



Constitution and Bylaws

of

Palm Beach Baseball Umpire Association
PO Box 16133, West Palm Beach, FL 33416

Palm Beach Baseball Umpire Association was created to adhere to the requirement of the Florida High School Athletic Association, hereinafter referred to as the FHSAA. Officials who join the state association, FHSAA, must also join a local association as stated in the FHSAA's Officials Guidebook, hereinafter referred to as the OGB. The PBBUA is sanctioned by the FHSAA as the local association for Palm Beach County.

Article I NAME

The name of this corporation shall be Palm Beach Baseball Umpire Association, hereinafter referred to as PBBUA and the mailing address shall be in Palm Beach County, Florida.

Article II PURPOSE

Section I: Officials at an interscholastic athletic event are participants in the educational development of High School students. As such, they must exercise a high level of self-discipline, independence and responsibility. The purpose of the Code, as listed in the OGB's front cover, is to establish guidelines for ethical standards of conduct for all interscholastic officials.

The PBBUA shall require its members to abide by the Rules of Conduct as listed in the OGB and the Officials Code of Ethics as listed in the National Federation of State Associations Rules Book.

Section II: The Board of Directors of the PBBUA may institute a Standard Operation of Procedure or SOP. A quorum vote of 50% + 1 by the BOD is required for all content within a SOP.

- A. A SOP may include but not limited to:
 1. Disciplinary action(s) for any member violating Code of Ethical Standards, Rules of Conduct, Officials Code of Ethics or any PBBUA Protocol.
 - a. Actions of discipline should be to 'help' or 'instruct' an official which overall helps the unity of all members.
 - b. A monetary fine should not be part of any discipline action. A disciplinary action of removal from the schedule or suspension which causes an official to not receive game(s) does not equate to a monetary fine.
- B. Protocol for accepting and turning back games.
- C. Rankings Procedure.
- D. Required Training Attendance.
- E. Additional requirements, if any, beyond the FHSAA requirements to work playoffs



Article III MEMBERSHIP

The membership year shall be beginning on July 1 and shall end June 30.

Section I: Officials must follow the '*Requirements of Registration*' as listed in the OGB.

Section II: Local Dues and Application.

- A. PBBUA completed application shall be submitted with local dues.
- B. Dues and application may be mailed to designated association mailing address or submitted to designated PBBUA Board Member(s) at a scheduled PBBUA meeting.
- C. An official who pays State and Local dues is considered an independent contractor and not an employee of the FHSAA and the PBBUA.
- D. Local Dues and Applications will be collected separately for the upcoming Middle School and High School seasons.

Section III: A Secondary Member.

A member who is registered as a secondary member with the PBBUA through the FHSAA, must follow the OGB's instructions pertaining to working State Series games.

- A. has no voting privileges.
- B. is excluded from holding any office in the PBBUA.
- C. is excluded from holding the position of Assignor and Training Coordinator.
- D. is excluded from holding any committee position.
- E. cannot propose changes to the constitution and bylaws.

Article IV ORGANIZATION

Section I: Elected Officers.

The elected officers of this corporation shall be a President; Vice-President; Secretary; Treasurer; and three (3) or five (5) Members-At-Large. Each elected officer shall hold office until his/her successor shall have been elected and qualified or until his/her death, resignation or removal. . The BOD shall vote on replacement of any vacant position of an officer. That person shall serve until the position is up for vote in a General Membership meeting.

The Board of Directors, hereinafter referred to as BOD, responsibilities are:

- A. President.
The President shall be the Chief Executive Officer of the PBBUA. He/She shall have executive authority to see that all orders and resolutions of the BOD are carried into effect and shall administer and be responsible for the overall management of the business affairs of the corporation. The President shall be the primary representative of the PBBUA in communications with the FHSAA and the Palm Beach County School District and independent schools. The President will promote better working conditions for baseball officials and foster friendly, professional relationships among officials, coaches, schools and the FHSAA. The President will serve as chief recruiter for the PBBUA. The President will have signature authority for distribution for the PBBUA's funds after receiving approval from the BOD



B. Vice-President.

The Vice-President shall be the Chief Operating Officer of the corporation and shall be responsible for all management functions assigned by the President. In the absence of the President or a vacancy in the office of President, he/she shall be the Acting President, with the full authority of President until the absence or vacancy no longer exists. Whenever the Assignor is unable to perform the duties of the office due to injury, illness, or other misfortune, the Vice-President shall temporarily perform the duties of the Assignor until the Assignor is able to resume performing the duties of his/her office. He/she shall oversee the Grievance Committee.

C. Secretary.

The Secretary shall be the Chief Information Officer of the corporation and shall:

1. Keep and report the minutes of the meetings of the membership and the BOD.
2. See that all notices are duly given to the membership.
3. Be custodian of the records of the PBBUA.
4. Have charge of the membership records of the corporation, including meetings and training attended.
5. In general, perform all duties incidental to the office of Secretary, and such other duties as from time to time are assigned by the BOD or by the President.

