

**Colorado High School Baseball Umpires Association (CHSBUA)**  
**Constitution & Bylaws**  
**As adopted January 31, 2018**

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**CONSTITUTION**  
OF THE  
COLORADO HIGH SCHOOL BASEBALL UMPIRES ASSOCIATION  
(CHSBUA)

**ARTICLE I – NAME**

The name of the organization shall be the Colorado High School Baseball Umpires Association (CHSBUA).

**ARTICLE II – PURPOSE**

CHSBUA is organized exclusively for educational purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations described under Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any further federal tax code.

CHSBUA shall serve as the official umpire association by contributing to high school baseball in the state of Colorado. CHSBUA must uphold a high standard of ethics through the encouragement of fair play and good sportsmanship, and to support and develop the education and training necessary for continued skill improvement of all association members. CHSBUA will insure timely communication on rule changes, practical application, and knowledge of the game to CHSBUA umpire members.

**ARTICLE III – NATURE**

**Section 1:** CHSBUA is an organization made up of high school level umpires for baseball.

**Section 2:** CHSBUA shall be non-political and shall not be used for dissemination of partisan principals or for the promotion of the candidacy of any person seeking public office or preferment in political status.

**ARTICLE IV – MEMBERSHIP**

**Section 1: Eligibility of Membership**

Membership shall begin on June 1 of each year and end on May 31st the following year. The following requirements shall be met by the applicant to qualify for membership in CHSBUA:

- 1) Application for active membership in CHSBUA shall be made in writing or via electronic membership form by the applicant to his/her respective District Area.
  - a) Districts are defined, established and determined by CHSBUA and divided by North and South: North Region - Areas 1, 7, 8, 9, 10, and 16; South Region - Areas 2, 3, 4, 5, 6, 11, 12, 13, 14, and 15.
- 2) The application must be accompanied by the annual dues imposed by CHSBUA for one year. Annual dues will be \$80 per year if paid by December 31. All Dues received after December 31<sup>st</sup> will be assessed a late fee of \$20.00. The applicant shall pass a written baseball rules and field examination with a passing score of 85% or higher to umpire varsity baseball as prescribed by the Executive Committee. The score must be obtained either on test one or test two of the baseball rules and field examination; as prescribed by the National Federation of State High School Associations Baseball Exams.
- 3) Applicants who fail to pass test one and test two as prescribed by the National Federation of State High School Associations Baseball Exams, with a score of 85% or better, may work as Provisional members under the discretion of the Area Director. The umpire may be able to work varsity based on need, however they will be ineligible to umpire during post season. The umpire will only be eligible to umpire sub-varsity or below.
- 4) The applicant must be eighteen (18) years of age prior to the start of the membership year on June 1.

**Section 2: Types of Memberships**

- 1) CHSBUA will have three types of memberships – Active, Inactive, and Provisional. Within a Provisional membership will be three categories: Test, Attendance, and Discipline. All members shall be at least 18 years old by the Annual

meeting. Members shall comply with the respective requirements for the desired type of membership, as outlined in this Constitution and Bylaws.

- a) **Active** – Those members who have met the minimum requirements for membership established in the Bylaws (attendance, testing, dues). Members must register with only one (1) Area and shall be governed by the policies of that Area.
  - b) **Inactive** – A previously active member who desires to remain affiliated with CHSBUA, but who gives up his/her right to umpire baseball games. A member may apply for consecutive years. This membership status can only be granted to a person who has been an active member for at least three (3) years immediately preceding his/her application for such status. Inactive members are ineligible to hold any elected office.
  - c) **Non-Participating (Provisional)** – Provisional memberships may be granted at the discretion of the District Area Director of the District Area in which the official is seeking membership. Ref. Article IV: Membership, Section 1(d). The following restrictions apply to Provisional memberships: The official shall not have voting privileges in CHSBUA or the District Area in which they reside; and the official shall be ineligible to officiate post season varsity games or hold any elected office.
- 2) Dues shall be paid annually by all members as set forth by the Executive Committee at its Annual meeting; including any late fees, fines, or any other monetary responsibility assessed annually. Members are required to pay all items no later than June 1 of each year. Annual year begins June 1 of each year until May 31<sup>st</sup> of the following year.

### **Section 3: Membership in Good Standing**

The following requirements shall be met by a member to continue Active membership in CHSBUA.

- 1) Comply with the online registration process.
- 2) Take and pass with an acceptable score of 85% an annual on-line exam approved by the Executive Committee; this test must be completed individually and not in a group/crew setting. Members who fail to pass the test prior to the established deadline shall be subject to restrictions as determined by the Executive Committee on a case-by-case basis.
- 3) Meet the attendance requirement (for the previous season) established by their Area Director.
- 4) Pay dues by December 31<sup>st</sup> for discounted rate but no later than June 1 of each year.

