

Hampshire/Franklin
Baseball Umpires Association
Constitution and By-Laws

Approved April 25, 2021

Article 1: Name and Authorization

Section 1.1: This organization shall be known as the Hampshire/Franklin Baseball Umpires Association (hereafter termed HFBUA), as authorized originally by Article IV.B.7 of the Constitution of the Massachusetts Baseball Umpires Association (hereafter termed MBUA) dated June, 2000; and currently by Article III MEMBERSHIP of the Constitution of the MBUA dated January, 2019.

Article 2: Purposes

Section 2.1: The purposes of the HFBUA is to:

- A. Form an organization of qualified baseball umpires in Hampshire and Franklin counties of Massachusetts.
- B. Provide umpires for scholastic and amateur baseball games in those counties.
- C. Instruct all umpires in the rules and conduct of baseball games.
- D. Establish and maintain the highest ideals of sportsmanship in baseball.
- E. Promote and protect the mutual interests of all members of the HFBUA and to develop cooperation and a sense of fellowship among them.

Article 3: Membership

Section 3.1: Membership in the HFBUA is open to any qualified baseball umpire who is at least eighteen (18) years of age and of good character.

Section 3.2: Membership in the HFBUA shall be designated as Probationary, Active, Inactive, Life, Honorary, or Military, as defined below.

A. Probationary Membership

- i. Individuals who have completed the candidates course and have successfully passed the HFBUA exam with a grade of eighty percent (80%) or higher.
- ii. Paying all dues and candidate course costs before the start of their first scholastic baseball officiating season as determined by Executive Board.
- iii. Individuals will only officiate junior varsity games for the first year of membership except where there is a shortage of varsity officials and the assigner decides to utilize their services or an individual has had previous varsity level experience with another association within or out of the state and has provided written documentation received from the Secretary of the previous Association where he/she was a member.

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- B. Active Membership - An Active Member is one who has umpired at least 1 year after successfully completing the entrance tests of the HFBUA, has transferred from another MBUA Association through use of the MBUA transfer form, or transferred from another State Association through letter(s) from his previous organization(s) secretary(ies) on association letterhead submitted to the HFBUA Secretary in order to verify one's previous umpire experiences and in good standing with the previous board(s); and has fulfilled the annual obligations of the membership.

Specifically, an Active Member shall be considered to be in good standing by:

- i. Paying all dues and accrued fines by the time of the March meeting.
 - ii. Submitting to the Secretary a current Concussion Certificate.
 - iii. Honoring all of the Rules and Regulations of the HFBUA.
 - iv. Achieving a grade of seventy percent (70%) or greater on the current MBUA Refresher Examination, or, if that standard is not fulfilled, a grade of eighty percent (80%) or better on the current MBUA Entrance Examination.
 - v. Attending a current MBUA and/or NCAA Field Clinic.
 - vi. Active Membership is available to any person who is a member in good standing of another MBUA Association upon written confirmation of the MBUA Association to which the applicant belongs. This is considered dual membership
- C. Inactive Membership
- i. An Active Member in good standing may request an Inactive Membership via written statement or email to the Secretary of the HFBUA before April 1 of any year. The change of the member's status shall be announced at the next meeting of the membership.
 - ii. The Dues for an Inactive Membership shall be ten dollars (\$10).
 - iii. An Inactive Member shall abide by all the Rules and Regulations of the Association and fulfill all required financial obligations
 - iv. An Inactive Member shall not vote on the business of the Association.
 - v. An Inactive Member may apply for a change of status by written statement or email to the Secretary of the HFBUA.
- D. Life Membership
- i. A Life Membership may be considered for any member who is fifty-five (55) years of age or older, has rendered valuable service to the HFBUA, has been a member of the MBUA and/or other State recognize baseball umpire Associations for at least twenty-five (25) years, and has been a member of the HFBUA for at least fifteen (15) years.
 - ii. Life Membership may be conferred by a two-thirds (2/3) vote of the membership at a regularly scheduled meeting.

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- iii. A Life Member shall retain all rights and responsibilities of an Active Member including voting on the affairs of the HFBUA unless otherwise noted within the By-Laws/Constitution.
- iv. A Life Member shall be exempt from payments of all dues and assessments of the HFBUA.

