



**BRYAN/COLLEGE STATION-TASO SOFTBALL  
CHAPTER, INC.**

**BY-LAWS**

**AND**

**POLICIES**

Effective January 12, 2014

**BRYAN/COLLEGE STATION-HIGH SCHOOL SOFTBALL**

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**BRYAN/COLLEGE STATION-TASO SOFTBALL CHAPTER, INC.**

# **BRYAN/COLLEGE STATION-TASO SOFTBALL CHAPTER, INC.**

## **BY-LAWS**

### **ARTICLE I - NAME**

The organization shall be known as the Bryan/College Station-TASO Softball Chapter, Inc. The organization may be referred to interchangeably as either the organization, the association, or the chapter throughout these BY-LAWS.

### **ARTICLE II - PURPOSE**

**SECTION 1.** The primary purpose of the chapter is to provide softball umpires for area school's (UIL, Non UIL, etc.) games under contract.

**SECTION 2.** In addition, the chapter shall encourage, promote and develop the sport of softball to include the following means:

- A. Unite fully qualified umpires in the Bryan/College Station officiating area into an organized membership that will foster cooperation and fellowship;
- B. Advance the ideals of good sportsmanship and fair play through qualified and respected umpires in softball;
- C. Provide educational programs to elevate the knowledge and mechanical skills of softball umpires at all levels of competition;
- D. Conduct public information programs for coaches, booster groups, and others that will encourage appreciation for the skill and competence of softball umpires and the rules of the game;
- E. Develop and maintain a membership consisting of experienced and capable softball umpires, who are actively engaged each year in umpiring games;
- F. Foster a high standard of integrity and ethics among softball umpires that will i n t u r n encourage fair play and sportsmanship among the athletes and coaches;
- G. Provide the organization and leadership to properly select and assign umpires for all available softball games.

### **ARTICLE III - SCOPE**

The membership and activities of this Association shall be governed by these articles of association and by such regulations as may be enacted in accordance with these articles.

## ARTICLE IV - OFFICERS

**SECTION 1.** The elected officers of this Association shall be a President, a Vice-President, a Secretary, a Treasurer, and Member(s) at Large, all elected at large. Other than the President, all officers shall have one vote at Executive Board meetings. The President shall have one vote in case of a tie. The Elected Officers shall comprise the Executive Board.

**SECTION 2.** Each Elected Officer's term of office shall be:

- A. The President shall be elected for a term of two (2) years in even numbered years, at the Annual General Membership Officer Selection Meeting, and shall hold office from July1 through June 30. A vacancy in the office of the President shall be filled by the Vice-President.
- B. The Vice President shall be elected for a term of two (2) years in odd numbered years at the Annual General Membership Officer Selection Meeting, and shall hold office from July1 through June 30.
- C. The Secretary shall be elected for a term of two (2) years in odd-numbered years at the Annual General Membership Officer Selection Meeting, and shall hold office from July1 through June 30.
- D. The Treasurer shall be elected for a term of two (2) years in even numbered years at the Annual General Membership Officer Selection Meeting, and shall hold office from July1 through June 30.
- E. Member(s) at Large will hold office for a period of two (2) year. Elections for Members at Large will alternate years. Two in even numbered years and one in odd numbered years.
- F. Umpire-In-Chief will be appointed by the President with the boards approval. The term will be July 1 through June 30.

**SECTION 3.** All officers of the Association shall be elected from the roster of active members at the annual election meeting, to be held in June of each year. To be qualified to serve, each Executive Board member must be and maintain 'active member' status throughout his/her term. An active member for purposes of this section shall be defined as a fully accredited member who has paid his/her current local and state dues, game assignment fees, and any fines.

**SECTION 4.** The Election Committee shall certify the elections within 72 hours unless good cause is shown why said election should not be certified. Failure by the Election Committee to certify an election in a timely manner requires a special meeting of the chapter within 30 days requiring a special election to certify the votes. A majority vote by qualified members attending such a meeting and having a quorum shall certify the election. The membership may vote to certify on an office by office basis. Failure to certify the votes by the membership requires a special election held within 30 days.

**SECTION 5.** Only members of this association who have been active members for one full calendar year shall be qualified to run for office. An Executive Board member must maintain 'active

membership' throughout his/her term. Failure to maintain 'active membership' is cause for automatic removal from office.

