

**MID-VALLEY SOFTBALL UMPIRES ASSOCIATION**

**BYLAWS**

**Article I. MEMBERSHIP AND CERTIFICATION**

- Section 1     **Affiliation:** All officials are required to be affiliated with the MVSUA prior to being certified by the OSAA.
- Section 2     **Inclusion:** Membership shall be available to any person who is at least EIGHTEEN (18) years of age. There shall be no discrimination based upon race, religion, or sex. Proper application must be made to and approved by the MVSUA, as prescribed in the Standing Rules. Dues must be paid in full.
- Section 3     **Exclusion:** Any person who:  
a. Is less than 18 years old.  
b. Has committed any criminal(s) acts as described in the OSAA Rules.  
c. Has revoked their membership.
- Section 4     **Transfers:**  
a. Transfers of membership to a similar Oregon local association may be facilitated by mutual agreement between the local associations concerned when the official is moving out of his/her geographical area.  
b. All other transfers must also be approved by the OSAA office.
- Section 5     **Revoke of Membership:** Membership may be revoked by:  
a. A FIFTY PERCENT PLUS ONE (50% +1) majority vote of the membership present and voting at a scheduled General Membership Meeting after a thorough investigation by the Executive Board and upon its recommendation.  
b. The OSAA with respect to any person who has been convicted of an offense involving violence or threatened violence against another person in the past FIVE (5) years.
- Section 6     **Written Test:** In order to be certified, an official must score at least SEVENTY-FIVE PERCENT (75%) on the annual National Federation Examination for Softball. The test shall be supervised and taken open or closed book at the discretion of the Executive Board.
- Section 7     **Continuing Certification:** All previously certified softball officials shall continue to be certified until the final deadline for the test, unless dropped for non-attendance, disciplinary action, or any other reason.

**Article II. CERTIFICATION FEES**

- Section 1      **Charter:** There shall be no OSAA fee for the issuance of the MVSUA Charter.
- Section 2      **OSAA Membership Fee:** An annual individual certification fee shall be payable to the OSAA. This fee pays for certification, rules’ publications, an official’s emblem, National Federation Interscholastic Officials Association (NFIOA) membership, and membership in the Oregon Athletic Officials Association (OAOA).
- Section 3      **Other MVSUA Fees:** A service/dues fee for legitimate MVSUA operating expenses may be assessed and collected by a majority vote of the Association.

**Article III. SCHOOL FEES FOR UMPIRES**

- Section 1      **OSAA Fee:** The Delegate Assembly of the OSAA shall establish maximum fees for officials of softball.
- Section 2      **School Districts May Negotiate a Fee:** Districts are free to negotiate reduced fees with our Association in relationship to their financial limitations, availability of officials, and/or other factors.

**Article IV. OSAA RULES AND REGULATIONS**

- Section 1      **Initiation of Rules:** The OSAA office shall codify and enact the various rules and regulations in accordance with it’s Constitution, Rules, and Executive Board decisions governing the organization of the MVSUA.
- Section 2      **Binding on MVSUA:** All new OSAA rules and subsequent changes shall be binding upon the MVSUA, starting with the season following their adoption by the Executive Board of the OSAA.

**Article V. COMMISSIONER**

- Section 1      **Selection Process:**
  - a. Nomination: Any candidates for the office of Commissioner are to apply to and be interviewed by the Executive Board. After screening, the Executive Board shall recommend those qualified to the membership.
  - b. Vote: The Commissioner shall be elected by a FIFTY PERCENT PLUS ONE (50% + 1) majority vote of the membership present and voting at a General Membership Meeting set by the Executive Board.
  - c. School Approval: The winning candidate also must have the written approval of a majority of the client schools.
  - d. He/she shall serve for THREE (3) years.
- Section 2      **Duties:** The Commissioner shall be:
  - a. Accountable to the Executive Board for any of his/her actions taken on behalf of the MVSUA membership.

- b. A liaison between the MVSUA and OSAA and between the MVSUA and its client schools.
- c. Responsible for all umpiring assignments. These assignments are made solely at the discretion of the Commissioner, under the guidance of the Executive Board, and they take under consideration each member's qualifications and abilities. No one shall have the authority to infringe upon the rights of the Commissioner to make assignments.
- d. Available for OSAA meetings and consultations.
- e. Responsible for the development and revision, as necessary, of a service contract between the MVSUA and its client schools. This will be done under the guidance of the Executive Board. The Commissioner and an official representative of each school will sign this contract each year.
- f. Responsible for the supervision and evaluation of all MVSUA umpires.