D. Treasurer.

The Treasurer shall be the Chief Financial Officer of the corporation and shall:

1. Receive and be responsible for all funds held by the PBBUA and, in connection therewith, among other things, keep or cause to be kept full and accurate records and accounts for the corporation; deposit or cause to be deposited to the credit of the corporation all funds received in such bank or other depository as the BOD or an officer designated by the BOD may from time to time establish; and disburse or supervise the disbursement of the funds of the corporation as may be properly authorized;
2. Render to the BOD at any meeting when asked, financial and other appropriate records on the condition of the corporation; and
3. In general, perform all of the duties incidental to the office of Treasurer and such other duties from time to time are assigned by the BOD or by the President.

E. Members-At-Large.

There shall be 3 or 5 Members-at-Large who shall:

1. Represent membership as a liaison between the membership and BOD of the PBBUA with any questions, suggestions, etc. The BOD should respond within a reasonable time frame. The BOD may decide to put a suggestion, etc., before the entire membership for discussion and /or possible vote.
2. Perform duties that may be assigned by the BOD or by the President.



Section II: Appointed Members.

The appointed members of this corporation shall be an Assignor and a Training Coordinator. Appointed members shall be appointed or re-appointed once annually and shall hold office until his/her successor shall have been appointed and qualified or until his/her death, resignation or removal.

A. Assignor.

The Assignor is a non-voting member of the BOD appointed by the BOD and shall:

1. Upon receipt of availability from each Active Member in Good Standing, shall make all game assignments for the membership;
2. The Assignor and the President shall act cooperatively in such matters as the situation shall demand, including but not limited to, acts of controversy between members of the PBBUA and coaches and/or officials of entities served by the PBBUA;
3. Perform other duties as from time to time may be assigned by the BOD or by the President.

B. Training Coordinator.

The Training Coordinator is a non-voting member of the Board of Directors appointed by the BOD and shall:

1. Be responsible for the presentation and training instruction at all the membership meetings.
2. Be responsible for overseeing the evaluation of each member.
3. Act as Rules and Mechanics Interpreter for the PBBUA.
4. Be responsible for scheduling pre-season intra-squad games to facilitate training.
5. Perform other duties as from time to time may be assigned by the BOD or by the President.

Section III: Qualifications for Elected Officers.

To be eligible to be elected as an officer, a member must:

- A. Be an Active Member in Good Standing, meaning, has no unpaid dues or fines, has properly executed an annual membership agreement, has completed all paperwork required by policy and procedure, and is not under suspension or expulsion with PBBUA or FHSAA.
- B. Have been a member of the PBBUA during the previous three (3) membership years or longer effective July 1, 2021. If, after new nominations have been closed, there is only one (1) nominee who does not meet the requirement of this sub-section, the membership eligible to vote for such a nominee may, by majority vote of the Active Members in Good Standing at a meeting of the membership, waive this requirement for that specific nominee and declare him/her elected.
- C. No individual may hold more than one elected position on the BOD simultaneously; however, the Assignor and Training Coordinator may be the same individual.



Section IV: Election of Officers.

- A. Prior to the first March General Membership meeting, the General Membership shall be informed about open Board positions so that nominations may be accepted. Nominations must be received by the end of the last March meeting.
- B. The date for the election shall be the last regular scheduled General Membership meeting in April. The officers shall be installed at the organizational meeting of the BOD in July and assume their duties at that time.

There shall be a minimum ten (10) days notice of the election, said notice to be given by the Secretary stating the date, hour and site for the election, and the nominees.
- D. The procedure shall be:
 1. The Secretary shall prepare the official ballot.
 2. The vote shall be by secret ballot. Only present Active Members in Good Standing may vote. No proxy/absentee ballots will be accepted.
 3. If any candidate for a specific office shall fail to receive a simple majority of all votes cast on the first ballot, there shall be a runoff balloting for that office, with the candidates receiving the highest number and the second highest number of votes being eligible for election on the second ballot. The voting then shall continue until one candidate receives a simple majority of all votes cast.
 4. Any nominee will have an opportunity to speak for themselves, or have a representative speak on him/herself behalf at the time of the election prior to each office being voted upon. Such oral statement shall be limited to three (3) minutes in length.

Section V: Term of Office.

- A. The term of office for all the elected officers shall be two (2) years. Elections for the offices of President and Secretary will be held in even numbered years. The elections for the offices of Vice-President and Treasurer will be held in odd numbered years.

The Members-at-Large shall be elected for three (3) year terms with one or two Members-at-Large elected each year.
- B. Assignor and Training Coordinator shall be appointed annually by the BOD.

Section VI: Resignations.

Any officer may resign at any time by giving written notice to the BOD. Such resignation shall take effect at that time or the time specified therein; unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

Section VII: Removal of Office.

- A. No officer may be removed unless the remaining Board Members vote unanimously to remove. It is expected the BOD act in a professional manner and work to resolve any unexpected situations before such action.



Section VIII: Board of Directors - Voting.

The PBBUA BOD must act in the best interests of the Membership.

- A. Quorum. Voting requires a quorum of the total number of Directors, which shall be 50% +1.

- B. The President, solely or at the request in writing of a majority of the BOD, may authorize a vote of the Directors by electronic means. Such electronic means shall include but not be limited to email and text messaging.