**SECTION 6.** Any officer may be removed by a two-thirds vote of the active members whenever in their judgment the best interests of the association will be served.

**SECTION 7.** Any member in good standing may bring charges against any officer by filing such charges in writing with the president or secretary, together with a petition signed by **25 percent** of the active members, requesting the removal of the officer in question. Any member in good standing may bring charges in writing to the president or secretary, together with a petition signed by **50 percent** of the active members, requesting the removal of the representative in question. The removal shall be voted on at the next regular or special meeting following the meeting the notice is given. The board member against whom such charges have been brought shall be informed in writing of the charges prior to the meeting and shall have an opportunity at the meeting to be heard and to bring witnesses. The person or persons bringing the charges shall have the same opportunity.

A. For Officers (President, Vice-President, Umpire-In-Chief, Secretary, and Treasurer), a vote of at least two thirds (2/3) of the active members shall be necessary for removal.

B. For Members at Large, a vote of at least two thirds (2/3) of the active members shall be necessary for removal.

## **ARTICLE V - DUTIES OF EXECUTIVE BOARD**

**SECTION 1.** President

- Preside over all meetings.
- Approve all meeting agendas, training agendas and instructors.
- Appoint and be a member of all committees, both standing and appointed.
- Responsible for the execution of the decisions and orders of the Association.
- Attend the annual state meeting or designate a representative to attend.
- Call special meetings as deemed necessary.
- Has final approval of all game assignments.
- Review all umpire's rankings submitted by Vice President/Umpire-In-Chief.
- Attend (or appoint representative to attend) any requested meetings by Athletic Directors/Coaches/League Board of Directors.
- Recommend to the Executive Board, candidate(s) for Assignment Secretary.
- Recommend game fees for Amateur and League play for Executive Board approval.
- Supervise the collection of all monies due the Chapter and its members.
- Recommend fines or other penalties for minor violations of Chapter by-laws and Policies to the Executive Board.
- Refer to the Ethics and Professional Conduct Committee any complaints received against members
- Notify the Executive Board of any fines or complaints and his/her decision to refer or not to refer such to the Ethics and Professional Conduct Committee.
- Oversee any meeting between Member and Chapter Representative, if so requested.
- Appoint any vacated position until term expires or special election can be held.

- Has one vote in case of a tie at the Executive Board Meetings.
- Appoint the association UIC with Board approval.

## **SECTION 2. Vice-President**

- Preside and assume the duties of the President in his/her absence.
- Succeed the President in case of a vacancy in that office.
- Responsible for recruiting for the Association.
- Chapter Representative for all new members of the Association.
- Perform other duties as may be assigned by the President.
- If presiding for an absent President, will also have one tiebreaker vote for the President.
- Assist in keeping order at General Membership and Executive Board meetings.
- Act as parliamentarian when necessary.
- Monitor the process of the election officers and Chapter Representatives.
- Has one vote at the Executive Board Meetings.

## **SECTION 3. Secretary**

- Have charge of all non-financial records of the Association.
- Develops agendas based on input from the President and/or members of the Executive Board.
- Record all meeting minutes of the Executive Board and General Membership meetings
- Maintain a file of all meeting minutes in either hard copy or electronic media.
- Compile and maintain an accurate roster of the membership of the Association to include name, address, social security number, and phone numbers (home, work, mobile, fax, and pager).
- Maintain accurate point accumulation and division status of all members.
- Maintain records on all school scratches and provides such information to the Executive Board, and Assignment Secretary.
- Maintain of all Chapter's correspondence and be responsible for the preparation and timely
- Submission of all reports and/or documents necessary to be filed with State organization.
- Maintain a Chapter Notebook containing all records, minutes, letters, memos, photos, reports, and all other matters submitted to or by the Chapter. (Notebook hard copy or electronic files are the property of the Chapter and will be forwarded to the next Chapter secretary).
- Has one vote at the Executive Board Meetings.

## **SECTION 4. Treasurer**

- Maintain all financial records of the Association.
- Collect and deposit all monies paid to the Association.
- Disburse such monies to pay all approved debts of the Association by the Executive Board.

