



**NOBSCOT VALLEY SOFTBALL
UMPIRE ASSOCIATION, INC.**



NVSUA

CONSTITUTION & BY-LAWS



of Massachusetts

CONSTITUTION & BY-LAWS

The NVSUA Constitution & By-Laws is a work in progress, as the game of softball is continually changing. It is recognized that this document requires continuous upgrade, and it is emphasized that all members are encouraged to review and contribute to maintaining this document as a viable instrument of this association. This document also serves as a guideline to the members of the association to be knowledgeable of its contents and to strive to abide by what is set forth therein, as a way to improve themselves as USA Softball umpires, and to improve the image of themselves, the association and USA Softball as a whole.

Proposed amendments or changes to the Constitution and By-Laws can and will be acted upon at a meeting of the general membership.

Such amendments or changes must be:

- Submitted by email to the Executive Board, fourteen (14) days prior to the date of the meeting
- All members must be notified by email at least seven (7) days prior to this meeting
- An affirmative two-thirds vote of those present will constitute a majority to pass or adopt any proposed amendment or change.
- The meeting must have a quorum present (1/3 of the general membership) and an affirmative two-thirds vote of those present will constitute a majority to pass or adopt any proposed amendment or change.

Article 1 – IDENTITY

The name of this association is Nobscot Valley Softball Umpires Association, LLC (NVSUA).

Article 2 – JURISDICTION

The primary area of this association encompasses the towns and leagues determined by USA Softball of Massachusetts.

Article 3 – PURPOSE

The primary purpose of this association is to:

- Provide competent certified USA Softball umpires and quality officiating for affiliated leagues, tournaments, and softball programs
- Promote quality officiating and standards to develop knowledgeable umpires, through rules interpretation, clinics on mechanics, and discussions, as prescribed by USA Softball.
- Provide ongoing education and an environment promoting continuous improvement for members to improve the image and quality of softball officiating.
- Recruit, train and assist new umpire candidates, within the guidelines of the USA Softball of Massachusetts program.
- Establish and maintain liaison with associations of the national USA Softball organization, and other affiliated softball programs and associations.

- Encourage affiliated leagues, softball programs and tournament organizers to promote an environment where umpires feel respected, safe and are able to effectively exercise the responsibilities of a game official.
- Provide an atmosphere free of discrimination of any kind in which all qualified candidates and members feel accepted and welcome.
- NVSUA is also a recognized MIAA board, who assists our officials with NFHS rules and interpretations and MIAA modifications to rules and procedures on an annual basis.

Article 4 – OFFICER POSITIONS

The officers of this association (also known as the “Executive Board”) consist of:

- **President** (serves 2 year term)
- **Vice-President** (serves 2 year term)
- **Secretary** (serves 3 year term)
- **Treasurer** (serves 3 year term) - Secretary and Treasurer can be combined
- **Umpire in Chief (UIC)** (unlimited term, appointed by the Executive Board)
- **Assistant UIC** (unlimited term, appointed by the Executive Board)
- **Assignor** (serves 2 year term)
- **Immediate Past President** (serves until new president is elected & seated)
- **At-Large** (serves 2 year term)

If a member of the Executive Board becomes unable to perform their duties, the Executive Board will appoint a temporary replacement to complete the remainder of their term. Each member will have 1 vote on the Executive Board. If any person holds more than one position, that person will have only one vote.

Article 5 - DUTIES OF OFFICERS

President presides at all meetings, appoints members to committees, and transacts other such business as rightfully pertains to the office and the well-being of NVSUA. The President shall serve on no committees.

Vice-President presides in the absence of the President, with full powers as pertains to the President. If, for any reason, the President vacates the office, the Vice-President assumes the position, until such time as a special election meeting to replace the vacated office or the next general membership meeting, if within 60 days. The Vice President is an ex-officio member of all committees.

Secretary duties include:

- Keep record of all association meetings
 - No records are to be released without Executive Board approval.
- Post all notices required to the membership
- Provide a directory of the membership at-large
- Perform the usual duties conferred upon the office
- Shall receive and update all changes to the Constitution and By-Laws.