E. Honorary Membership

- i. The Executive Board may nominate for Honorary Membership an umpire who has rendered distinguished service to the HFBUA or the officiating profession and is ineligible for Active, Inactive, or Life Memberships.
- ii. An Honorary Membership shall be conferred by a two-thirds (2/3) vote of the members at a regularly scheduled meeting.
- iii. An Honorary Member shall have no vote in the affairs of the Association.
- iv. An Honorary Member shall be exempt from the payment of dues and assessments.

F. Military Membership

- i. A Military Member is one who has entered active or is about to enter the military service of the United States of America.
- ii. A Military Member shall retain whatever membership status he held immediately before entering the service until the end of such service.
- iii. A Military Member shall be exempt from the payment of all dues and assessments during his period of service.

Article 4: Officers and Their Duties

Section 4.1: The officers of the HFBUA shall make up the Executive Board. They include the President, Vice President, Secretary, Treasurer, Rules Interpreter (Member of the Instructional Course Committee), Parliamentarian, and Immediate Past President.

Section 4.2: Officers must be Active Members. All will be elected for three-year terms.

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Section 4.3: The President

- A. Will be elected at the last annual meeting as the Chief Executive Officer for a term three years.
- B. The President shall be listed as joint on all financial institution accounts.
- C. Shall preside at all meetings of the HFBUA and the Executive Board.
- D. Shall appoint the Chairs of all Committees.
- E. Shall be an ex-officio member of all Committees.
- F. Shall perform all duties that are customary for such an officer.
- G. Shall represent the Association at all Massachusetts Baseball Umpires Association (MBUA) meetings and events
- H. Appoint a second member of the Association as a representative to the MBUA Executive Board
- I. Shall produce all agendas for regular, special, and Executive Board meetings.
- J. Either orally and/or in writing advise the Executive Board, the General Membership, and/or others regarding any matters he believes is appropriate.

Section 4.4. The Vice President

- A. Shall perform the duties of the President if that officer is absent, has been suspended, has been named in a grievance, or has resigned.
- B. It is assumed that the Vice President will agree to accept the nomination for President at the conclusion of his term as the Vice President.
- C. Shall aid and assist the President in the performance of his duties when asked to do so by the President
- D. Shall be expected to organize special events conducted by the Association

Section 4.5: The Secretary

- A. Shall record and publish the proceedings of all regular and special meetings, annual clinic of the Association, and meetings of the Executive Board.
- B. Shall maintain meeting minutes for the Executive Board for a minimum of five (5) years per regulations governing 501(c) organizations. All other records shall be maintained for a minimum of three (3) years. Destruction of records may only occur with approval of the Executive Board.
- C. All records of the organization shall be maintained on a flash drive or other device separate from the computer used to generate the documents for

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back-up and ease of transfer to future elected Secretaries of the organization and is considered the property of the organization.

- D. When the position of Secretary changes to a different individual all records of the organization shall be transferred within 30 days of the change.
- E. This officer shall process correspondence and bring all business and correspondences to the attention of the President and the Executive Board for action and approval by them before transmittal.
- F. The Secretary shall maintain a roster of the membership and other correspondence records (non-fiscal) of the HFBUA and submit documents to the MBUA Secretary as required by MBUA constitution.
- G. The Secretary can be paid an annual honorarium to be determined by the Executive Board.
- H. Shall submit to the President any and all grievances received for consideration and/or potential actions by the Executive Board.

Section 4.6: The Treasurer

- A. Shall be the primary custodian of all funds and other property of the HFBUA. The President shall be listed as joint on all financial institution accounts.
- B. Shall submit IRS 990-N annually as required for 501(c) organizations
- C. Shall maintain all original documentation of the organization outlining registration as a 501(c) and original TIN number.
- D. Shall deposit all receipts in a timely manner all Association monies and record them in the appropriate account(s).
- E. Shall present a report of the financial affairs of the Association at each such meeting. That report shall consist of the following items:
 - i. The bank balance of the Association at the beginning of the period for which the report is presented.
 - ii. Cash/Check receipts during the period.
 - iii. Cash/Check disbursements during the period.
 - iv. The bank account balance at the time of the report.
 - v. Any payment delinquencies by Members of the HFBUA.
- F. Shall maintain a roster that includes monies received tied to the membership.
- G. Shall maintain other financial correspondences such as, but not limited to, invoices for payment, photocopies of receipts for reimbursement, bank account statements, etc.