- Responsible for sending all fees in a timely manner to the TASO state office
- Collect state dues, local dues, game fees, fines, etc. from members of the Association.
- Collect any fees owed Chapter or members of Association.
- Prepare fiscal year budget to be presented to Executive Board no later than start of High School season.
- Prepare monthly financial reports to be presented to the Executive Board and available to members of the Association upon request.
- Submit final financial statement to Executive Board by Oct. 1.
- Allow outside auditor inspection of the books upon request by the President or Executive Board.
- Responsible for renewal of insurance policy for bonding of Executive Board.
- Has one vote at the Executive Board Meetings.
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**SECTION 5. Umpire-In-Chief**

- Develop a Training and Evaluation Program
- Train and Evaluate Umpires
- Has no vote at the Executive Board Meetings

**SECTION 6. Members At Large**

- Consult with members of the chapter and present the concerns of their constituents to the Executive Board.
- Notify all members in the chapter of special called meetings.
- Contact members absent from regular meetings.
- Notify members in the chapter of possible fines.
- Provide ability rankings for umpires within their division to the President.
- Meet with individual member within their division to resolve any questions or concerns.
- Arrange any requested meeting by the member with the President.
- Has one vote at the Executive Board Meetings.

**SECTION 7.** All members of the Executive Board involved in the handling and disbursement of Association funds, i.e., the President, the Vice-President, and the Treasurer, shall be bonded, such expense to be borne by the Association.

**SECTION 8.** The Executive Board shall recommend policies to the membership; it shall hear and decide penalties appealed for violations of the Chapter Bylaws and Policies.

**SECTION 9.** Unless otherwise allowed by these Bylaws, the District Director is a non-voting advisor to the Executive Board. The outgoing President is considered a non-voting advisor to the Executive Board for the two years following his/her tenure as President.

**SECTION 10.** The Executive Board shall have the authority to establish guidelines that specify the implementation of these By-Laws. These guidelines shall not alter the Chapter By-Laws. Those guidelines that alter the By-Laws are not allowed, but are subject to the ratification process established in this document. The Executive Board must notify (either electronically or personally) the Membership of these guidelines.

SECTION 11. The Executive Committee shall be responsible for umpire rankings and determination of the top twenty-five (25)

## **ARTICLE VI - MEETINGS**

**SECTION 1.** All general membership meetings shall be scheduled with reasonable notice by the President with the concurrence of the Executive Board. Meetings shall be held once a month in the months of: January, February, April, May, and November. Mandatory meetings will be in the months of January and February. Executive board meetings will be held in January, February, March, April, May, June, and November. An annual meeting schedule will be published to the general membership in February. Agendas for each meeting will be prepared in advance and distributed at the general membership meetings. The President can designate meetings other than January and February and mandatory if the need arises. Board member elections will be held in June. The nomination process will be closed at the May General Meeting.

**SECTION 2.** Members are required to attend all mandatory meetings, no member may miss two meetings consecutively without excuse from a Board Member and not be liable to fine or disciplinary action. The President shall assess a Fine of \$5.00 for nonattendance. Appeals are available to members as elsewhere described. Working an assigned TASO game is an acceptable excuse. Members shall be required to attend all mandatory meetings with no exceptions and attendance is defined as being present for the entire meeting and being present for either roll call or being present when the attendance sheet is made available for signature. –

**SECTION 3.** Members of the Executive Board or their appointed representative, with reasonable notice, shall be required to attend all called and special meetings of the Chapter as well as called meetings of the Executive Board. No member of the Executive Board shall be absent from two successive meetings without excuse and not be liable to disciplinary action or replacement by the President.

**SECTION 4.** The President may call special meetings of the Association as he/she deems necessary or when a request for such a meeting is made to the President in writing and signed by not less than twenty-five per cent (25%) of the active membership.

**SECTION 5.** The presence of twenty-five per cent (25%) of the active membership at a general meeting shall constitute a quorum; official business shall not be conducted in the absence of a quorum. The presence of at least three (3) members of the Executive Board at an Executive Board meeting shall constitute a quorum.

**SECTION 6.** Robert's Rules of Order shall be the authority for the conduction of all meetings.

## **ARTICLE VII - MEMBERSHIP**

**SECTION 1.** There shall be the following categories of membership: (1) Active, (2) Transfer/Associate, and (3) Inactive.