Section 3 **Remuneration:** The Commissioner shall receive remuneration, established by the Executive Board, for his/her services to the MVSUA.

Section 4 **Removal from Office:** The Commissioner may be removed from office at anytime by TWO-THIRDS (66 2/3%) majority vote of the membership present and voting at a General Membership Meeting set by the Executive Board.

Section 5 **Eligibility to Officiate:** The Commissioner is only to officiate on an emergency basis.

Section 6 **Resignation:** In the event that the commissioner is unable to complete his/her term, the executive board of the MVSUA has the option to appoint a commissioner to fill the remaining year(s) of the contract or open the commissioner nomination to the general membership and have a vote for a new three year contract.

## Article VI. MVSUA OFFICERS AND DUTIES

Section 1 **Titles and Qualification:**

- a. Titles: The officers shall be President, Vice President, Vice President/Trainer, Secretary, Treasurer, Member-At-Large, Commissioner, and the Representative to the OAOA Sports Specific Committee.
- b. Qualification: The officers of the MVSUA shall be certified OSAA officials who are members in good standing in the MVSUA.

Section 2 **President:** The President shall:

- a. Prepare agendas for and preside over all meetings of the MVSUA and the Executive Board.
- b. Carry out the mandates of the membership and the Executive Board.
- c. Call special meetings of the membership or the Executive Board whenever it is deemed necessary, and shall do so whenever requested by at least THREE (3) members of the Executive Board.
- d. Appoint committees.
- e. Obtain bank statements of the MVSUA Checking Account and monitor this account in cooperation with the Treasurer.

- f. Upon resignation of an Executive Board Member, notify the Executive Board of the resignation, request and consider recommendations for potential replacements and appoint a member in good standing to fill the vacated Executive Board position for the remainder of the current term of the vacated position.

Section 3 **Vice President:** The Vice President shall:

- a. Be prepared to carry out the duties of the President and shall do so in his/her absence.
- b. Complete the unexpired term of the President in case of the President's inability to do so.
- c. Be responsible for coordinating the evaluations and ratings of all member umpires for the Executive Board.
- d. Forward completed evaluations to the members within TEN (10) days of the Executive Board Evaluation Meeting.

Section 4 **Secretary:** The Secretary shall:

- a. Send out meeting notices.
- b. Keep an accurate membership list.
- c. Call roll and keep an accurate attendance at all General Membership and Executive Board Meetings.
- d. Keep an accurate record of all proceedings of each General Membership and Executive Board Meeting.
- e. Be responsible for revisions to all corporate documents, including the Constitution, By-Laws, and Standing Rules of the MVSUA.

Section 5 **Treasurer:** The Treasurer shall:

- a. Maintain a Checking Account in the name of the MVSUA.
- b. Receive MVSUA, NFIOA, and OAOA dues; and fees for rule's packets, insurance, and background checks.
- c. Promptly pay all proper MVSUA indebtedness upon receipt of invoice(s) and/or statement(s).
- d. Keep an accurate and up-to-date account of all monies received and disbursed.
- e. Receive the bank statements for the MVSUA Savings and Payroll Accounts and monitor these accounts in cooperation with the President.
- f. Reconcile, monthly, all MVSUA accounts with the bank statements.

Section 6 **Trainer:** The Trainer shall:

- a. Be the Official Rules' Interpreter for the MVSUA.
- b. Attend the Annual Rules' Interpretation Meeting sponsored by the OSAA.
- c. Lead discussions at the membership meetings on questions of playing rules and field mechanics.
- d. Be responsible for the training of all member umpires with emphasis on those in their first, second, or third year, or transferring into the Association.

Section 7 **Member-At-Large:** The Member-at-Large shall:

- a. Bring any suggestions, criticisms, or concerns of the membership to the attention of the Executive Board. Anonymity, if requested, is guaranteed to every member.
- b. Assist in training, as may be requested.
- c. Responsible for storing and assigning the association's loaner plate gear to new umpires, and collecting loaner gear at the end of the high school softball season.