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- H. Shall make available the financial record of the HFBUA to the President and Executive Board, or its members upon request.
- I. The financial records of the HFBUA shall be audited annually. Financial records transferred to a new Treasurer, or change in President, or change in accounts/financial institutions shall be audited within 30 days of the change.
- J. The Treasurer may be paid an annual honorarium to be determined by the Executive Board.
- K. Shall maintain all financial records for a minimum of five (5) years. Destruction of records may only occur with approval of the Executive Board.
- L. All financial records of the organization shall be maintained on a flash drive or other device separate from the computer used to generate the documents for back-up and ease of transfer to future Treasurer of the organization and is considered the property of the organization.
- M. When the position of Treasurer changes to a different individual all records of the organization shall be transferred within 30 days of the change.

Section 4.7: The Rules Interpreter

- A. Shall study the Rules of The National Federation of High Schools (NFHS) and report all changes of those Rules at the first membership meeting after which those changes become effective.
- B. Shall conduct a series of classes for the purpose of preparing candidates to know the rules of the game and the necessary requirements for officiating high school baseball,
- C. Shall conduct yearly at least one field and rules clinic for the members.
- D. Shall recommend on field positioning arrangements for HFBUA members based on MBUA requirements.
- E. Shall answer all questions posed concerning the Rules.
- F. Shall submit a record of the official Rules Interpretations of the Association to the Secretary so they may be published in the official minutes.
- G. Shall administer annually a rules examination of the MBUA or Association to the Active Members. A member must achieve a passing grade of 80% on this examination to remain a member in good standing.
- H. The Rules Interpreter may be paid an annual honorarium to be determined by the Executive Board.

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Section 4.8: The Parliamentarian

- A. Shall advise the Association membership and the Executive Board concerning procedures for the conduct of regular or special meetings based on Article 8 Section 9
- B. Maintain the by-laws of the HFBUA and bring any requested changes of the by-laws to the membership/by-law committee
- C. Bring to the Executive Board any and all matters pertaining to grievances related to one or more individuals.

Article 5: The Election of Officers

Sections 5.1: The President, Vice President, Secretary, Treasurer, Parliamentarian, and Rules Interpreter shall be Active Members of the Association and shall be elected by a majority vote of the membership in attendance and voting at each triennial Annual Meeting of the Association at each triennial Annual Meeting elections for officers of the Association shall be held

- A. The President shall call for nominations from the floor for each office. Election of Officers should be in the following order: President, Vice President, Secretary, Treasurer, Rules Interpreter, and Parliamentarian.
- B. The voting for candidates for each office shall be conducted separately.
- C. A nominee must receive a majority of the votes cast to achieve office.
- D. If two (2) or more candidates are nominated for an office, voting for that office shall be done by secret ballot.
- E. Each elected officer shall serve a term of three (3) years.
- F. All members, except Honorary Members, may participate in the nominations and voting for members of the Executive Board.

Article 6: The Executive Board

Section 6.1: The Executive Board (E-Board) shall consist of the President, Vice President, Secretary, Treasurer, Parliamentarian, Immediate Past President and the Rules Interpreter.

Section 6.2: The Executive Board shall have jurisdiction over matters that cannot be addressed conveniently by the membership at a regular or special meeting.

- A. The Executive Board shall convene at the request of the President; the Secretary shall announce all such meetings to the E-Board.
- B. The E-Board shall perform all duties assigned collectively to the board by the Membership.

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- C. The E-Board shall appoint Officers to fill any vacancy that may occur after the Annual Meeting in May and before the first meeting in the next calendar year.
- D. Such appointed Officers shall serve until the next Annual Meeting, at which time an election shall be conducted to determine the holder of that office for the remainder of the current three (3) year term.

Article 7: Committees

Section 7.1: The Standing Committees of the Association shall be the Perry Scholarship Fund, Audit, Banquet, and Instructional Course Committees.

Section 7.2: Each committee shall have a chairperson appointed by the Association President and may have two (2) additional members. The members of the Standing Committees shall be nominated by the Chairperson of the respective committees and shall be approved by the Executive Board.