**SECTION 2.** The Executive Board shall rule on the applications of all new and transfer/associate members.



**SECTION 3.** All members must be in good physical condition and must be at least 18 years of age. All applicants and members of the Association must officiate in the district of the Bryan/College Station–TASO Softball Chapter Inc. They must be honest and upright citizens of good moral character who are wholeheartedly in accord with the purpose of the Association. No applicant or member shall discriminate against any player, coach, official, team, or any other person or entity because of race, color, creed, sex, or national origin. Applicants and Members shall refrain from any comment or conduct (at any time) which would be contrary to the meaning and purpose of the Chapter Bylaws and Policies, and should avoid even the appearance of impropriety.

**SECTION 4.** An active member is any individual who has fully completed and submitted an application for membership to the organization, completed a training program, and paid all state and local fees and/or dues. A Rules and Mechanics exam with scores required for the division assigned to the individual are necessary each year to maintain membership in good standing. All members must also comply with all state requirements under the guidelines of the Texas Association of Sports Officials. An active member must remain current on all-game fees, local dues, state dues, fines, and late fees

**SECTION 5.** The Executive Board may endorse or not endorse all new applicants and transfers based on exam results, field conduct, and compliance with the provisions and principles of this document and forward said endorsement along with the application to the TASO State Office.

**SECTION 6.** All new applicants and transfers shall undergo an evaluation period of 30 days. Upon receipt of a satisfactory report on a candidate's examination and his/her conduct and performance on the field, he/she shall be eligible for positive endorsement upon payment of his/her application fee. Any new member is required to attend the Umpire Development School (UDS) or an approved equivalent and pass all exams. A transfer is required to attend some type of mechanics training prior to receiving any assignments. No new membership application or transfer application shall be acted upon until the next regular meeting following the introduction of the prospective new member. Once the Executive Board accepts a member's application, he/she shall have one vote at all meetings of the Association, unless otherwise restricted by these Bylaws.

**SECTION 7.** Transfer Members from other chapters of TASO Softball shall be accepted into membership in the Chapter at the same division level in which they are on record with TASO State Office. Transfer Members from other umpire associations shall be accepted into the Chapter as new members after completion of the mechanics training and payment of all dues. The Executive Board must vote to accept or reject any transfer after review of all documents from previous chapter to ensure all documents are in order.

**SECTION 8.** Members of the Chapter who fail to pay local dues by April 1st will be classified as Inactive Members. A roster of all inactive members shall be maintained by the Secretary for a period of 2 (two) years. Any former active member whose name appears on this list, and who wishes to once again become an active member shall have priority over new or transfer applicants and be required to all previous debts due the chapter and/or state. Inactive Members shall pay neither dues nor fees and shall have no vote.

**SECTION 9.** All members of the Chapter are independent contractors in their officiating capacities and not employees of the Chapter, or of any officer or assignor(s) of games of the Chapter, or of any other person or entity for whom the members work as officials. As such no deduction of any taxes will be taken out of any payment to them. All members of the Chapter must recognize this

status and understand that neither the association, nor its officers or assignor(s) of games, are employers, and therefore, the members may not be able to collect worker's compensation from the chapter or any other person or entity for injuries sustained while performing or traveling to and from officiating, assigning or officiating-related or assigning-related work. Each member should consider obtaining and maintaining liability and disability insurance for injuries arising out of the member's work. TASO will. Provide secondary insurance upon payment of state dues. A member may decide to accept or reject game assignments as per these By-laws. No individual member shall compete for umpire assignments made by this organization. Such action is subject to severe disciplinary actions by the Executive Board.

**SECTION 10.** Dual membership (affiliate) umpires pay only chapter dues and will only be assigned playoff games through their home chapter.

**SECTION 11.** Each member of the Chapter agrees by becoming a member that they have read the chapter bylaws and policies and all other rules, regulations and policies of the Chapter and of the State.

## **ARTICLE VIII - COMMITTEES**

**SECTION 1.** The President shall appoint the following standing committees with Executive Board approval:

**A. Election Committee**

Three members of the Association must represent this committee. They are responsible for checking the eligibility of each nominee, creating ballots, counting ballots, and certifying the election results. A candidate cannot be part of the Election Committee.

**B. Ethics and Professional Conduct Committee**

This committee shall be composed of five members, one non-voting Chairman and four others, who will investigate and recommend penalties for violations of the Chapter Bylaws and Policies.

**C. Program and Entertainment Committee**

This committee will work with the President and Vice President to organize and schedule programs for meetings and other Chapter activities.

