

Schohanna Board of Baseball/Softball Officials Inc.  
Constitution and By-Laws

Revised March 22, 2015

Article I – Name

This organization shall be known as the Schohanna Board of Baseball/Softball Officials Inc. A charter member of the New York State Board of Baseball Umpires and the New York State Softball Officials Organization Inc.

Article II – Purpose

The purpose of this board shall be to promote and provide better baseball/softball officiating in the Schohanna district and to cooperate to the fullest extent with New York State Baseball Umpires Association and the New York State Softball Officials Organization Inc.

Article III – Membership

Section I:

Separate examinations and evaluations must be completed for each sport to be officiated. The President of the board will set up a membership committee consisting of three (3) certified officials. The committee will be responsible for training new applicants.

There shall be six (6) classes of membership: Applicant; Associate; Certified; Inactive; Life (Honorary); and Dual.

A. Applicant Member: shall be any new member who has paid full state and local dues and will officiate only on the bases in a high school varsity game. The applicant will be eligible to officiate at either the plate or on the bases in junior varsity, American Legion, Babe Ruth, Pony League, Little League or any other summer games. The applicant will not be eligible to officiate in any capacity in college games. The applicant must achieve a minimum score of 64 in a closed book examination, in order to be moved up to the Associate level, be evaluated in three games that are affiliated with a high school and may be evaluated in summer games at the minimum levels of: pony league or junior legion in baseball and high school level or city league softball (A1 or A2 leagues only.) Any applicant who score below 64 will be required to retake the examination at the end of the high school season at a predetermined date.

B. Associate Member: shall be a member who has successfully completed the examination in the previous year with a score of 64 or better on the written examination administered by the board and or State Association. After the member has successfully completed one year of service the member will be qualified to officiate in any game, and in any capacity of games covered by the Schohanna Board, with the exception of college games. The associate member must score a minimum score of 75 in a closed book examination and be evaluated in three games that are affiliated with a high school and may be evaluated in summer games at the minimum levels of: pony league or junior legion in baseball and high school level or city league softball (A1 or A2 leagues only) to be moved to Certified. Any Associate member who scores below the 75 on the written examination will be required to retake the examination at the end of the high school season at a pre-determined date.

C. Certified Member: shall be a member who has successfully completed in the previous year with a score of 75 or better, the written examination administered by the Schohanna Board or the State Association, has met all qualification requirements stated in previous sections A and

B. has completed at least two years of satisfactory service as a qualified official. Once an Association member has become certified, the member must achieve a score on a yearly basis of at least 84 on an open book examination in the sport (s) the member is officiating. In order to be eligible to officiate college games the member must be certified for a minimum of 5 years.

D. Inactive Member: shall be a member who is currently not officiating, and paying inactive dues as set by the board. Members in inactive status may remain in that status for up to three years, and during that time, they cannot officiate as a representative of this board and they have no insurance coverage while inactive. Inactive members may rejoin the board at the level when they declared being inactive by notifying the Board Secretary of their intention to return to active status and by meeting all membership duties and obligations. After three (3) consecutive years on the inactive roster, a returning member may return to the Board as an Associate member after successful completion of a closed book examination and a field test supervised by a Committee appointed by the Board President. Inactive dues are \$10.00 per year, and due by the last scheduled preseason meeting. Failure to comply will result in the loss of status and membership on this Board.

Any members who have been inactive for more than three years and/or have not paid their inactive dues may rejoin the Board by:

1. Requesting and receiving a favorable (majority) vote on their application, and if approved
2. Making payment of a \$20.00 processing fee to the Board.
3. Paying current years dues.
4. Successfully completing a closed book examination and a field test for the sport (s) the member wishes to officiate. A member who fails the examination will be designated an Applicant member and will receive Applicant fees for the high school season.

E. Honorary or Lifetime Member: shall consist of members who have retired from active service and have been voted to such status by the general membership.

F. Dual Member: shall be recognized by the Board as any member belonging to two (2) or more New York State or Nationally sanctioned baseball or softball organizations.

Section II: Progression of the Applicant and Associate Members.

The progress of an applicant member and an associate member shall be based upon the evaluations (3) submitted by certified umpires and received by the evaluation committee for review. The advancement of the member will be determined by the evaluation committee which consists of seven (7) certified officials: the evaluation chairman (who will oversee all evaluation activity,) the chairman of each sport (baseball/softball,) the interpreters of each sport (baseball/softball) and two certified members of each sport (baseball/softball) appointed by the President of the Board. The committee will act solely based on the reports submitted by the active certified members and evaluations completed by coaches.