Section 7.3: The Perry Fund Committee

- A. The Executive Board shall determine annually the number of Perry Fund grants that shall be awarded and the amount of each grant.
- B. Shall select the recipients of the Association's Scholarship Fund.
- C. The Fund Committee shall use several criteria to select scholarship recipients. A candidate must:
 - a. Play on the varsity team of a public high school located in Franklin or Hampshire counties.
 - b. Be a member of the senior class of that school.
 - c. Plan to attend college.
 - d. Complete and submit an application form, including a high school transcript, by the time of the application deadline.
 - e. The academic, athletic, and social accomplishments of the candidates shall be evaluated.
 - f. Award winners shall be notified as soon as possible.
- D. A Perry Fund grant shall be disbursed by the Treasurer only upon receipt of the transcript of the award winner after completion of his first semester.
- E. All Perry Fund grants shall be paid to the parents or legal guardians of the award winners.

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Section 7.4: The Audit Committee

- A. Shall audit the financial records of the Association.
- B. The Chair of this committee shall report the results of the audit at the first membership meeting of the year.

Section 7.5: The Banquet Committee

- A. The E-Board shall determine the budget for any banquet activities
- B. The Banquet Committee shall organize the annual banquet of the Association.

Section 7.6: The Instructional Course Committee

- A. Shall assist the Rules Interpreter in instruction of candidates for membership in the Rules of the National Federation of High Schools (NFHS) during at least seven (7) meetings.
- B. Shall assist the Rules Interpreter in administering the MBUA examination given annually to candidates for membership in all MBUA associations.
- C. Cost of the course for attendees will be determined by the Executive Board.
- D. If the Rules Interpreter is the only member conducting the Instructional Course, the Executive Board can consider an honorarium for that individual.

Article 8: Meetings

Section 8.1: The HFBUA shall conduct at least three (3) scheduled meetings of the membership between February and June of each year. The last meeting shall be the Annual Meeting. The Executive Board can consider scheduling four meetings with one excusable. In the case of major health situations, e.g. a pandemic, weather, etc. the Executive Board can decide to meet remotely and determine the number of meetings and the like for any particular scholastic year.

Section 8.2: Special Meetings of the membership may be convened by the directive of the President, the order of the Executive Board, or the written request of ten (10) or more members.

- A. All such directives, orders, and requests must be addressed to the Secretary who shall announce the Special Meeting.
- B. The purpose of any Special Meetings must be stated by the requesting party.

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- C. The Special Meeting shall be devoted entirely to the purpose for which the meeting was convened.

Section 8.3: A Quorum for the transaction of business during any membership meeting shall be 30% of the Active Members. A majority of the Executive Board members shall constitute a quorum for that group.

Section 8.4: All Active Members are required to attend scheduled membership meetings.

- A. Absences shall prompt fines as determined by the Executive Board.
- B. An Active Member may be excused from a membership meeting via the acceptance of a written request made to the Executive Board
- C. Attendance at the Annual Meeting is not mandatory.

Section 8.5: The President shall attempt to schedule meetings so that all business matters of the HFBUA/MBUA shall be the subject of discussions and votes by the membership who attend the meeting.

Section 8.6: The Meetings of the HFBUA are open only to members. Guests must be approved by the Executive Board in advance.

Section 8.7: The usual order of business agenda during regular and special meetings of the membership and meetings of the Executive Board shall be as follows:

- A. Call to Order
- B. The Report of the Secretary
- C. The Report of the Treasurer
- D. The Report of the President
- E. Reports of the Standing Committees
- F. Correspondence
- G. Old Business
- H. New Business
- I. Rules Interpretations
- J. Roll Call
- K. Adjournment

Section 8.8: The President may amend the order of business at any meeting after a motion to alter that order has been approved by the membership.

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Section 8.9: All meetings shall be conducted according to Robert's Rules of Order Revised.

Article 9: Dues

Section 9.1: The Annual Dues of the Association shall be established by a majority vote of the membership present during the Annual Meeting.

Section 9.2: Dues and fines must be paid before or during the March meeting of the Association.

- A. Any member who has not paid dues and/or fines for the previous year shall be suspended after the first membership meeting of the year.
- B. Any such member shall be reinstated upon payment of the delinquent dues and fines.

Section 9.3: Any member who has failed to pay dues and fines for one (1) year shall no longer be a member of the MBUA.

Article 10: Conduct

Section 10.1: A member who is guilty of misconduct may be removed from office and/or expelled from the HFBUA/MBUA by two-thirds (2/3) vote of the membership present during a regularly scheduled or special meeting.