## **Article VII. ELECTIONS, APPOINTMENTS, AND TERMS OF OFFICE**

### **Section 1 When Elected:**

- a. The President, Treasurer, and Trainer shall be elected on **odd** numbered years.
- b. The Vice-President, Secretary, and Member-At-Large shall be elected on **even** number years.

### **Section 2 Nominating Process:**

- a. All members nominated for office must be a “Member in Good Standing”.
- b. The Nominating Committee of the Executive Board, prior to the Election’s Meeting, shall nominate a slate of officers and present them to the membership.
- c. Nominations of officers shall also be opened to the membership at the Election’s Meeting.
- d. When a member has been nominated for more than one position, that member has until two days before the election meeting when the vote will be taken to choose which one office the member will be running for.

**Section 3 Majority Vote:** All officers shall be elected by a FIFTY PERCENT PLUS ONE (50% + 1) majority of the membership present and voting at a General Membership Meeting set by the Executive Board.

### **Section 4 Lengths of Terms:**

- a. All elective offices shall be for a term of TWO (2) years (or until a successor is elected and qualified) and shall be from the 15<sup>th</sup> of August of the year elected until the 14<sup>th</sup> of August of the second year.
- b. The Executive Board will make appointments to fill any vacancies for unexpired terms.

**Section 5 Number of Terms:** There is no limit to the number of terms that any officer may hold office.

**Section 6 Removal from Office:** Any officer may be removed from office by a TWO-THIRDS PERCENT (66 2/3%) majority vote of the membership present and voting at a General Membership Meeting set by the Executive Board.

## **Article VIII. EXECUTIVE BOARD**

### **Section 1 Composition and Voting Privileges:**

- a. There shall be an Executive Board consisting of the officers of the MVSUA.
- b. The Commissioner of the MVSUA and the MVSUA Representative to the OAOA Sports Specific Committee shall be non-voting advisory members.
- c. Business items and motions other than amendments to these By-Laws may be conducted electronically or in person during the membership year.

Section 2     **Purpose:** The Board shall conduct all business of the MVSUA.

Section 3     **Meetings:** The Board will meet at the request of the President or any THREE (3) of its members. All Board members shall be notified of the meeting.

Section 4     **Quorum:** A quorum of the Board shall consist of the President, or President designee, and any other THREE (3) officers.

Section 5     **Financial Obligations:** There will be no financial obligation(s) relative to MVSUA activities incurred by any officer or committee of the Board, except as may be specifically authorized by the Board.

Section 6     **Duties:** The Executive Board shall:

- a. Make administrative/management decisions on behalf of the MVSUA membership.
- b. Manage the property, business, and affairs of the MVSUA.
- c. Conduct any other MVSUA business not specifically covered by these Bylaws.
- d. Enter into bilateral agreements with the representative administrators from schools serviced by MVSUA.
- e. Establish a recruiting and training program for new officials and an in-service training program for experienced officials.
- f. Evaluate member umpires' on-the-field performance and rate the highest level of competition that each umpire is qualified to work. Each member will receive a copy of his/her rating by the Executive Board.
- g. Establish the eligibility criteria to officiate post-season playoff games. Eligibility will also include the input of all schools serviced by the MVSUA.
- h. Annually publish the dates and times of all General Membership Meetings.
- i. Establish annual membership dues.
- j. Authorize disbursement of money.
- k. Compile and publish "Standing Rules".
- l. Appoint officers to fill vacancies.
- m. Authorize the President to appoint such standing and special committees as deemed necessary or desirable for the efficient operation of the MVSUA.
- n. Hold an "Executive Session" at the request of the President and all voting members.
- o. Negotiate with the Commissioner the fee that each member shall be required to pay to him/her.

## **Article IX. STUDY MEETINGS**

Section 1     **Required Number:** In order to maintain its OSAA charter, the MVSUA shall conduct a minimum of SIX (6) study meetings per season.

Section 2 **Deadline for Completion:** The required number of study meetings for MVSUA shall be completed by June 1 of each year.

### **Article X. MEETINGS**

Section 1 **Roberts Rules of Order:** General Membership and the Executive Board Meetings will be conducted according to Robert's Rules of Order when MVSUA business is being conducted.

Section 2 **Agendas:** The President shall set the agendas. He will allot time for any new business.