Article V: Committees.

As per the FHSAA OGB committees are Mandatory. One BOD member shall serve on each committee in a ex-officio capacity. The BOD shall appoint the required committees:

- A. Evaluation.
- B. Assignment.
- C. Recommendations.
- D. Grievance. (Vice-President shall serve on Grievance Committee as stated in Article X).
- E. Education/Training.

Article VI: Recruitment of New and Minority Officials.

The PBBUA shall follow the following in its recruitment of officials:

- A. The PBBUA must afford membership to any FHSAA official in good standing meaning, has no unpaid dues or fines, has properly executed an annual membership agreement, has completed all paperwork required by policy and procedure, and is not under suspension or expulsion with PBBUA or FHSAA. Membership to an FHSAA official in good standing may not be refused.
Any references of 'he', 'him', 'his', and 'man' in these bylaws shall refer to both genders equally and does not imply a requirement of gender.
- B. The BOD shall implement a recruitment plan and demonstrate that membership within the PBBUA is equal opportunity. Factors of race, creed, color, national origin, religious affiliation or sex will not be considered during the recruitment process.

Article VII: Training of Member Officials.

The Training Coordinator shall oversee the Evaluation and Education/Training committees.

- A. The membership shall be given ample opportunities to learn in both classroom and field training sessions.
 - 1. Classroom, email and web site shall be used throughout the season to ensure members have a good understanding of current and new rules and how to apply them.
 - 2. Training Coordinator should continually seek out new materials and methods to enhance the training experience for the membership.
 - 3. The Training Coordinator is responsible for setting up a Mentor Program for New Members.
 - 4. The Training Coordinator shall utilize the veteran membership to assist in training.



Article VIII: Assignments of Members.

The Assignor shall follow the *Criteria to be Followed in Making Assignments* as listed in the OGB.

- A. The Assignor shall use the local rankings of each official that the Training Coordinator presents to him/her when making assignments.
- B. Local Rankings shall be done by the Evaluation and Education/Training Committees.

Article IX: State Series Assignments.

The criteria in the OGB shall be followed when creating playoff crews.

- A. An official must show his/her knowledge in 3-man mechanics.
Field assessments of 3-man knowledge will be made at intra-squad practice and/or regular season games.
 - 1. 3-man quizzes will be used to help in 3-man knowledge assessment.
 - 2. Evaluations during District and Regional Playoffs for future playoff crews.

Article X: Grievances.

The Vice-president shall over-see the Grievance Committee in an ex-officio capacity.

- A. Any member may file a grievance. Grievances must be in writing and submitted to the Grievance Committee. The Grievance Committee will rule on the grievance and state the basis for decision in writing and provide a copy to the grievant. The Chairperson of the Grievance Committee will ensure the prompt response to the grievant within 15 days unless more time is reasonably needed.
- B. Within 15 days of receiving the decision, a member who is dissatisfied with the decision may appeal to the BOD. The member shall make the request by email or phone call to the Vice-President. The BOD will set a date to hear the member's appeal. The BOD may, but is not required, to investigate further. Within 15 days the BOD will decide the appeal in writing and provide the member with a copy.
- C. Reprisals against a member for using the disciplinary process are prohibited.

Article XI: Membership Behavior.

Section I: Each member of PBBUA represents the entire association. Professionalism shall be at the forefront.

- A. Members shall not engage in conduct, on or off the field, which adversely affects the morale or efficiency of the PBBUA, or engage in conduct, on or off the field, which may destroy public respect for a member and/or the PBBUA, and/or destroy confidence in the operation of the PBBUA. Such conduct shall include, but is not limited to physical conduct, verbal statements, and statements, writings, photographs, blogs, posts, etc. on any social media outlet.
- B. Members shall follow the Rules of Conduct as listed in the FHSAA's OGB.
- C. Members shall follow the FHSAA's Code for ethical standards of conduct as mentioned in Article II.



- D. Members shall follow the Officials Code of Ethics as listed in the National Federation of State High Schools (NFHS) Rules Book.

Article XII: Amendments.

Section I: Amendments to the Constitution and Bylaws.

The Constitution and Bylaws may be amended, restated, or repealed by a vote of the Active Members in Good Standing present at any General Meeting of the membership. The vote required to pass an amendment shall be 50% +1. No proxy/absentee votes shall be allowed.

A. Submission of Proposed Amendment.

Amendments may be proposed by the BOD (at its own initiative) or upon petition of any twenty-five (25) Active Members in Good Standing (which shall be addressed and delivered to the BOD). All proposed amendments shall be submitted in writing.

B. Reading to the General Membership.

The proposed amendment shall then be read to the members at the next General Meeting. The BOD may set an additional meeting(s) at their discretion at not less than 2 weeks from the announcement of additional meeting(s).

C. Written notice to the Membership.

A copy of the proposed amendment shall be sent to the membership by email at least two (2) weeks before the vote on the proposed amendment.

D. The membership shall debate the proposed amendment, with the debate limited to twenty (20) minutes (unless a two-thirds majority shall determine another time limit). The proposed amendment shall then be voted upon.