## **ARTICLE V – EXECUTIVE COMMITTEE**

### **Section 1: Executive Committee**

The Executive Committee shall consist of: President, President-Elect, Past President, Secretary, Treasurer, Three (3) at-large members, and Colorado High School Activities Association (CHSAA) Liaison. Each member of the Executive Committee shall be entitled to one (1) vote aside from the Treasurer and CHSAA Liaison who will be non-voting, ex-officio members. Terms of membership on the Executive Committee shall be consistent with the appropriate terms of office. Annual dues will be waived for all members of the Executive Committee. Dues will be waived for ex-officio Executive Committee members and all Past Presidents.

### **Section 2: Purpose**

The Executive Committee is to effectively set policies, rules, and regulations; approve the annual budget; and act upon other business properly brought before the Board of Directors.

### **Section 3: Quorum**

The Executive Committee quorum must consist of five (5) voting members.

### **Section 4: Voting**

Proxy voting is prohibited. Electronic voting is allowed.

### **Section 5: Attendance Requirements**

Members of the Executive Committee are required to meet, in person, at the Annual Business Meeting. A quarterly meeting will be scheduled and can be attended electronically. Additional meetings may be called by the President and may also be attended electronically. Notice of additional meetings will be disseminated by the Secretary with a minimum of 3-day notice. Members may petition the President for a meeting with the Executive Committee. The President will determine if the member's petition necessitates a meeting with the Executive Committee or the appropriate method by which to address the petition.

### **Section 6: Vacancies**

In the case of a vacancy in the office of President, the President-Elect shall become the President. The Executive Committee shall have the power to fill officer vacancies. When the Executive Committee makes an appointment for a vacancy, it shall be filled immediately following the vacancy and such appointment shall be for the remainder of that term. Area Director vacancy shall be filled by a vote of the District. Specific succession is outlined in the bylaws Article II Section 5. Should the President-Elect fill the office of President he/she shall be eligible to fill their term as well.

## **ARTICLE VI – BOARD OF DIRECTORS**

### **Section 1: Membership**

The Board of Directors shall be composed of the elected officers of the Executive Committee and the 19 Area Directors.

### **Section 2: Quorum**

A quorum shall consist of two-thirds (2/3) of the members who are present and currently serving on the Board of Directors.

### **Section 3: Voting**

Proxy voting is prohibited. Electronic voting is allowed.

### **Section 4: Duties**

- 1) The Board of Directors shall:
  - a) Perform individual duties and work together to administer business pertinent to CHSBUA;
  - b) Provide for training of officials, including scheduling dates and locations of Master Clinics;
  - c) Ratify the appointments made by the President;
  - d) Ratify revisions and updates to governing documents.
- 2) Review charges of unethical and unprofessional conduct of members, determine and administer appropriate disciplinary action based on the *fair disciplinary processes* recommended in said handbook.
- 3) Designate membership areas based upon need and availability of officials.
- 4) The Board of Directors shall monitor those Divisions and ensure that each Area Director position is based on CHSAA regulations for division of Districts.
- 5) The Treasurer is appointed by the President and ratified.
- 6) Propose recommendations to the Executive Committee regarding policies, rules, finances, Hall of Fame nominations, and other disciplinary recommendations.
- 7) Recruit and nominate candidates for Executive Committee and Area Director offices.
- 8) Direct the preparation of the annual ballot.
- 9) Meet to prepare and distribute ballots, plan the Annual Business Meeting, and any additional meetings necessary to perform required duties.
- 10) Should an Area Director be unable to attend a meeting a representative may attend in their place, however the representative will have no voting rights if a vote is called.

## **ARTICLE VII – DISTRICTS DEFINED**

Districts are divided by North and South Regions: North Region - Areas 1, 7, 8, 9, 10, and 16; South Region - Areas 2, 3, 4, 5, 6, 11, 12, 13, 14, and 15. District is designated by CHSAA.

## **ARTICLE VIII – AREA DIRECTORS**

Area Directors shall be elected by their Districts to represent the membership of the District.

- 1) District 1 shall have three (3) Area Directors.
- 2) District 2 shall have two (2) Area Directors.
- 3) All other Districts shall have one (1) Area Director.
- 4) The Board of Directors may authorize additional Area Directors by request of the current standing Area Directors based on criteria and need only. Need would be based on umpire population in said Area.

## ARTICLE IX – ELECTIONS / TERMS OF OFFICE

### **Section 1: Elections**

- 1) Applications for intent to run for office must be submitted in February of each year. All elections shall be conducted by electronic ballot extended to all members in good standing. Voting shall be electronic using a process through a non-biased third-party. Election officials will include 2 appointed election judges by CHSBUA. The third-party shall be hired at the approval of the Executive Committee. Voting for offices shall be open from May 15 to May 31st. Members shall take office on June 1st following the election for the next term of office.
- 2) The office of President, President-Elect, and Member(s)-at-Large are unable to succeed themselves. Secretary may hold a maximum two consecutive terms of office and Area Directors term limit shall be set forth by the regulations of each district. Treasurer shall serve at the pleasure of the seated President.

