

CONSTITUTION

HCUA, LLC

dba Hillsborough County Umpires Association (revision 12/5/2022)

Article 1. Name

The Organization shall be known as the HCUA, LLC, dba Hillsborough County Umpires Association (HCUA).

Article 2. Purpose

The purpose of the organization shall be to promote the welfare of the sport of high school softball. This purpose shall be accomplished in the following ways:

- A. Develop the highest caliber of officiating expertise by training and education.
- B. Standardize the procedures used by the umpires of HCUA.
- C. Offer and supply umpiring services for Florida High School Athletics Association (FHSAA) sanctioned softball games. Note: the primary design function of HCUA is to provide officials to FHSAA sanctioned events and to provide for other events as opportunities arise.
- D. Stimulate the professional relationship and cooperative spirit between officials, participants, schools, and sports followers.
- E. Promote and encourage membership to all persons with no regard to sex, race, religion, or disability.

Article 3. Membership

Membership is open to any person who registers with the FHSAA. Members may also register with other softball organizations.

- A. Each member shall be currently registered with HCUA. Membership is applicable between January 1st and December 31st.
- B. Each member shall be registered and in good standing with FHSAA.
- C. By joining HCUA, each member agrees to abide by the Officials Code of Ethics contained in the FHSAA Officials Guidebook.
- D. The Executive Board shall set membership dues annually. Once dues have been submitted, members will be provided a copy of the HCUA Constitution and all other related local association policies and procedures.
- E. Members of HCUA may request a written leave of absence from HCUA. Members granted a leave of absence must pay annual dues to maintain continuous service with HCUA.
- F. Members who request a leave of absence from the FHSAA must follow FHSAA policies with respect to leaves.

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Article 4. Officers

The elected officers of the organization shall be:

- A. President, Vice-President, Vice-President of Membership, Secretary, Treasurer, and Director of Training.
- B. Terms of office for all Board positions will be for two (2) years.
- C. The term of office for the President, Secretary, and Director of Training will commence on the date of election at the association's end of season meeting in odd numbered years (i.e., 2019, 2021, and 2023).
- D. The term of office for the Vice-President, Vice-President of Membership, and Treasurer shall commence on the date of election at the association's end of season meeting in even numbered years (i.e., 2020, 2022 and 2024).
- E. Elected Board Members who resign, are removed, or otherwise vacate their elected position shall have that part of their unexpired term filled by appointment by vote of the remaining elected members of the Executive Board. If the appointment is made during the first year of term of office, the appointment will be until the next scheduled election of association officers at which time the office shall be placed on the ballot as a special election along with the regularly scheduled offices to be elected. The term for this position will be for one year until the next regular election year for that Board position. If the appointment is made during the second year of the term of office, the appointment will be until the next regular election.
- F. The elected officers and the Immediate Past President shall constitute the Association's Executive Board.
- G. No member shall hold more than one Board position simultaneously.
- H. Officer and/or nominees must be members in good standing of the HCUA, and must maintain HCUA, LLC as their Primary Softball Association with FHSAA. Should an Officer designate another softball association as their primary softball association with FHSAA, they are subject to immediate removal from their Board position by vote of the remaining Board members.
- I. The Booking Commissioner shall also be elected in the same manner as the officers of the association and shall commence on the date of election at the association's end of season meeting in even numbered years (i.e., 2020, 2022 and 2024). However, the Booking Commissioner is not a member of the board and does not have any voting rights on the board. He or she is part of the general membership and can vote on matters with general membership. He or she shall also be in good standing with HCUA, FHSAA and must maintain HCUA, LLC as their Primary Softball Association. Should the Booking Commissioner designate another softball association as their primary softball association with FHSAA, they are subject to immediate removal from their position as the Booking Commissioner by

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the Board of Directors. The Booking Commissioner position is a paid position with HCUA, LLC and is subject to the tax laws of the United States and State of Florida.