**D. Education Committee**

This committee will run the High School Umpire Development School (UDS) for the chapter. The chairperson of the committee will be the Umpire-In-Chief and will be required to maintain and submit to the President (at the conclusion of umpire school) a complete notebook containing records of all programs, lesson plans, presentations, and teaching aids used and utilized during the umpire school. The notebook is the property of the Chapter and should be utilized and updated by each succeeding Umpire-In-Chief. The Umpire-In-Chief will submit a training outline to the Executive Board with recommended training instructors, school dates, and times for approval prior to UDS School.

**E. Public Relations Committee**

This committee is responsible for handling any cards and flowers for illnesses ( r e q u i r i n g hospitalization), funeral flowers, etc. on behalf of the association.

**SECTION 2.** Any Executive Board member may resign at any time by giving written notice to the President or Secretary of the Chapter. Such resignation shall take effect at the time specified therein; and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

## **ARTICLE IX - FEES, DUES, AND ASSESSMENTS**

**SECTION 1.** Local annual dues for this Association shall be set by the Executive Board not to exceed a 25% increase from the previous year. All members shall pay these dues by February 1 without penalty. Dues received after February 1 will be charged a late fee as set by the Executive Board.

**SECTION 2.** The Texas Association of Sports Officials shall fix state dues. These dues shall be paid by all members by July 1 without penalty. Dues paid after this date shall be charged a late fee as set by the TASO State Office.

**SECTION 4.** Active Members shall pay the forthcoming year's state membership dues.

**SECTION 5.** No member shall be assigned to work any games until his/her dues have been paid in full.

**SECTION 6.** Any member who does not pay his/her state dues prior to the filing of the Chapter Report with the Texas Association of Sports Officials or by the first general membership meeting in February with associated late fee shall be ineligible for assignments to playoff games the following year.

**SECTION 7.** Any special assessments voted by the membership and/or fines assessed to any member by the Executive Board must be paid within fifteen (15) days of receipt of notification to the member or game assignments will be revoked. Any member delinquent in payment of assessments or fines may be liable to further penalty and no further games will be assigned.

**SECTION 8.** The monies raised through the local dues and assignment fees shall be used to pay the normal operating expenses of the Association, including reimbursements of usual expenses incurred in the conducting of the business of the Association and the supplemental payment to an Assignment Secretary as determined by the Executive Board. The President, Vice-President, Secretary, UIC, and Treasurer shall receive reimbursement for their expenses and activities on behalf of the Association. All bills and reimbursements must be approved by the Executive Board for payment.

## **ARTICLE X - ASSIGNMENT SECRETARY**

**SECTION 1.** An Assignment Secretary shall be appointed by the President with the approval (majority vote) of the Executive Board by December 1<sup>st</sup>. Any member wishing to submit an application should present their proposal to the Executive Board by November 1<sup>st</sup>. Scheduling fee will be proposed by the Assignment Secretary, to include payment schedule, and voted on by the Executive Board. Assignment Secretary term will be from December 1<sup>st</sup> to November 30<sup>th</sup>. Applicants will be interviewed and or selected at the November Executive Meeting and payments will be distributed according to workload of assignments. Assignment Secretary may appoint one (1) Assistant Assignment Secretary with approval of the Board. Fee's to be determined by games scheduled. The Assignment Secretary shall provide a list of assigned games to the Executive Committee.

## **ARTICLE XI - DISCIPLINARY ACTION**

Members who are to appear before the Ethics and Professional Conduct Committee shall be notified of the date, time, and place, by certified mail at least five days prior to their appearance date. Failure to appear may result in automatic disciplinary action against the member. Electronic Notification is sufficient notice and in the case that notification is sent via e-mail, the notice must be sent both to the member asked to appear before the Committee, the Executive board, and the Ethics committee with either delivery receipt from the post office, or a response via e-mail indicating such delivery.

## **ARTICLE XII - EXPENDITURES**

**SECTION 1.** Officers and Members-at-Large shall receive no stated salary for their services as members of the Executive Board. Officers, Committee members, and any other persons deemed appropriate by the Executive Board, shall be reimbursed for reasonable expenses while engaged in the business of the Association, allowed and paid upon approval of the President with notification to the Executive Board. Any reimbursement in the amount of One Hundred Dollars (\$100.00) or more shall be paid upon approval (majority vote) of the Executive Board only.