### **Section 2: Officers**

At the annual meeting, which will coincide with Umpire Master Clinic, the Board of Directors shall submit nominations for the election of the offices of:

- 1) The President-Elect shall be elected, in odd-numbered years for a term of two (2) years with the understanding that he/she will succeed to the office of President for a term of two (2) years and then succeed to the office of Past-President for a term of two (2) years.
- 2) The Secretary shall be elected in odd years for a term of two (2) years. Term limit of two (2) consecutive terms.
- 3) The Treasurer shall be appointed by the President and ratified by the Board of Directors.
- 4) The Executive Committee-At-Large Members - Two (2) At-Large Executive Committee members shall be elected by the Association membership in alternating years. The North shall be elected in an odd numbered year for a term of two (2) years. The South shall be elected in an even numbered year for a term of two (2) years. The third (3<sup>rd</sup>) Member-At-Large shall be elected in even numbered years and cannot be from the same Area as the President or President-Elect. If no third (3<sup>rd</sup>) Member-At-Large candidate is nominated from a different Area than the President or President-Elect, nominees may come from any District Area.
  - a) To ensure state-wide representation, each At-Large member shall be elected from a separate region. District Area's will be divided into North/South regions as follows: North Region - Areas 1, 7, 8, 9, 10, and 16; South Region - Areas 2, 3, 4, 5, 6, 11, 12, 13, 14, and 15.
- 5) District Area Directors term limit shall be set forth by the regulations of each District:
  - a) The Area Directors shall be elected at a called meeting within each Area as outlined in Article IX Election/Terms of Office, Sec 1.
  - b) An Area Director may be recalled by a vote of the membership of the Area he/she represents. Recall petitions must be signed by 20% of the specified area's Active membership. Only Active members may vote in the recall election and a simple majority of those present at the vote determines the outcome. Voting shall be electronic using a process through a non-biased third-party. Election officials will include two (2) appointed election judges by CHSBUA. The third-party shall be hired at the approval of the Executive Committee.
  - c) In the event an Area Director is recalled, those members present at the vote will immediately elect a new Area Director to serve the remainder of the term.

## ARTICLE X – MEETINGS AND CLINICS

### **Section 1: Executive Committee Meetings**

The Executive Committee shall meet quarterly and as needed at the request of the President to conduct CHSBUA's business. Members of the Executive Committee must be present to vote either in person or electronically, as requested by the President. In addition to the Annual meeting held to coincide with the Umpire Master Clinic, business may be conducted by the Executive Committee with a three (3)-day notice by the President. Executive Committee members must be present at the Annual Meeting to conduct CHSBUA business as an entire body.

### **Section 2: Board of Directors Meetings**

The Annual Board of Directors meeting shall coincide with the Colorado Master Umpires Baseball Clinic to conduct CHSBUA's business. Board of Directors must be present to vote. Additional meetings may be called by the President to

conduct business outside the Annual meeting. Board of Directors shall be given ten (10) day notice of said meeting via electronic means. Meeting(s) may be held electronically or in person, at the discretion of the President.

**Section 3: District Area Meetings**

- 1) Meetings: A minimum of five (5) meetings shall be called and attended within CHSBUA's District Areas by the District Area Directors. CHSBUA Area Director's shall establish meeting dates and location. Meetings may be attended electronically. Required attendance may be a combination of meetings, Master Clinic, and scrimmage as defined by each District. Joint meeting(s) with other organizations shall not be permitted.
- 2) Clinics: Each member must attend a Master Clinic approved by the Executive Committee biannually to be eligible to umpire post-season games.

**ARTICLE XI – AMENDMENTS**

**Section 1: Amendments to Governing Documents**

The Governing Documents may be amended at any scheduled meeting of the Executive Committee by a 2/3 vote of the members who are in attendance and then ratified by the Board of Directors. The amendment will take effect immediately. All amendments must reach the office of the Secretary at least 10 days prior to the scheduled meeting of the Board of Directors. The Secretary shall distribute all proposed amendments via email to all Board members at least one week prior to the scheduled meeting of the Board of Directors.

**Section 2:** A proposed amendment to this Constitution and Bylaws can originate from a committee, an Area Director or member(s). A Parliamentarian may be consulted to advise, draft or review proposed amendments.

**Section 3:** This Constitution and Bylaws must be reviewed annually and automatically updated to conform and reflect any changes necessary to remain compliant and avoid conflict. It is further recommended that all Governing Documents be reviewed by a neutral and unbiased Parliamentarian in addition to Officers, Committee and Board member reviews.

**BYLAWS**  
OF THE  
COLORADO HIGH SCHOOL BASEBALL UMPIRES ASSOCIATION  
(CHSBUA)

**ARTICLE I – ORGANIZATION**

Colorado High School Baseball Umpires Association (CHSBUA) shall be organized into Area Districts. Districts shall be the same as those established and determined by CHSBUA and divided by North and South: North Region - Areas 1, 7, 8, 9, 10, and 16; South Region - Areas 2, 3, 4, 5, 6, 11, 12, 13, 14, and 15. CHSBUA shall serve as a training organization to educate High School Baseball Umpires.