A. An Applicant Member who has not progressed to Associate member within three (3) years of joining the board may be expelled from the Board upon recommendation of the Evaluation Committee and a majority vote by the general membership.

B. An Associate Member who has not progressed to Certified Member within two years of the members becoming an Associate Member may be demoted to Applicant Member or expelled

upon recommendation of the Evaluation Committee and a majority vote by the general membership.

C. A Certified Member who does not achieve a minimum score of 84 each year may be demoted to an Associate Member, Applicant Member or expelled based upon the recommendation of the Evaluation Committee and a majority membership vote by the general membership.

D. At the end of the baseball/softball season all non-certified members will be notified of their status for the upcoming year.

#### Section III: Membership Fees

Annual membership dues shall consist of a single fee and shall qualify all members for eligibility for certification in both baseball and softball. The amount of said membership dues shall be determined at the first regular scheduled meeting of the year. Dues are due by the last regular meeting in February.

#### Section IV: Transfer Member

A Transfer Member, upon acceptance to the Board shall be afforded all the privileges and responsibilities of an Associate Member and will be qualified to officiate under the by-laws of same. A transfer member who is a member of another Board, but who has been inactive or left the Board before having one year experience as a qualified official shall be considered an Applicant Member

#### Section V: Voting

Only Certified Members who have paid in full dues the previous year shall have the right to vote or hold office on the Board. Where business pertains strictly to one sport, only officials certified in that sport have a vote. Absentee ballots have to be postmarked by the next business day of the vote, or be delivered in person. They must be signed. Any member currently not in good standing with the board shall have their voting privileges, and their right to hold an executive board office suspended until such time as they are deemed to be a member in good standing.

#### Article IV- Officers and their Duties.

Section I: The Officers of the Board shall be as listed below.

1. President
2. Baseball Chairman
3. Softball Chairman
4. Secretary
5. Treasurer
6. Interpreter (Baseball)
7. Interpreter (Softball)
8. Assignment Commissioner

A. President shall set the time and place for meetings and shall preside at such meetings, performing all duties relating to his/her office.

B. Baseball Chairman shall preside in the absence of the President and shall act for him/her.

C. Softball Chairman shall perform the duties of the President in the absence of the President and the Baseball Chairman.

D. Secretary shall keep the minutes of all the meetings of the Board and Executive Board Meetings. Process all correspondence of the Board other than that relative to the Assignor.

E. Treasurer shall collect all dues and income, makes disbursements by the order of the President and prepare a financial report for the first business meeting of the year.

F. Assignment Commissioner shall assign all games. The Assignor shall be paid a set fee (5 % of game fees not including mileage) to be determined at the first business meeting of each year. The fee will be paid by all board members receiving assignments.

#### Article V- Elections

##### Section I: Election of Officers

Shall take place at the test meeting to take effect the following year. Election of the Assignment Commissioner shall take place at the end of the first meeting of the following year. No member may hold more than one elected office during a year.

##### Section II: Nominations

Nominations for President, Secretary, Treasurer, and Assignment Commissioner shall come from a nominating committee of three (3) selected at the first meeting. One (1) member of the nominating committee will be selected by members of separate sports and the chairperson shall be selected jointly. These committee members must be certified. Candidates shall be elected by active members present candidates who receive the largest number of votes shall be declared elected to the office for which they were nominated. Baseball and Softball Chairpersons and the Interpreter nominations shall come from the appropriate groups.

##### Section III: Term of Office

All elected Officers shall be elected for a term of one (1) year. The elected year shall commence on October 1st and end on September 30th

##### Section IV: Secretary and Treasurer Compensation

The Secretary, Treasurer, and Website Administrator shall receive an annual salary in the amount to be determined at the first business meeting of the following year.

##### Section V: Vacancies on the Executive Board

In case of a vacancy, the Executive Board shall appoint an active member to serve in the office until next election.

##### Section VI: First Meeting

The first meeting of each fiscal year shall be held on or before the last Sunday in January.

##### Section VII: Banquet Meeting

The annual banquet meeting shall be held on a date to be determined by the banquet committee.

##### Section VIII: Special Meetings

Special meetings may be called by order of the President, or any member of the Executive Board, or by the signed request of at least seven (7) certified members.

##### Section IX: Quorum

A quorum shall consist of at least one-fourth of the active membership, and there must be a quorum present to carry on business.