**SECTION 2.** The President and Secretary (or their designee) shall be reimbursed for a maximum of one hotel room per night each for two nights during the State Meeting if not held locally. Per Diem expenses to be paid according to the guidelines utilized by TASO. Travel expenses will be reimbursed as actual expenses for one vehicle each both ways or the lowest available airfare round trip, for two, which ever is less, or as approved by the Executive Board.

**SECTION 3.** The Executive Board will contract with a Assignments Secretary for his/her services. The Assignment Secretary shall work with and under the direction of the President.

**SECTION 4.** The Executive Board shall set payments of all support staff.

## **ARTICLE XIII - RATIFICATION AND AMENDMENT**

**SECTION 1.** These Bylaws become effective upon their approval by a two-thirds (2/3)-majority vote of the active membership present at the first meeting following their presentation.

**SECTION 2.** These Bylaws may be amended by a two-thirds (2/3)-majority vote of the active membership present at the first meeting following the presentation of the proposed amendment.

# **BRYAN/COLLEGE STATION-TASO SOFTBALL CHAPTER, INC.**

## **CHAPTER POLICIES**

### **ARTICLE I - PROFESSIONAL RESPONSIBILITIES**

1. All umpires are expected to know the meaning and application of the rules of softball, as well as proper field mechanics and coverage.
2. All umpires are expected to be physically, mentally, and emotionally fit to discharge their duties and responsibilities on the field.
3. No member working in a softball game as an umpire, not assigned or approved by the President or assignment secretary shall wear any clothing or equipment containing the TASO Insignia.
4. All umpires are expected to be well groomed, any facial hair shall be trimmed and well groomed so as to give a professional appearance, and to be dressed in a clean and neat regulation uniform with shined shoes.
5. Each umpire is expected to possess the equipment necessary to perform the duties of an Umpire, including at least the following: uniform clothing conforming to official TASO uniform codes, protective equipment, and such other equipment as is necessary to perform his/her or duties. Members without equipment shall not be eligible for assignment to games. Only in emergency situations are members to lend equipment.
6. Each member is required to furnish to the Assignment Secretary at least one current telephone number, work or residence, and e-mail to enable him/her to be contacted about game assignments. Members are to keep their contact numbers current. Members are also responsible to notify the Chapter Secretary and State Association regarding changes of address, phone number, and other pertinent information.
7. Officials shall report to game assignments not less than 30 minutes prior scheduled time and start games on schedule. The senior official in term of experience will act as crew chief and have primary responsibility for reporting protest, ejections, and the like to the association President. An oral report is to be filed within 12 hours and a written report (if required) within 72 hours of such occurrence. Officials involved in ejections or early termination of a game, not by rule, shall file a written report within 72 hours of such occurrence by each official assigned the game to the President, TASO State Office, and UIL.
8. Umpires shall be available for assignments from February 1<sup>st</sup> through December 1<sup>st</sup>, subject to block out sheet restrictions. Other than the blocked out restriction sheet, all umpires will give first priority to this Chapter's assignments, including but not limited to participating or officiating in any other Chapter, Association, or sport, unless prior Presidential approval is obtained. Members are to honor all officiating assignments. All game assignments will come from the Assignment Secretary. If at a sight where more than one crew is assigned, the first crew is to wait until relieved by the second crew before departing.

9. Chapter Members while umpiring or attending games as spectators are to conduct themselves in a professional manner.
10. Umpires are not to consume alcoholic beverages until all assigned games for that day are completed. Umpires in uniform will not remain in venues, which sell alcohol for public consumption on the premise. Nor shall umpires purchase alcoholic beverages while in uniform.
11. It is a shared responsibility of each umpire to get in contact with his/her partner at least 48 hours prior to game time to confirm travel arrangements, working assignments, etc. Individuals who fail to contact their partners are subject to fines.
12. Partners should agree to working assignments prior to arriving at the game site. Partner's failing to agree to working assignments should use the following guidelines:
  - a. If the officials have worked together before, the assignments should reflect an even distribution of both plate and bases worked.
  - b. If the officials have not worked together or have worked the plate an equal number of times, the senior official should decide each assignment. The senior official should utilize the following in making his/her decision:
    1. The caliber of ball versus the experience of the officials.
    2. Avoiding the same official repeatedly working the same assignment for the same team.
    3. Experience and training.