**ARTICLE II – EXECUTIVE COMMITTEE**

**Section 1:** The Annual Meeting shall elect by electronic ballot, in even numbered years, President, President-Elect, Vice President, and Two (2) Members-at-Large. In odd numbered years the Secretary and 1 Member-at-Large. Majority of votes cast shall be necessary to elect.

**Section 2:** Elected officers shall serve until the adjournment of their two-year term or until their successors are elected and installed.

**Section 3:** All Executive Committee members, members of the Executive Committee, and Area Directors must be members in good standing in their local Area.

**Section 4:** An elected officer may be removed for failure to discharge the duties of his/her office. The officer will receive written notification by registered mail regarding the date, time and location of a formally scheduled hearing and the charge(s) against him/her. The hearing will be no less than 30 days from the date of notification.

**Section 5:** Vacancies – in the event of a vacancy the following policy shall be ratified by the Executive Committee

- 1) **President:** In the event the President resigns or is unable to perform his/her official duties, the President-Elect shall assume the position of President for the remainder of the term.
- 2) **President-Elect:** In the event the President-Elect resigns or is unable to perform his/her official duties, the Executive Committee shall select a member to fill the remaining term of the President-Elect. Board of Directors shall ratify the appointment; if they fail to ratify the appointment it must go to the members for a vote.
- 3) **Past President:** In the event the Past President resigns or is unable to perform his/her official duties, the position shall remain vacant.
- 4) **Secretary and Treasurer:** In the event of a vacancy in the office of Secretary and/or Treasurer, the Executive Committee shall be responsible to fill the vacancy. Board of Directors shall ratify the appointment; if they fail to ratify the appointment it must go to the members for a vote.
- 5) **At-Large Member:** In the event either At-Large member on the Executive Committee resigns or is unable to perform his/her official duties, the Executive Committee shall select a member to fill the remaining term or call for a special election to elect a member who will serve out the remaining term. Board of Directors shall ratify the appointment; if they fail to ratify the appointment it must go to the members for a vote.
- 6) **District Area Directors:** In the event a District Area Director is unable to fulfill their term of office, the District will elect based on the regulations of the District.

**ARTICLE III – DUTIES OF OFFICERS**

- 1) **The President shall:**
  - a) Preside over and schedule as necessary, all meetings of the Executive Committee and Board of Directors.
  - b) Serve as a member of the Executive Committee and Board of Directors.
  - c) Conduct, in conjunction with the Board of Directors, all negotiations on behalf of CHSBUA and make every reasonable effort to further CHSBUA's policies.
  - d) Establish, in conjunction with the Board of Directors, dates for clinics and special meetings.

- e) The President must be bonded.
- 2) **The President-Elect shall:**
    - a) Serve as a member of the Executive Committee and Board of Directors.
    - b) Act in the capacity of the President in the absence of the President.
    - c) Coordinate the election of Board members, including the preparation of an electronic ballot in conjunction with a third-party body to administer elections.
    - d) Coordinate new officials recruiting efforts.
    - e) Collect Hall of Fame nominations and submit all nominees to the Executive Committee at the Annual Business Meeting.
    - f) Become President in the event the President resigns or becomes incapable of performing his/her duties.
    - g) Shall perform other duties as assigned by the President.
  - 3) **The Past President shall:**
    - a) Serve as a member of the Executive Committee and Board of Directors.
    - b) Shall perform other duties as assigned by the President.
    - c) Serve as an advisor to the President.
  - 4) **The Secretary shall:**
    - a) Serve as a member of the Executive Committee and Board of Directors.
    - b) Prepare the agenda for all CHSBUA Executive Committee and Board of Directors meetings.
    - c) Record all proceedings of all CHSBUA Executive Committee, Board of Directors, and Annual meetings.
    - d) Send out all CHSBUA notices.
    - e) Maintain the CHSBUA website.
    - f) Update all documents used by CHSBUA yearly (or when directed or ordered to do so).
    - g) Collect and coordinate all amendments to the CHSBUA Constitution & Bylaws, Governing Documents, Standing Rules or Processes and Procedures.
  - 5) **The Treasurer shall:**
    - a) Attend all meetings of the Executive Committee and Board of Directors.
    - b) Keep all financial records, collect all membership dues, and send or pay all invoices authorized by the President or Executive Committee.
    - c) Shall be charged with all CHSBUA funds.
    - d) Place CHSBUA funds in a depository approved by the Executive Committee.
    - e) Prepare and distribute an Annual Financial Statement of Operations to the CHSBUA membership.
    - f) Prepare an Annual Budget and present it to the Executive Committee at the fall meeting.
    - g) Conduct a monthly cash review with the President.
    - h) Prepare and submit the appropriate tax return.
    - i) The Treasurer must be bonded.
    - j) Shall perform other duties as assigned by the President.
  - 6) **The Members-at-Large (3) shall:**
    - a) Organize and oversee Master Clinics in coordination with the Executive Committee and will be responsible to assist the Executive Committee:
      - i) Recruit, train, and supervise clinicians.
      - ii) Plan and organize materials to present at the Annual Business Meeting.
      - iii) Coordinate with the Executive Committee to determine and publicize dates and locations for Master Clinics.
    - b) Submit an annual report to the Executive Committee at the Annual Business Meeting.
    - c) Recruit the services of additional help as needed to meet responsibilities of the office.
    - d) Provide and coordinate the distribution of educational materials to the Executive Committee, Board of Directors, Area Directors, and the membership.