Article 5. Elections

A. At the General Membership meeting in November/December of each year, the President will appoint a nominating committee of a minimum of three (3) and not more than five (5) members in good standing with the association. At least one member will be the Vice-President of Membership who will chair the committee. Should the Vice President of Membership appear on the ballot as a candidate, the Vice President, or another member of the Executive Board designated by the President, shall chair the committee.

B. The nominating committee shall present its slate of candidates at the last scheduled meeting of the high school (FHSAA) season. The nominees shall be contacted in advance of the election and agree to serve, if elected. If a nominee declines a nomination, another name shall be presented.

C. All nominees must be members in good standing with HCUA who has designated HCUA LLC as their primary softball association with FHSAA.

D. Elections will take place at the last meeting of the season, or, at the discretion of the Executive Board, the election may be conducted electronically using email or phone. If an electronic election is utilized, each member will be notified at their email address in Arbiter Sports and will utilize that email address to send their vote. Each member will send their vote to the chairman and at least one other member of the Nominating Committee as provided in the election announcement.

E. To vote in Association elections, members must be primary to HCUA and in good standing with HCUA.

Article 6. Duties of Officers and Booking Commissioner

President - The President shall preside at all general meetings of HCUA. He/she shall assign duties and/or appoint any necessary committees as well as serve as a member of any necessary committee to properly conduct the affairs of the Association. The President may meet with and advise the Booking Commissioner prior to each booking. The President may call any meeting deemed necessary to inform the members of present recommendations for approval by members. The President shall serve as an ex-officio member of all committees, except the nominating committee. The President shall oversee the deposit by the Treasurer of all funds collected by the Association.

Vice President - The Vice-President shall act as an aide to the President and shall preside over all activities in the absence of the President. The Vice President will serve as the Chairperson of the Grievance Committee. The Vice President shall review all fines (in coordination with the Secretary Treasurer) due from the membership and notify the Booking Commissioner of all paid or unpaid fines so that

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the Booking Commissioner may assign or withhold assignments from officials as described in the Policies and Procedures of HCUA.

Vice President of Membership – The Vice President of Membership will act as the register for the association and oversee uniform matters as well as aiding new umpires. He/she shall actively recruit new members. He/She shall also handle all duties related to the Jessica Lunsford Act, as required by Hillsborough County Schools, ensuring HCUA members properly comply with the policy.

Secretary - The Secretary shall keep an attendance record and the minutes of all meetings of HCUA

Treasurer – The Treasurer will receive all monies of the Association, shall keep an accurate record of receipts and expenditures and shall payout funds only as authorized by the HCUA. The Treasurer shall be a signer of all checks of the Association and shall provide a report on the finances of the HCUA at all regularly scheduled meetings. The Treasurer shall issue a written receipt for all monies collected on behalf of the Association and deposit all funds received by the Association. As fines are collected and receipted, the Treasurer shall give the Vice President notice of all fines collected and from whom they were collected.

Booking Commissioner – is a non-voting position as well as a non-Board position. (FHSA Assigned Games Only) The Booking Commissioner will assign games to members in accordance with booking policies and availability (to work) of members. The booking commissioner will also send to coaches of member schools a copy of the booking assignments. The booking commissioner will send to the Hillsborough County School Board Athletic Office a complete roster of the membership to include the members' names, Social Security numbers and addresses. This shall also be given to other school systems or private schools as agreed upon in the individual contracts. The Booking Commissioner may be paid a salary. If paid, the salary must be recommended by the Executive Board and approved by the membership. The contract between the Booking Commissioner and HCUA will be signed annually. If for any reason the Booking Commissioner cannot come to terms or refuses to sign the agreement, then the Booking Commissioner may be replaced. The Booking Commissioner will provide the Executive Board and the Assignment Committee with the current list of rated officials.

Director of Training – The Director of Training will be responsible for the planning and presentation of clinics and training meetings. He/she will also set up training sessions with new members of the associations in rules study and mechanics of softball officiating. The Director of Training shall Chair the Evaluations Committee,

whose members shall evaluate each member throughout the season and make recommendations to the Assignment Committee and the Booking Commissioner concerning the status of all working members.