### **Article XI. ATTENDANCE**

Section 1 **Roster:** At the beginning of each season, the MVSUA Commissioner shall prepare a roster, including names, addresses, and phone numbers of each member of the MVSUA in the manner and form prescribed by the OSAA office. A copy of the new roster shall be sent to the OSAA office immediately after the first scheduled game. New or transferring officials, becoming members after the season has started, will be added to the year-end summary report to the OSAA.

Section 2 **Attendance Requirement:** Eligibility for maintaining membership as an OSAA certified official shall depend upon attendance at meetings. Members are required to attend all regular meetings, unless excused by the Executive Board.

Section 3 **Excused Absence Requests:** Any requests shall be made to the MVSUA Secretary or any Executive Board member.

Section 4 **Other Meetings:** Certified attendance at the State Rules' Interpretation Meeting or a Regional Clinic for Softball, sponsored by the OSAA/OAOA, shall count as ONE Study Meeting toward the season's required total.

Section 5 **Penalties for Unexcused Absence(s) to a General Membership Meeting:** The member will lose all his/her game assignments for the period covered by that meeting. Excessive unexcused absences may result in a suspension of one year or a loss of membership.

Section 6 **Penalties for Late Arrival to a General Membership Meeting:**  
a. A member shall be considered late after attendance has been taken.  
b. The member may be fined \$5 and/ or receive fewer game assignments in the future.  
c. Members arriving during the assignment process will lose any games that have already been reassigned.

Section 7 **Penalty for Leaving a General Membership Meeting Early:**  
a. Paychecks will be distributed at the conclusion of the meeting.  
b. A member leaving early will not receive a paycheck until the next meeting.

- c. Paychecks will only be mailed for the pay period following the last meeting.

Section 8 **Additional Meeting Requirement for 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> Year and Transferring Officials:** They must attend Training Meetings in addition to the General Membership Meetings. Those who fail to do so will receive fewer game assignments in the future.

## **Article XII. PROFESSIONAL BEHAVIOR of ASSOCIATION MEMBERS**

Section 1 **Administering Sanctions:** The Executive Board, in the interest of the Association, will administer serious sanctions upon those members who do not adhere to professional behavior between umpires. Umpires are obligated to treat other umpires in a professional manner (with courtesy, dignity, and respect).

- a. **One-On-One:** Conflicts between umpires must be dealt with on a professional one-on-one basis in order to resolve the issues that have created the conflict.
- b. **Rumors:** There shall be no rumors or misrepresentations of facts by either of the umpires involved in a conflict. Spreading “gossip” or misrepresenting facts of a conflict to other members leads to erosion of the Association.
- c. **Executive Board and Resolution of a Conflict:** In order to maintain integrity within the Association, it is recommended that the individuals involved in an unresolved or unfriendly conflict ask a member of the Executive Board to serve as a facilitator.
- d. **Public Criticism:** Never criticize another umpire publicly or offer an opinion on an umpire’s call. Off-duty umpires shall not confront umpires during or immediately following a game about a call with which they may disagree. Furthermore, they shall not make any disparaging comments to any player, coach, or fan about a call. If an off-duty umpire believes a mistake has been made, that umpire shall not approach the game umpire(s) within view of or hearing distance of any player, coach, or fan. If there is any communication, it must be done in a friendly manner. Lastly, it is recommended that such communication take place in a private setting off-site. If the discussion is not friendly, it should be suspended until a member of the Executive Board can facilitate.

Section 2 **Grounds for Discipline:**

- a. Failure to comply with Article XII, Section 1 or any of the Bylaws, Standing Rules, and/or governmental laws.
- b. Delinquency in the payment of authorized charges, fines, penalties, or assessments.
- c. Any “non-professional” and/or “unethical” conduct conclusively established to be contrary to the best interests of the MVSUA.

Section 3 **Types of Non-Professional and Unethical Conduct:**

- a. Non-Professional Conduct includes, but is not limited to:
  - 1. Missing game assignment(s).
  - 2. Arriving late to game(s).
  - 3. Making derogatory comments about officials, games, players and/or coaches in public.



b. Unethical conduct includes, but is not limited to:

1. Use of a illegal controlled substance before and/or during a game.
2. Wagering on any interscholastic sporting event.
3. Accepting any bribes.
4. Conviction of any crime(s) concerning "Bodily Injury" to another person. The conviction may be for either a misdemeanor or a felony.
5. Conviction of any felony

Section 4     **Disciplinary Penalties:** A member may be fined, lowered in rating, placed on probation, suspended for not more than ONE (1) year, or expelled from the MVSUA.