- Proposed changes are to be posted for the membership to review and approve at a regular meeting or a special meeting. Once approved the secretary will make the updates after the approval meeting and send to the webmaster for posting. This process should be done annually.
- Minutes from general meeting will be posted before the next general meeting.
 - Minutes from any executive board meetings must be sent to board members within 10 days after the meeting.
- Shall handle any and all bereavement issues for the organization including working with the treasurer for funding flowers and sympathy cards.

Treasurer duties include:

- Keep all monies and financial records of the association
- Collect dues and any penalty fees
- Collection & payment of fees related to the purchase of Insurance through USA Softball.
- Pay bills and debts for the association
- Provide a financial report to the membership each year, or as called upon by the association
- Contact/report members not meeting yearly dues requirements
- Any other fiscal duties and interactions
- File an Annual Report with the Massachusetts State Department, and pay the associated Annual Fee by November 1st.
- File Form 990-N with the IRS to ensure that NVSUA retains its tax-exempt status, and pay the associated Annual Fee after December 31st.

Umpire in Chief (UIC) provides up-to-date rule changes at a rules interpretation meeting each year, and at other meetings, and rules on all questions pertaining to softball rules. In the event of a dispute on a ruling, the UIC will contact the appropriate authority as necessary to resolve the issue. The UIC provides the direction for all certified association umpires regarding enforcement of rules and officiating. The UIC will ask and collect rules from the softball programs that NVSUA services. The collection/review is for rules interpretation/clarity purposes.

Assistant Umpire in Chief (UIC) provides up-to-date rule changes at a rules interpretation meeting each year, and at other meetings, and rules on all questions pertaining to softball rules. In the event of a dispute on a ruling, the UIC will contact the appropriate authority as necessary to resolve the issue. The Umpire in Chief (UIC) provides the direction for all certified association umpires regarding enforcement of rules and officiating.

Assignor is elected by the NVSUA members and must be approved by the Commissioner of USA Softball of Massachusetts and is responsible for overseeing that all USA Softball of Massachusetts league, tournament, or other softball games, falling within the jurisdiction of the association are duly assigned, and that all members of the association, wishing to umpire, are appropriately assigned. The Assignor may approve sub-assignors to assist with the responsibilities of the position. These are the only persons authorized to assign USA Softball games within the jurisdiction of the association, and no one will undermine this authority. The Assignor must also have USA Softball of Massachusetts approval yearly. A list of Sub-Assignors will be submitted by the Assignor to USA Softball of Massachusetts for review. The Assignor and all Sub-Assignors must use an automated scheduling tool. If Sub Assignors are unable to use the scheduling tool they must submit their

assignments to the Assignor who will input the assignments into the scheduling system. The Assignor will send out a Work Agreement document to the various softball programs that NVSUA services before the spring program begins. The Work Agreement will contain purposes fees, work norms and other related information.

The Assignor, and sub-assignors, should receive an assigning fee, to be paid by the league, tournament or local organization. Assignor must negotiate game fees set by the Executive Board.

Immediate Past President serves as an advisory role for continuity.

At-Large is a general member of the executive board and can be called to perform duties needed by the board.

Article 6 – APPOINTED POSITIONS

The NVSUA President will appoint & the NVSUA Executive Board must approve the following positions. These positions will have an unlimited term until resignation or new appointment

- **Webmaster** – Updates and maintains the NVSUA website www.nvsua.com, non-voting
- **Umpire in Chief (UIC)** – Role found in by-laws
- **Assistant UIC** - Role found in by-laws
- **Registrar** has an unlimited term and is responsible for member umpire compliance for proper registration of board certified umpires to USA Softball and USA Softball of Massachusetts and other duties associated with the office. This position is non-voting.

Article 7 – DUES, FEES & FINES

Dues are assessed each year for the members of the association. No games will be assigned until the dues are paid. The Executive Board retains the right to recommend an immediate increase in the annual dues as presented to and voted on, and approved by the membership at-large.

- Dues must be paid by the date set by the treasurer which will be no later than the 1st meeting for that year, or will be assessed a late fee.
- Current-year NVSUA dues are non-refundable after the first meeting of the season, at the discretion of the Executive Board.
- Any persons forgoing dues are subject to disciplinary action.

Registration Fee payments are required by certified umpires of the association with USA Softball. The annual non-refundable fee and processing fee for that year to register with USA Softball must be paid directly to USA Softball. NVSUA dues for that year will be paid to NVSUA.