## **ARTICLE II - PLAYOFF ASSIGNMENTS AND SELECTIONS**

1. Only members in good standing who have paid state dues, local dues, game fees, and any other outstanding debts and have attended either a state and/or regional clinic and has passed the test by the first general membership meeting in February shall be eligible for playoff assignments. Attendance and participation in Chapter events will be taken into consideration when assigning playoff series.
2. Eligible officials shall be notified of requests for playoff assignments by the Assignment Secretary or President when requests are received from coaches or athletic directors. If an assignment becomes available during the week, based on being selected by the coaches or athletic directors, the umpire has until 8:00 a.m. the next day to accept the assignment.
3. Once an official has agreed to work a playoff series, barring emergencies, he/she is committed to that series until its conclusion. If rain occurs and affects any other assignment, they will be relinquished until this series is complete. A series has priority over individual games.
4. If specific officials are not requested by name, assignments shall be made according to the following guidelines:
  - a. Specifications by the team requesting officials;
  - b. Umpires that have not been selected previously will get first priority;
  - c. Members-at-Large recommendation;
  - d. State test scores;
  - e. Availability.

## **ARTICLE III - CONDUCT AND ETHICS POLICY**

Each member of the TASO Bryan/College Station Chapter must avoid any action, which might result in or create the appearance of a violation of these standards of conduct and ethics. The following standards of conduct are not cumulative of each and every sort of conduct that is prohibited, but are illustrative of the types of conduct that is not condoned. The desire for the respect and confidence of the coaches, student athletes, school officials, and fellow softball umpires should provide the incentive to attain the highest degree of ethical conduct.

**SECTION 1.** No member shall knowingly violate the provisions of the bylaws, policies and other directives of the Chapter or the Texas Association of Sports Officials.

**SECTION 2.** No member shall consume alcoholic beverages or any other substance, which would impair that member's physical or mental performance until all assigned games for that day are completed.

**SECTION 3.** No member shall use the Chapter for private gain.

**SECTION 4.** No member shall give preferential treatment to any school, team, player, coach, or anyone affiliated with a school.

**SECTION 5.** All members must maintain complete independence and impartiality.

**SECTION 6.** No member shall compromise the integrity of the Chapter while wearing identifiable parts of the uniform, including the purchase or consumption of alcoholic beverages in public.

**SECTION 7.** No member shall criticize any other official, team of officials, or any other Chapter in the presence of coaches, players, spectators, or the media before, during, or after a game.

**SECTION 8.** No member shall fail to honor an officiating contract, without sufficient reason and without sufficient time to obtain a qualified replacement.

**SECTION 9.** No member shall falsify records or reports for personal gain.

**SECTION 10.** No member shall engage in scouting activities or engage in conversation with coaches regarding officiating assignments. In addition, no member shall view films or videos of games in an attempt to evaluate the performance of other officials, unless the film or video is sent to the Chapter by the coach for official review by the Chapter.

**SECTION 11.** No member shall cancel an officiating assignment to accept another more advantageous assignment, unless approved by the Chapter.

**SECTION 12.** Each member shall seek to possess and demonstrate knowledge of the rules and officiating mechanics.

**SECTION 13.** No member shall give, accept, or exchange any gift, favor, or thing of monetary value or personal gain for possible assignment to a game.



**SECTION 14.** No member shall influence, request, or communicate, directly or indirectly, with a coach, athletic director, assigning authority or athletic governing body to enhance the member's opportunity for assignment in games that are assigned by the Chapter. This does not prohibit the services of the Chapter in accordance with the Texas Association of Sports Officials policies.

**SECTION 15.** No member shall discredit the ability or performance or criticize the assignment of another official or group of officials in order to gain the opportunity of assignment for such member.

**SECTION 16.** No member shall knowingly accept assignment of a UIL sanctioned contest, if that member has a conflict of interest, unless the conflict of interest has been waived by the mutual consent of both opposing coaches. There are two occasions when coaches cannot waive conflicts: (1) a person is not a member in good standing of both the TASO and the local Chapter or (2) the assignment of a game came from a source other than the authorized chapter assignments procedure.