## ARTICLE IV – EXECUTIVE COMMITTEE

### **Section 1: Composition**

- 1) President, President-Elect, Past President, Secretary and two (2) Members-at-Large shall be voting members.
- 2) Treasurer will serve as a non-voting, ex-officio member.
- 3) CHSAA Liaison will serve as a non-voting, ex-officio member.

### **Section 2: Duties**

- 1) The administrative power for CHSBUA shall be vested in the Executive Committee between annual Meetings.
- 2) All questions concerning election, eligibility and conduct of the Executive Committee, Board of Directors, and members of CHSBUA shall be referred to and determined by the Executive Committee, which shall be the final authority.
- 3) Shall perform other duties as assigned by the President for the betterment of CHSBUA activities.
- 4) Plan, organize, and implement the program for the Colorado Master Umpires Baseball Clinic held in February of each year.
- 5) Establish the passing score for the National Federation of State High School Association (NFHS) test and a deadline prior to the start of the season, for both new and veteran members.
- 6) Establish policies and procedures to discipline members who violate Article XI of this Constitution.
- 7) Ratify the President's appointment for Treasurer.
- 8) Ratify the nominees for induction into the Hall of Fame.
- 9) Perform the duties as otherwise specified in this Constitution and Bylaws, Governing Documents, Standing Rules & Policies and Procedures.

### **Section 3: Regular Meetings**

- 1) Annual Meeting:
  - a) The President shall call a meeting of the Executive Committee at least twenty-four (24) hours preceding the Annual Meeting.
  - b) The newly elected President shall call a meeting of the newly elected Executive Committee within twenty-four (24) hours after the adjournment of the Annual Meeting.
- 2) Quarterly Meeting:
  - a) Meetings shall be scheduled quarterly to present business and updates.

### **Section 4: Special Meetings**

It shall be the responsibility of the President to call special meetings upon written request from three or more Executive Committee members and/or members of the Board of Directors. At least three (3) days prior notice shall be given of the meeting. In the event the President fails to call a special meeting, the Secretary shall be authorized to do so.

### **Section 5: Quorum**

The Executive Committee quorum must consist of five (5) voting members.

### **Section 6: Electronic Meetings and Voting**

- 1) Special or unscheduled meetings - Electronic meetings and voting is allowed using the technology that allows maximum participation by all members.
- 3) To participate in electronic meetings and voting, each member that logs onto electronic means agrees to participate and vote electronically. Documentation of each meeting will be kept at CHSBUA Secretary.

### **Section 7: Financial Audit Controls**

- 1) CHSBUA credit cards – There shall be two credit cards; one for the President and one for the Department Treasurer. These credit cards shall only be used for authorized CHSBUA business as described elsewhere in these documents. The credit cards must remain in the physical possession of the above named CHSBUA officers. (Ref. Credit Card policies, rules and regulations).
- 2) Audit procedures – An annual audit shall be performed by a third party with certified members of CHSBUA. (Ref. Audit Procedures, processes, procedures and rules and regulations).
- 3) All persons handling CHSBUA funds shall be bonded.
- 4) The fiscal year of CHSBUA will be July 1 through June 30.

## **ARTICLE V – BOARD OF DIRECTORS**

### **Section 1: Composition**

- 1) The Board of Directors shall consist of the Executive Committee and Area Directors from each District as follows;
  - a) Districts shall be the same as those established and determined by CHSBUA and divided by North and South: North Region - Areas 1, 7, 8, 9, 10, and 16; South Region - Areas 2, 3, 4, 5, 6, 11, 12, 13, 14, and 15.
  - b) District 1 shall have three (3) Area Directors, District 2 shall have two (2) Area Directors, all other Districts shall have one (1) Area Director each for a total of nineteen (19) Area Directors. The Board of Directors reserves the right to add additional Directors as deemed necessary and by a 2/3 vote.

### **Section 2: Duties**

The Board of Directors shall be responsible for the transaction of necessary business between meetings for the Executive Committee and/or business that may be referred to it by the Executive Committee. The Board of Directors shall make a complete report concerning its proposed actions to the Executive Committee for the Board's information and ratification.

- 1) Shall perform other duties as assigned by the President for the betterment of CHSBUA activities;
- 2) Accept nominations for Officers; and
- 3) Prepare the ballot for Officers with the third-party partner.