- Certified umpires not yet 18 years of age are required to pay USA Softball registration fee.
- Umpires, where NVSUA is not their primary board, will pay current Arbiter fees.

Prescribed Fees It is required that association umpires will work games at the agreed fee for that game.

Fines - The following may result in fines equal to a game fee and penalties after review by the Disciplinary Committee with recommendations to the Executive Board without a show of just cause in writing;

- Any conduct that brings discredit or adversely reflects on the NVSUA or its members.
- Tardiness to games no matter what level of play.
- Umpire not showing up for a game.
- Not making the attendance requirement.
- Failure of not being in proper uniform.
- Offending the Member Privacy rule.
- Offending the Social Media Policy

Article 8 - MEETINGS & CLASSES

Each year, members are required to attend meetings as determined by the Executive Board which may include the following which may be combined.

Meetings:

- **Rules Interpretation** - Keep members up-to-date on changes and how to apply, clarify any questions.
- **USA Softball Examination Review** - The exam will be taken online by the umpires prior to the review meeting. The results provided to the Assignor.
- **General Meeting** - Each year there will be an election, as necessary. Such meeting will be held by May 1 at the latest, to elect officers to serve for the following term, beginning November 1 of that year.
- **Special Meetings** –
 - Can be called by the President. Members must be notified at least seven days in advance of such meeting, stating in writing the time, location and specific purpose of the meeting. Any such meeting, assembled for a specific reason, will be restricted to that specific purpose.
 - The membership may also determine the need for a special meeting. In this case, at least ten active members must notify the Executive Board with their written request, specifying the purpose of the special meeting. The President will schedule a date for the special meeting within ten days of notification.
- **Quorum** - A one-third attendance of the voting membership will constitute a quorum at any meeting, for the transaction of business that requires a vote be taken.
- **Voting** - Except for a change in its Constitution or By-Laws, which requires a two-thirds vote, a simple majority of the voting membership present will be sufficient to carry out any motion before the association.

Classes are held, as prescribed by USA Softball of Massachusetts, for candidates seeking USA Softball umpire certification, and NVSUA membership. These classes include classroom discussion, the national USA Softball examination, and a field mechanics clinic.

Article 9 - BUDGET

The Officers of NVSUA shall be responsible for submission of a proposed annual budget, to be presented by the Treasurer, for approval by the general membership. This includes:

- Submit, by the Officers of NVSUA, before the initial general membership meeting.
- Include specific recommended line items for expenditure and a recommended discretionary funds line item.
- Approval/disapproval of these expenditures will be voted on at the initial general membership meeting.
- Disbursement of Association funds will come from the current NVSUA funds.
- Changes to the budget must be approved by a vote of the general membership.
- A sum of \$100 petty cash for incidental items shall be included in the budget.
- Develop and maintain a reserve fund plan to target key objectives in the future.

REVISIONS

2/26/2020

- Revised and approved by membership

1/8/2022

- Updated Article 3 – Added “officiating and standards to develop” to second bullet
- Added to Article 3 - “Encourage affiliated leagues, softball programs and tournament organizers to promote an environment where umpires feel respected, safe and are able to effectively exercise the responsibilities of a game official.”
- Added to Article 3 – “Provide an atmosphere free of discrimination of any kind in which all qualified candidates and members feel accepted and welcome.”
- Updated Article 4 by verifying all positions & length of term
- Article 5 moved to Rules & Reg Doc; restricted to read easier
- Newly updated Article 5 (previously Article 6), added “President will appoint & the NVSUA Executive Board must approve”
- Newly updated Article 6 (previously Article 7), added “by-laws and/or rules/regs”
- Added to Article 3 from By-Laws 10 Addendum – “NVSUA is also a recognized MIAA board, who assists our officials with NFHS rules and interpretations on an annual basis”
- Add leading paragraph to head of document from By-laws (7.0 - Caveat)
- 1.9 Annual Stipends section moved to Operational Documents
- Moved By-Laws 10 Addendum to Constitution Article 3 – “NVSUA is also a recognized MIAA board, who assists our officials with NFHS rules and interpretations on an annual basis”
- Add leading paragraph to head of document from By-laws (7.0 - Caveat)
- Remove section 6.0 Provisional Membership
- Added to Article 10 – The meeting must have a quorum present (1/3 of the general membership)
- Moved last section to top, preamble