**SECTION 17.** No member shall commit a serious crime or commit any other criminal act that reflects adversely on the member's honesty, trustworthiness, or fitness as an official. A formal charge or arrest of a member shall not, however, trigger automatic disciplinary action against an accused member, since federal and state laws and this policy provide for a presumption of innocence.

#### **ARTICLE IV - FINES AND PENALTIES**

1. The President shall have the discretion to consider, and refer to the Ethics and Professional Conduct Committee, any complaints received against members of this Association. The President shall notify the Executive Board of any complaint and of his/her decision to refer or not to refer it to the Ethics and Professional Conduct Committee.
2. Any decision made by the Ethics and Professional Conduct Committee may be appealed to the Executive Board.
3. The following shall be used as guidelines in determining fines for members:
  - a. Previously accepted games may not be canceled within 48 hours of game time (prior to noon on the day before the game is scheduled) without penalty. Games canceled within 48 hours of game time will be fined at the rate of \$10.00 for each assignment.
  - b. Failure to report to an assigned game will result in a fine of the price of the game fee. If the official who appeared works the game alone and has complied with Section 12 of Article 1, he/she shall be entitled to receive one half (1/2) of the fine actually collected by the Chapter, provided the Official working alone has notified the Assignment Secretary of partner's absence.
  - c. Solicitation of game assignments may result in a fine, or the price of the game fee, and possible suspension for repeated offenses.
  - d. Members failing to attend a mandatory meeting as required, without excuse will be fined \$5.00.
  - e. Members who repeatedly fail to attend meetings as required may be referred to the Ethics and Conduct Committee, for disciplinary proceedings.
  - f. Members who request recovery of funds or fees, (whether or not recovery is requested through the Chapter) when such funds are not due may be fined or referred to the Ethics and Conduct committee, for possible disciplinary actions. All members must notify the Chapter

when such funds are received. A collection fee of \$5.00 may be assessed if the Chapter pursues collections after the member has been paid.

4. Additional or alternate penalties, including reprimands, probation, and suspension may also be imposed for violations of the Chapter Bylaws or Policies. All penalties may be appealed in accordance with the guidelines set up under the Texas Association of Sports Officials' grievance procedure.
5. Such fines as may be imposed must be paid within fifteen days of their imposition. If appealed successfully, appeal bonds will be refunded. If not paid on time, past-due fines will result in automatic suspension until such time as they are paid.

## **ARTICLE V - CONFLICTS OF INTEREST**

It is a sanctioned violation of the Bryan/College Station Chapter and TASO policy to work a contest in violation of the conflict of interest rules, and an official who violates these provisions may be placed on probation, fined, suspended, or terminated from membership.

**SECTION 1.** An official **SHALL NOT KNOWINGLY ACCEPT ASSIGNMENT OF A CONTEST** if any of the following conditions exist:

- A. A game assignment comes from a source other than through the authorized chapter assignments procedure;
- B. The official is not a member in good standing of either the TASO or the local Chapter;
- C. The official or the official's spouse is employed by any school fielding a team involved in the contest;
- D. The official is related by blood or marriage (parent, grandparent, child, grandchild, brother, sister, brother-in-law, son-in-law, etc.) to a person affiliated with a team involved in a contest;
- E. The official and any person affiliated with a team involved in a contest is former or present teammates, roommates, classmates, business associates, or close personal friends;
- F. The official or the official's spouse attended or worked at either school involved in a contest within the last 5 years;

**SECTION 2.** An official should notify the Executive Committee of any conflicts of interest **prior** to game assignments. If the official receives his/her schedule and then determines that a conflict of interest exists, the official must notify the Executive Committee of the conflict. Each official is under a continuing obligation to notify the Executive Committee of potential conflicts of interest.

**SECTION 3.** Any conflict of interest, except a conflict caused by A. or B. above, may be waived by mutual consent of the opposing head coaches.

**SECTION 4.** Each member shall certify in writing each year of any potential conflicts of interest that the member may have for the following season. If a member does not submit such certification, then that member shall not be eligible for selection by the coaches or other assignment of varsity games.

## **ARTICLE VI - RATIFICATION AND AMENDMENT**

1. These policies become effective upon their approval by a two-thirds (2/3) majority of the active membership voting at the first meeting after their initial proposal.
2. Additions or amendments to these policies may be made by a two-thirds (2/3) vote of the active members present at the first meeting after their initial presentation.