### **Section 3: Special Meetings**

It shall be the responsibility of the President to call special meetings upon written request from three or more Executive Committee members and/or members of the Board of Directors. At least three (3) days prior notice shall be given of the meeting. In the event the President fails to call a special meeting, the Secretary shall be authorized to do so.

### **Section 4: Quorum**

A quorum shall constitute 2/3 of the Board of Directors based on those called in or required to attend the meeting.

### **Section 5: Electronic Meetings and Voting**

- 1) Special or unscheduled meetings - Electronic meetings and voting is allowed using the technology that allows maximum participation by all members.
- 2) To participate in electronic meetings and voting, each member that logs onto electronic means agrees to participate and vote electronically. Documentation of each meeting will be kept at CHSBUA headquarters.

## **ARTICLE VI – AREA DIRECTORS**

### **Section 1: Composition**

- 1) The Area Directors shall be elected at a called meeting within each Area and shall serve for a term of two (2) years. The voting shall be electronic using a non-biased third party.
  - a) Districts shall be the same as those established and determined by CHSBUA and divided by North and South: North Region - Areas 1, 7, 8, 9, 10, and 16; South Region - Areas 2, 3, 4, 5, 6, 11, 12, 13, 14, and 15.
  - b) District 1 Shall have three (3) Area Directors, District 2 Shall have two (2) Area Directors, all other Districts shall have one (1) each. A total of 19 Area Directors. The Board of Directors reserves the right to add additional directors as deemed necessary by a 2/3 vote.
- 2) Newly elected District Area Directors may serve consecutive terms as defined by the regulations of their District.
- 3) An Area Director may be recalled by a vote of the membership of the Area he/she represented. A petition calling for the recall must be signed by 20% of the Active membership of that Area. Petition must be submitted to the Executive Committee. Only Active members, in the District Area, may vote in the recall election, and a simple majority of those present at the vote will determine the outcome. The voting may be done electronically and administered by a non-biased third party.

## **ARTICLE VII – DISTRICT AREAS**

**Section 1:** CHSBUA shall be organized into the following sixteen (16) District Areas with nineteen (19) Area Directors as shown:

District # 1 - Denver Metropolitan Area (3); District # 2 - Colorado Springs (2); District # 3 - Pueblo Area (1); District # 4 – La Junta (1); District # 5 - Trinidad (1); District # 6 - Lamar (1); District # 7 - Brush, Ft. Morgan, Burlington, Limon, and Sterling Areas (1); District # 8 - Greeley (1); District # 9 - Ft. Collins and Loveland Areas (1); District #10 - Boulder and Longmont Areas (1); District #11 – Durango / Southwest Colorado (1); District #12 - Buena Vista, Salida (1); District #13 - Monte Vista/Alamosa (1); District #14 - Grand Junction (1); District #15 - Montrose and Delta Areas (1); District #16 - Rifle, Craig, Steamboat Springs Areas, Glenwood Springs, and Eagle Valley (1).

### **Section 2. Modifying District Areas**

- 1) The Executive Committee shall review the composition of District Areas on an annual basis and shall have the authority to merge or eliminate District Areas. Such action may be appealed to the Board of Directors. Actions which may result in such action include, but are not limited to:
  - a) Repeated absences of the Area Director from Board meetings.
  - b) Failure to participate in scheduled training events.
  - c) Failure to adhere to the approved mechanics.
- 2) The Board of Directors shall have the authority to create new District Areas provided the following are submitted:
  - a) Individual applications from a considerable number of members who would like to be part of a new District Area.
  - b) The concurrence of the Director(s) of the current District Area to which the members belong.

**Section 3:** District Areas may utilize additional bylaws unless they conflict with CHSBUA’s Constitution and Bylaws, Governing Document, Standing Rules and Policies and Procedures.

## **ARTICLE VIII – MEMBERSHIP**

### **Section 1: Application for Membership**

Membership shall begin on June 1 of each year and end on May 31st the following year. The following requirements shall be met by the applicant to qualify for membership in the CHSBUA:

- 1) Application for active membership in CHSBUA shall be made in writing or via electronic membership form by the applicant to his/her respective District Area.
- 2) The application shall be accompanied by the annual dues imposed by CHSBUA for one year.
- 3) The applicant shall pass a written baseball rules and field examination with a passing score as prescribed by the Executive Committee.
- 4) Applicants who did not pass may be accepted as Provisional members at the discretion of their Area Director.
- 5) The applicant shall be eighteen (18) years of age prior to the start of the membership year.

## **ARTICLE IX – APPOINTMENTS**

### **Section 1: Committees**

Committee appointments shall be made by the President and approved by the Executive Committee when needed to assist the Executive Committee and/or the Board of Directors in carrying out the purposes of the CHSBUA. Any member or group of members may petition the President for the creation of a special or standing committee. The Executive Committee will determine the length of each appointment and the purpose and scope of the Committee’s oversight. All members of committees shall be CHSBUA members. Committee reports shall be made to the Executive Committee at the Annual Business Meeting.