Section 5     **Notification of charges:** A charged member shall receive written notice by certified mail/return receipt requested of the charges against him/her indicating the alleged violation(s) with specific reference to the Constitution, Bylaws, Standing Rules, government law(s), provision rule(s), or regulation(s) that the member allegedly violated; where the alleged violation occurred; and the person(s) and/or entity who filed the charge(s). Included in the "notice" shall be copies of all documents related to and used in the prosecution of the charges. There will be a written reference of the violation(s) to the Constitution, Bylaws, Standing Rules and/or governmental laws.

Section 6     **Right of a Hearing Before the Executive Board:** A member charged with any violation shall have the right to appear in person or submit a written statement to the MVSUA Executive Board. The Executive Board shall afford such right prior to the imposition of any fine, penalty, or other disciplinary action.

Section 7     **The Disciplinary Hearing:** The person(s) or the entity bringing charges shall be present. Both sides may present any verbal and/or written information. Questions may be asked of the other party and other party's witnesses. Legal counsel may be present and fully participate if each party is notified at least SEVEN (7) days prior to the date of hearing so that each party can have it's legal counsel present. A FIFTY PERCENT PLUS ONE (50% + 1) majority of the members of the Executive Board, who are present and voting, shall determine the decision. A written copy of the Board's decision shall be sent to both parties by certified mail/return receipt requested within FIFTEEN (15) days of the hearing date.

Section 8     **Appeal of the Hearing's Decision:** Any member dropped in rating, suspended, or expelled by the Executive Board shall have the right to appeal to the entire MVSUA membership at a scheduled General Membership or Business Meeting, whichever comes first. The disciplined member must notify the MVSUA President of his/her intent to appeal within TEN (10) days of receipt of the Executive Board decision, via letter sent certified mail/return receipt requested. The membership shall make its decision based upon the records of the First Hearing, as well as any subsequent additional arguments. Legal counsel may participate. A written decision shall then be made by a FIFTY PERCENT PLUS

ONE (50% + 1) majority of the membership of the MVSUA present and voting. A copy of the decision shall be sent to the member appealing by certified mail/return receipt requested within TEN (10) days of the decision.

### **Article XIII. REPORTS**

- Section 1 **Reports Required of the MVSUA Commissioner:** The Commissioner shall submit:
- a. The complete season's schedule of MVSUA General Meetings to our client schools and to the OSAA prior to the first meeting.
  - b. A year-end attendance report to the OSAA.
  - c. A report on any matter of MVSUA business or the status of any of its members when specifically requested by the OSAA.
  - d. The names of all duly elected officials and members of the Executive Board for the ensuing year to the OSAA immediately following the last scheduled General Membership Meeting.
- Section 2 **Reports Required of a Member:** Each member, when required by the OSAA office and/or the MVSUA Commissioner, shall submit a written report of his/her official conduct in any game in which he/she participated as a game official.

### **Article XIV. Reporting Incidents at Games**

- Section 1 **Serious Incidents:** The Commissioner will request the umpire(s) to complete a written report for any of the following occurrences. The report must be submitted within 24 hours of the game, preferably the same day as the game:
- a. Any ejection of players and/or coaches.
  - b. Any confrontation with players, coaches, fans, etc. that did not result in ejection, or that occurred after the game.
  - c. Any fights among the players.
  - d. Any injuries to players and/or umpires that occurred during a game.

### **Article XV. AMENDMENTS**

- Section 1 **Voting Requirement:** Any Amendment to these BY-LAWS may be made during any General Membership Meeting upon a TWO-THIRDS PERCENT (66 2/3%) majority vote of the membership present and voting.
- Section 2 **Written Notice:** A written notice of the proposed amendment shall be given to the membership at least ONE (1) week prior to the meeting at which the vote is taken.
- Section 3 **Who May Propose an Amendment:**
- a. The Executive Board.

b. Any single member or group of members of the Association.

Last Updated 4/27/15 Added Article 5 Section 6 Resignation, Added Article 7 Section 2 Part 2  
By Rylan Owen Secretary

Last Updated 2/27/17 Added Article 6 Section 2 Sub Letter F to The President's Duties  
By Rylan Owen Secretary