Section 10.2: A member must be accorded due process before such action is taken. Due process shall be:

- A. A complaint must be in writing, signed, sent to and received by the Secretary and President.
- B. If the Secretary is the subject of the complaint, then it must be sent to the President instead. Likewise, if the subject of the complaint is the President, the correspondence should be sent to the Secretary.
- C. The member shall be informed of the charge(s).
- D. The Executive Board shall meet within two weeks of the receipt of the written complaint about a member to determine the validity of the complaint.
 - i. The hearing of the Executive Board shall be attended by at least a majority of the Board Members.
 - ii. Any Board Member who is concerned directly or indirectly with the complaint shall not be a part of the deliberation by the Board.

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- iii. If the Complaint is found to be invalid, the issue shall be dismissed with no further action and the member who was the subject of the hearing shall be informed of the result.
- iv. If further investigation of the Complaint is judged appropriate by a majority of the Executive Board Members at the hearing, the concerned member shall be requested to appear before a second hearing about the matter.
- v. If a majority of the Executive Board Members who vote during the second hearing determine that the complaint is valid, the Executive Board Members shall recommend to the membership any penalty they deem to be necessary, including expulsion from the HFBUA.
- vi. The Secretary shall inform the Secretary of the MBUA and local amateur baseball organizations that use the services of the HFBUA of the suspension or expulsion of any member.

Section 10.3: The HFBUA shall recognize the authority of another baseball MBUA association to impose the penalty of suspension or expulsion upon any members violating its rules.

Section 10.4: No member of the Association shall knowingly work with an umpire who is suspended from this or any other MBUA association.

- A. A member who knowingly and willingly umpires a game with a suspended Association member umpire shall be suspended by the Executive Board for a time determined by the Board.
- B. The suspension for such action shall be at least one (1) month from the time of the game.

Article 11: Standards of a HFBUA Member

Section 11.1: Members shall always observe the uniform standards of the Association during scholastic games and non-scholastic games where they are wearing the MBUA patch.

- A. The primary uniform of the Association shall consist of the following items:
 - i. A navy blue jersey adorned with an MBUA patch on the left breast pocket.
 - ii. Jersey may be long sleeve or short sleeve
 - iii. Charcoal grey trousers
 - iv. A navy blue/black hat adorned with the MBUA logo
 - v. A black belt; black shoes; and black socks
 - vi. A navy blue or red undershirt; the sleeves of which are not exposed

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- vii. Navy blue pullover with red epaulets or navy blue or black blazer with the MBUA patch on the pocket.
- viii. One or two navy blue baseball bags
- B. Also an Association umpire may wear a light blue or red jersey with the same accessories worn with a navy blue shirt with the MBUA logo
- C. Alternatively, an umpire may wear a black or cream jersey. If he does so, the following items shall be worn:
 - i. Charcoal grey trousers
 - ii. A BLACK hat adorned with the MBUA logo
 - iii. A black belt, black shoes, and black socks
 - iv. A BLACK undershirt
 - v. One or two BLACK ball bags
 - vi. A BLACK pullover with white epaulets.
- D. All umpires should be identically dressed. EXCEPTION: Due to weather conditions or personal preference one or the other umpires can officiate with or without the jacket as long as the rest of the uniforms are matching in accordance with the standards stated above.

Section 11.2: Members shall observe the position and signaling in accordance with the current MBUA Mechanics/NFHS Rule Book unless field conditions, game developments, or injury, among other causes, recommend the temporary adoption of other methods. This latter exception is generally adopted rarely.

Section 11.3: Members shall observe all protocols of the MIAA, including those concerning the post-game handshake ceremony. When there is a conflict between the MIAA and NFHS rules and/or guidelines, those of the MIAA will be utilized.

Section 11.4: Members shall abide by the following NFHS matters as outlined in the appendices of the NFHS Rulebook:

- A. Suggested guidelines for management of concussions in sports
- B. Equipment Guidelines
- C. Guidelines on handling contests during lightning or thunder disturbances
- D. Codes of ethics for Officials and Coaches

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Article 12: Amendments

Section 12.1: A proposal to amend or revise the Constitution and By-Laws may be made by any Active Member in good standing who gives notice of his intentions in a written proposal to the Secretary

Section 12.2 Member(s) who proposes a change of the By-Laws shall sign his proposal.

Section 12.3 The Secretary shall announce and distribute copies of the proposed amendment at the next membership meeting.

Section 12.4 The proposal shall be the subject of a vote at the next membership meeting that follows the meeting where the announcement was made.

Section 12.5: An amendment must be approved by two-thirds (2/3) of the voting members present as long as the number of attendees is a quorum.