline will be provided written notification of the alleged infraction, and the time and place of a Board hearing.
  - 3.6.b.** At this hearing, the member will be offered the opportunity to rebut the accusation, confront accusers, and to produce witness as appropriate.
  - 3.6.c.** At the end of the hearing the Board will meet in executive session to consider the evidence. Board action may range from none through suspension or termination of membership.

#### **ARTICLE IV - BOARD OF DIRECTORS**

- 4.1. General** - An executive body known as the Board of Directors is responsible to govern and manage the affairs of the CCSOA. On questions of interpretation of the Constitution or other rules, regulations, and policies, the decision of the Board is final.
- 4.1.a** The Board consists of ten (10) members. The membership elects the President, Vice President, Secretary/Treasurer and four (4) Board members at large. The Board selects the Instructional and Rating Chairs. The Past President is the member who has just completed his term as President.
  - 4.1.b.** Elected members and the Past President serve two year terms. The Instructional and Ratings Chairs serve one year terms.

- 4.1.c. Only certified or approved members of the Association may be candidates for election or selection to the Board.
- 4.1.d. Board members are eligible for re-election or re-selection.
- 4.1.e. The Board fills vacancies from the membership at large.

**4.2. Duties -** The duties of the Board are as follows:

- 4.2.a. The President presides at all meetings of the Association and of the Board. He appoints necessary committees, calls special meetings, and executes the will of the Association. He is an ex-officio member of all committees.
- 4.2.b. The Vice President has such powers and duties as described by the President, and discharges the duties of the President in his absence.
- 4.2.c. The Secretary/Treasurer:
  - Keeps the minutes of the Association and the Board.
  - Notifies members of the affairs of the Association as determined by the Board.
  - Prepares correspondence and reports, and keeps the records of the Association.
  - Collects dues and fees.
  - Deposits or holds in trust funds remitted in behalf of the Association.
  - Disburses funds to defray expenses and pays salaries as authorized by the Board.
  - Prepares an annual budget for approval by the Board.
  - Presents a financial report at each meeting of the Board, and at the Annual meeting of the Association.
- 4.2.d. The Past President acts in place of the President and Vice President in the event of their absence.
- 4.2.e. The Instructional Chair develops a program of instruction for approval by the Board. He oversees instruction and ensures that it meets standards established by the Board. He monitors performance and makes recommendations to the Board as to the classification of members.
- 4.2.f. The Ratings Chair develops a program to evaluate and classify members of the Association for approval by the Board. He monitors performance of new, probationary, approved, and

transfer members and makes recommendations to the Board as to their classification.

- 4.2.g. Members at large exercise general supervision of the Officers, committees, and members of the Association. They serve on committees and perform other tasks as described by the President.
- 4.2.h. All members of the Board have the right to vote on any issue properly before the Board except for the President. The President votes only when necessary to break a tie.

## **ARTICLE V - MEETINGS**

Meetings of the CCSOA shall be conducted in accordance with Robert's Rules of Order

**5.1. General Meetings** - General meetings take place on dates and at times determined by the Board as recommended by the Instructional Chair.

- 5.1.a. The President will call additional general meetings upon the written request of ten (10) percent of the members. The Secretary/Treasurer will provide at least seven days notice of such meetings.
- 5.1.b. A quorum consists of two-thirds of the membership. There must be a quorum at any meeting at which a vote takes place.
- 5.1.c. The last general meeting of the year will be the annual meeting. Elections will take place at the annual meeting.

**5.2. Board Meetings**- Board meetings will normally take place in conjunction with general meetings of the Association.

- 5.2.a. The President or Secretary/Treasurer may call additional meetings as required to conduct Association business.
- 5.2.b. A quorum consists of six members of the Board. There must be a quorum at any board meeting at which a vote takes place.

## **ARTICLE VI - ELECTIONS**

**6.1. Nominations** - At the second general meeting of the Association, the President will appoint a committee to nominate candidates to fill Board vacancies for the following year.

- 6.1.a.** The Past President will chair the nominating committee.
  - 6.1.b.** The President will appoint two members of the committee from the membership at large.
  - 6.1.c.** The committee will notify the membership of its nominations at the last general meeting before the annual meeting.
- 6.2. Elections** - The Association will conduct elections at the annual meeting.
- 6.2.a.** The nominating committee will serve as the election committee and will conduct the election.
  - 6.2.b.** The election committee will accept nominations from the floor.
  - 6.2.c.** A simple majority is sufficient for election.
  - 6.2.d.** In the event of a tie, the election committee will determine the method to resolve the deadlock.
  - 6.2.e.** Newly elected officers will take office on January 1 after their election.

## **ARTICLE VII - DUES and FEES**

The Board will establish dues and fees as necessary. If there is dissent, any member may place a call for ratification of dues or fees before the Association.

## **ARTICLE VIII - AMENDMENTS**

The Association may amend this Constitution at any general meeting. The Secretary/Treasurer will distribute copies of proposed amendments at least seven (7) days before the meeting. For the purpose of amending this Constitution, a quorum consists of two-thirds of the general membership of the Association. A two thirds majority of members voting is required for ratification.

## **ARTICLE IX - RATIFICATION**

This constitution was properly ratified by the membership on 11 February 2004