### **Section 2: Rules Interpreter Chairman**

- 1) The President shall appoint a member to serve as the Rules Interpreter Chairman for the Association. This appointment shall be approved by the Executive Committee and ratified by the Board of Directors. The Rules Interpreter Chairman will submit an Annual Interpretations Report to the CHSBUA President and CHSAA Liaison. The Rules Interpreter Chairman will not be required to pay association dues during his or her term of service. Duties will include:

- a) Attend the national baseball rules interpretation meetings on behalf of CHSBUA.
- b) Serve as the Official Rules person at state tournaments and seasonal play.
- c) Serve as the Official Rules person for each of the CHSBUA District Areas.

**Section 3: Hall of Fame**

- 1) The President shall appoint a member to serve as committee chairman to oversee the selection of individuals for the Joe Rossi Hall of Fame. The committee shall include a Past President who is willing serve.
- 2) An annual or biennial Hall of Fame banquet shall be held to include a dinner, induction ceremony, and as an option, a fundraising or social event such as a golf tournament.
- 3) All nominations must be submitted by an Area Director by November 1st to the Executive Committee and must be ratified by such Committee.
- 4) Personnel may be inducted in either of the following categories.
  - a) Criteria I, Retired Umpire
    - i) At least 15 years active membership in CHSBUA.
    - ii) Selection shall be based upon the individual's integrity, sportsmanship, character and contributions to the Association.
    - iii) Retired for at least two (2) years.
    - iv) Some (but not necessarily all) of the following:
      - (1) Worked a representative schedule of regular season games.
      - (2) Officiated state playoff games.
      - (3) Served as an officer at the local, state, or national level.
  - b) Criteria II, Contributor to Umpiring
    - i) A media or other person who has demonstrated a positive attitude towards game officials and officiating.
    - ii) A league representative or Athletic Director who is responsible for administering baseball programs and hiring officials.
- 5) Persons who do not qualify for induction but have otherwise made significant contributions to the Association may be nominated for a Distinguished Service Award. The recipients will be invited to the banquet and will receive a certificate of appreciation or another comparable memento.
- 6) The Association may incur limited expenses in hosting this ceremony not to include the payment of hotel or travel expenses for inductees.

**ARTICLE X – DUES**

**Section 1: Dues**

- 1) CHSBUA's annual dues and penalties, shall be established at the Annual meeting of the Board of Directors. The dues shall cover the year beginning in June for the following year. Payment of the annual dues includes registration with the Commissioner of the Colorado High School Activities Association (CHSAA). The Board of Directors shall be empowered to levy any special assessments needed to conduct CHSBUA business.
- 2) Dues are payable as follows:
  - a) April 15 to June 1 - Regular dues as established by the Board of Directors.
  - b) June 2 to December 31- Regular dues plus penalty of late fee.
  - c) Dues and fees paid after January 1- may render the umpire ineligible for post season umpiring.
- 3) All current members of the Board of Directors and Past Presidents are exempt from paying annual dues.

**Section 2:** Except for third party consultant(s), there shall be no salaried officers.

**ARTICLE XI – DISCIPLINE & REMOVAL OF CHSBUA MEMBERS**

**Section 1: Due Process**

The Executive Committee will review complaints and when warranted, appoint a Special Disciplinary Committee to review and/or investigate. The Special Disciplinary Committee will report their findings and recommendation(s) to the Executive Committee.

## **Section 2: Fair Practice**

The Special Committee will abide by *fair disciplinary processes*, as defined and presented in the *Disciplinary Process Handbook* following Roberts Rules of Order, Newly Revised Edition recommendations.

## **ARTICLE XII – UNIFORM CODE**

The official uniform of CHSBUA shall adhere the uniform code prescribed in the Umpires handbook. The uniform code shall be reviewed annually by the Executive Committee. Appropriate uniforms shall be worn and will adhere to all regulations as outlined in the Umpires Handbook.

## **ARTICLE XII – STANDARDS AND CODE OF ETHICS**

**Section 1:** It is the duty of each member of this organization to maintain conduct so that the public, the participants, the coaches, league commissioners, fellow members of CHSBUA, and member schools of CHSAA have absolute confidence in the integrity of this organization.