Past President – The Past President shall be a voting member of the board. He or she shall assist the board with HCUA activities, as identified by the Executive Board. The term of office for the Past President ends when a new President is elected or appointed. If the Past President resigns or is removed from the Board, the Executive Board shall replace him or her with a prior Past President, if one is identified and is

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willing to fulfill the position. In the event no Past President is available, the position shall remain open until fulfilled at the next election or appointment.

Article 7. Executive Board shall:

- A. Meet prior to the meeting of the general membership and more often as the President deems necessary.
- B. Study, evaluate and act upon complaints involving schools, coaches and the FHSAA.
- C. Make recommendations for items to be voted on by the membership.
- D. Conduct negotiations with various schools and/or conferences/organizations in accord with HCUA booking policies.
- E. Establish and publish: Annual dues, policy and procedures, uniform requirements, standards to implement any needed disciplinary action, and set forth any additional policies as deemed necessary to ensure the welfare of HCUA organization is maintained.
- F. Approve all expenditures on behalf of HCUA.
- G. Negotiate an annual agreement between HCUA and the Booking Commissioner.
- H. Any officer may resign by giving written notice to the Executive Board of Directors, the President, or the Vice President. Such resignation shall take effect upon receipt of the notice, or at any later time specified therein and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective. Any officer and/or member of a committee may be removed for failure to perform materially and substantially his or her duties, conviction of a crime, or as a result of engaging in conduct that is a fundamental violation of the HCUA LLC or FHSAA policies, in each instance by action of a two-thirds vote of the other Executive Board of Directors. Any officer of the Executive Board that misses three scheduled meetings during a calendar year may also be replaced by two-thirds vote of the other Executive Board members.

Article 8. Uniforms

The uniform of HCUA shall be that which is prescribed by the FHSAA.

Article 9. Officiating Procedures

All members of the HCUA shall conform to all procedures and mechanics prescribed by HCUA and the FHSAA.

Article 10. Meetings

- A. There shall be two (2) different types of meetings: General Meeting and Training Session. Business conducted at a Training session shall be limited to items

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pertaining to umpiring softball. Business conducted at a general membership meeting shall be limited to any item pertaining to all members of HCUA.

B. Clinics will be held early in the season, planned, and directed by the Director of Training. The minimum number of these meetings is to be dictated by the Executive Board and by the FHSAA.

C. Meetings will be held as determined by the Executive Board and generally at least once a month during the months of September through May and as needed. Additional meetings may be called for by the President of the Executive Board to fulfill any needed requirements or for any other deemed reason.

D. A sign in sheet shall be taken by the Secretary and recorded at all general membership meetings and Training sessions. Attendance records will be kept and reported as required to the FHSAA.

E. Members that are absent from clinics and general membership meetings will be hindered in advancing in rank in the HCUA and FHSAA as policies dictate. Additionally, excessive absences, as deemed by the Executive Board can result in a reduction of number of games assigned, post-season assignments or other forms of discipline.

F. Meetings, whether general membership or training, will be scheduled on a day (s) that is most convenient to most of the membership.

G. All members must be in Good Standing, those not in good standing may receive disciplinary action and/or removal from association. This will be up to the Executive Board. Examples: criminal convictions, breaches of fiduciary duties, non-attendance at meetings/board meetings and conduct that reflects badly on an association.

Article 11. Quorum

For the purpose of electing officers of the association, a quorum will be constituted by at least ONE-THIRD (33 1/3 %) of the members in good standing of HCUA who have designated HCUA, LLC as their primary softball association with FHSAA. For all other purposes, a quorum will be constituted by at least ONE-THIRD (33 1/3 %) of all members in good standing of HCUA. A vote will be passed by majority of the members present. These requirements apply equally to in-person and electronic elections.

Article 12. Amendments

The Constitution may be amended at any General Membership meeting of the HCUA. Proposed amendments must be submitted, in writing, to a Board member at least 72 hours prior to the next scheduled meeting. All amendments may be approved by a two-thirds (2/3) majority of the membership present (provided there is a quorum) at the meeting when the vote is taking place.

Approved by the General Membership on 12/5/2022