##### Section X: Standard Order

Standard order of business shall be followed and decisions shall follow Robert's Rules of Order. So that the proper order of business is followed, the President may appoint a parliamentarian at the first business meeting.

## Article VI – Amendments and Resolutions

A two-thirds majority vote of the certified quorum at a regular meeting shall be necessary for adoption of an amendment.

## Article VII – Fees

A committee of three (3) selected by the President at the first business meeting of the year shall present a fee schedule at the first meeting in March. The minimum fees which any member of the board may officiate a baseball/softball game shall be set at the March meeting.

## Article VIII — Duties and Obligations of Members

### Section I: Attendance

All members of the board shall attend at least four (4) meetings in each fiscal year plus one interpretation and one mechanics clinic. At least two (2) clinics of each type shall be held for each sport. No assignments shall be made to members not meeting these requirements.

### Section II: Payment of Assignment Fees

No member shall be assigned games unless his/her assignors' fees are paid. Assignors' fees must be paid by the fifteenth day of the following month, payable to the assignor. A \$50.00 late fee will be assessed to fees paid after the fifteen of the month.

### Section III: Inactive Member Assignments

No inactive member shall be assigned games.

### Section IV: Assignor Notification

An assigned member must notify the Assignment Commissioner at least three (3) days prior to the assignment if he/she is unable to do the assignment, except in an emergency.

### Section V: Fines and Penalties

A. Failure of a member to report for an assignment (except in the case of an emergency) will result in a penalty of 1/2 game fee per member plus mileage as mandated in the contract with Section IV. The penalty will be assessed against the offender(s) and paid to the Treasurer of the Board within ten (10) calendar days of the missed assignment. The Treasurer shall pay the fine to the offended school as per the contract. Failure of a member to report for a non-high school assignment (except in the case of an emergency) will result in a penalty of one game fee and a 5 working day suspension. The penalty will be assessed against the offender(s) and paid to the Treasurer of the board within ten (10) calendar days of the missed assignment. Non-high school assignments are considered any games not governed by the NYSPHSAA including but not limited to American Legion, Junior Legion, Pony league, City Softball, Adult Baseball, summer leagues, camps, and tournaments.

B. Failure of a duly assigned member to appear in regulation uniform as specified by the appropriate State organization shall result in a fine or disciplinary action as specified.

1. If such action is initiated by a fellow member, a coach, or a school official, the first offense shall result in a hearing for the alleged offender before the Executive Board. Subsequent offenses shall be subject to a fine of \$10.00 per offense to the board in addition to any fine assessed by the State Association.

2. If such action is initiated by the State Association, all offenses shall result in a fine of \$10.00 per offense to the board plus any fine assessed by the State Association.

3. All fines shall be paid to the Treasurer of the Board within ten (10) calendar days of notification of the offense.

C. Failure of any member to pay assessed fines or penalties within specified time period shall result in the cancellation of any further game assignments for the offender until such time as the fines or penalties are paid.

#### Section VI: Protested Game

In the event of a protested game, the umpire-in-chief must submit within forty eight (48) hours, a detailed written statement explaining the reason or reasons for the protest to the President and Secretary of the Board and to the President of the league involved in the protest.

#### Section VII: Fee Tampering

Any member of the Board who adjusts specified fees shall be suspended from active duty for a period of one (1) year.

#### Section VIII: Executive Board Member Misconduct

If and or when any officer, officers, or member in good standing of the board is accused by any member or members of the board in writing, of having practiced malfeasance in the execution of their duties, the Executive Board shall act immediately on such matters.

#### Section IX: Members Misconduct

Members who fail to conduct themselves in a professional manner, (including their behavior on the field while officiating) or who fail to meet the standards of the board (including failure to attain a passing score or passing scores on written examinations for the sport(s) they officiate) may be subject to demotion or expulsion upon recommendation of the Executive Board, and a two thirds (2/3) vote of the members present at a meeting. The board may base its recommendation on a report or reports from another member of this board and or from coaches. Demotion may change the status of the member from Certified to Associate or to Applicant or from Associate to Applicant. Expulsion means the member will give up all rights of membership and will no longer be a representative of this board. Members who behave unprofessionally as to cause themselves embarrassment and /or cause embarrassment to this board may also be suspended by the Executive Board upon complaints filed by other officials and/or coaches. Such suspension can range from several games to an entire season and any suspended member will not be able to officiate any games until their suspension ends.