**Section 2:** Each member of this organization, by the act of becoming a member, hereby pledges himself to:

- 1) Adhere to the uniform requirements of the Association and strive to obtain and maintain an athletic appearance. Each official is responsible to have appropriate medical examinations prior to officiating to protect their own and other participants' health. Baseball requires the ability to properly cover the plays of a game, including mobility, agility, strength and stamina. Physical fitness and appearance may be considered in the selection of officials for regular season and playoff game assignments.
- 2) Prepare for the game conditions of the games assigned.
- 3) Comply with the Code of Ethics set forth and published each year by the National Federation of High School Associations (NFHS).
- 4) Conduct himself or herself in a professional manner consistent with the integrity and respect due the game of high school baseball, the student athletes, coaches, game management, parents and fans while representing the Association. Professional responsibility of all officials includes: encouraging, promoting, displaying and enforcing sportsmanship, improving rules and mechanics knowledge, communicating with all game personnel in an appropriate manner, completing all reports and required documents whether game administration or those required by the assignors or schools for contracting purposes or payment.
- 5) Correctly apply the NFHS rules.
- 6) Utilize the procedures in the CHSBUA Mechanics Manual to a reasonable extent.
- 7) Not use alcoholic beverages, marijuana, illegal drugs or impairing medications on the day of participation as an official in any game or event that this Association is a sponsor of or a participant in. This prohibition shall continue during said day until the game or event is over and the member is no longer identifiable as a representative of this Association.
- 8) Not use tobacco or tobacco products on or near the playing field or on school grounds.
- 9) Not gamble on any high school sporting events.
- 10) Not solicit from, nor pay a fee or provide other benefit to any individual or organization for the purpose of receiving a game assignment.
- 11) Avoid any conduct that adversely affects the ability or appropriateness of the official to perform officiating duties in interscholastic athletics or activities. If the member, as an adult, has been convicted of or pleaded "guilty" or "no contest" to any criminal charge, felony or misdemeanor, that impugns the officials' reputation, integrity or fitness to act as an official it shall be considered unacceptable. Any type of conviction for a crime of domestic violence, financial impropriety, illegal acts involving a weapon or moral turpitude shall be considered exceptionally serious and grounds for substantial discipline.
- 12) Avoid illegal, unethical, or immoral conduct that adversely affects the ability or appropriateness of the member to perform officiating duties in interscholastic athletics or activities and conduct that is detrimental to interscholastic athletics and activities.
- 13) Abide by any other policies issued by the Board of Directors.

**Section 3:** Officials who violate subsections 2 (3-13) of this Article shall be subject to discipline. Reports of possible violations will be investigated and, if substantiated, the member may be sanctioned by the Association. Discipline may

include probation, supervision, game suspensions, assignment limitations, or membership restrictions to include a lifetime ban.

**Section 4:** Each member is responsible to report violations of subsections 2 (3-13) of this Article, in writing and signed, to the Area Director(s) of his Area within one week after such violation comes to the attention of the reporting member.

**Section 5:** Any representative of a CHSAA-member school may report a possible violation of subsections 2 of this Article to an Area Director, either verbally or in writing. The Area Director may prepare a written summary of the allegation, citing the name and affiliation of the complainant.

**Section 6:** Each Area Director, upon receipt of any such report must investigate the allegation. If the Area Director reasonably finds that a violation occurred, the Area Director may assess an appropriate penalty or refer the matter to the Executive Committee for determination of a penalty.

**Section 7:** Any official disciplined by this Association may petition to have the finding reviewed first by the Executive Committee which shall have the power to affirm, increase or set aside the penalty. If upheld by the Executive Committee, the official may then petition to have the finding reviewed by the entire Board of Directors, at the Board's next scheduled meeting. The Board shall have the power to make a final decision regarding the finding.

**Section 8:** Any member of this Association whose name is stricken from the rolls may be re-admitted to membership only with the approval of the Board of Directors and the satisfactory completion of Article III, Section 3 of this Constitution & Bylaws.

#### **ARTICLE XIV – EDUCATION AND TRAINING**

##### **Section 1. Master Clinics**

A clinic shall be held annually for the professional development of CHSBUA members. The purpose of the clinic is to provide a training program which emphasizes CHSBUA's policies, rules, regulations, rules edification, and practical officiating procedures.

##### **Section 2. District Area Training Programs**

Each District Area within CHSBUA shall be delegated the responsibility for the establishment of programs that provide quality education and training to its respective members. Such education and training shall include, but not be limited to, the conduct of new and veteran umpire classes, field clinics, and scrimmages.

#### **ARTICLE XV – AMENDMENTS**

**Section 1:** These Bylaws may be amended at any Annual Meeting or Special Meeting by a vote of two-thirds (2/3) of the total authorized representation, provided the proposed amendments shall have been submitted through the Secretary to the members of the Board of Directors, postmarked at least thirty (30) days prior to the convening of the Annual Meeting; provided further, that all proposed amendments shall be read at a regular meeting of the Annual Meeting.

**Section 2:** An Amendment not having been previously read or distributed as required in Section 1 may be adopted by the unanimous vote of the Executive body.

**Section 3:** A proposed amendment to this constitution can originate from a committee, Board of Directors, an Area Director or at least two members.

#### **ARTICLE XVI – DISSOLUTION**

Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be

distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not remaining assets of CHSBUA shall be donated to the Special Olympics.

**ARTICLE XVII - PARLIAMENTARY AUTHORITY**

CHSBUA shall be governed by *Roberts Rules of Order, Newly Revised*, on all points not covered by this Constitution and Bylaws.

Approved and Adopted on this 31 day of January 2018.

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President

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Secretary