

CONSTITUTION OF THE BERGEN COUNTY UMPIRES ASSOCIATION

ARTICLE I - NAME

The name of this organization shall be the Bergen County Umpires Association, Incorporated. This association shall be an affiliate of the state baseball umpires association and anything not specifically covered in the Constitution shall be in accord with the state constitution.

ARTICLE II - PURPOSE

The purposes of this organization shall include:

- A. To promote the welfare of the games of baseball and softball on the county level by uniformly interpreting and administering the rules of those games as set forth by the New Jersey State Interscholastic Athletic Association (NJSIAA).
- B. To promote and maintain the highest degree of baseball and softball officiating by following a uniform set of mechanics.
- C. To have available at all times an adequate number of thoroughly trained and capable umpires.
- D. To preserve the traditions, foster the ideals, advance the interests and improve the quality and prestige of the baseball and softball umpires through a comprehensive program of classroom training and on-the-field experience.
- E. To develop a spirit of friendship and maintain a high standard of ethics among umpires.

ARTICLE III - MEMBERSHIP

SECTION 1: Membership in this association shall be open to any person who has attained the age of eighteen (18) years by June 1 of the year that he or she seeks membership.

SECTION 2: To be eligible for membership in this association, an applicant shall file an application with the association Cadet Chairperson, along with the appropriate fees. All applications and fees must be received by a date established by the Executive Committee in the year that the applicant seeks membership.

SECTION 3: The applicant shall attend training classes as provided in the association By-Laws and shall pass written and field tests as provided for by the Membership and Examination Committee and the NJSIAA.

SECTION 4: All members shall pay annual dues and registration fees in the amount specified by the Executive Committee. The Executive Committee shall also establish a date by which all dues and registration fees shall be paid. Failure to submit fees to the Secretary by the prescribed date shall lead to late fees being assessed. Any member who fails to submit his/her annual dues and registration fees along with assessed late fees by the first membership meeting of the succeeding year shall be removed from the association. The removed member has until June 30th of that year to appeal his/her removal.

- A) Former members who choose to return to the association after one (1) year lapse in time shall be allocated the opportunity to return based on completing an application and paying the appropriate dues for the current year.
- B) All former members with more than one (1) year lapse in time shall reapply for membership and meet all of the cadet requirements to become an active member.

SECTION 5: The membership of this association shall be in one of three categories:

a. **ACTIVE MEMBERS:** Members in good standing, who are actively officiating ball games, have passed their yearly tests, met their attendance requirements, and have paid their dues and registration fees. These members are eligible to be nominated as officers, serve on committees, and have voice and vote.

b. **INACTIVE MEMBERS:** Members in good standing who pay the appropriate dues and registration fees but do not officiate ball games or pay any insurance fees. Inactive members may hold office, serve on committees and have voice and vote. An Inactive Member by March 1 of upcoming year may change his or her status to active by informing the Chapter Secretary and paying the necessary dues, registration and insurance fees. Inactive member may stay inactive for two consecutive years at which point they must be active for at least 1 year.

c. **HONORARY MEMBERS:** Honorary membership may be extended to any person by the Executive Committee, subject to the approval of the General Membership. Honorary members may not officiate ball games. They shall not pay any dues, registration or insurance fees. Honorary members may speak at any meeting but shall not have any voting privileges. They may serve on committees in an advisory capacity only.

SECTION 6: As per the NJSIAA, registration by the Chapter will not be issued or renewed for anyone

a. convicted or adjudicated with a finding of fault, guilt or violation, in regard to an offense against a minor or any sexual offense unless/until such offense has been reversed by proper authority with jurisdiction over the matter, or;

b. convicted or adjudicated with a finding of fault, guilt or violation, in an offense involving any illegal/illicit drug or controlled substance, as proscribed by federal or state law or regulations, prior to five (5) years following the completion of any sentence/parole/probation period for the offense, or;

C. currently serving a sentence or a parole/probation period for any offense or adjudication of guilt imposed by any court, judge or administrative bodies, other than a simple traffic summons.

SECTION 7: An official whose registration has been forfeited, suspended or revoked or an applicant who is denied registration, under the provisions of this policy, may petition the chapter for reinstatement or reapplication based on the following:

a. If suspension, revocation or forfeiture of registration is based upon conviction, adjudication or finding of guilt as a result of an indictable offense: The official/applicant may petition for registration one year after the completion of the parole/probation period; other than conviction of illegal, illicit drugs or controlled substance, where a five year probation period is used, or immediately upon dismissal or reversal of the charge or conviction (provided the offense was NOT involving a minor, or a sexual offense).

b. If suspension, revocation, forfeiture or denial of registration is based upon any conviction, adjudication or finding of guilt involving a minor or a sexual offense, reinstatement/reapplication will not be permitted until such offense has been reversed by proper authority having jurisdiction over the matter.

ARTICLE IV - OFFICERS

SECTION 1: The officers of this association shall be a President, Vice-President, Secretary, and Treasurer. All officers shall be elected for a two (2) year term and the President and Vice-President shall not be eligible to succeed themselves.

SECTION 2: The President shall preside at all meetings and preserve order therein. The President may call special meetings as the need arises. He shall sign all official documents and papers. The President shall appoint members of all committees and have the right to fill the unexpired terms of elected officers, when those offices are vacated before their expiration.

He/she shall serve as an ex-officio member of all committees to see that they function as assigned. All committee and vacancy appointments shall be subject to Executive Committee approval. The President shall cast the deciding vote in any ballot that would otherwise result in a tie vote. He shall enforce the provisions of the Constitution and By-Laws and perform all duties that are generally attached to the office of President, at all times endeavoring to further the best interests of the association.

SECTION 3: The Vice-President shall execute the duties of President in the absence of the President and shall automatically become President in the case of the disability, resignation or death of the President. The Vice President shall also perform the duties of President whenever requested to do so by the President. In such cases where the Vice-President shall become President because of the death, resignation or other disability of the President, the Executive Committee is empowered to select a new Vice-President to serve until the original term of office expires.

SECTION 4: The Treasurer shall assume care of all monies of the association. He shall not pay out any monies unless ordered to do so by the Executive Committee, and all expenditures must be within written and approved budget limitations. He shall keep a record of all receipts and other disbursements, showing the day and date of each. His accounts shall at all times be open to the inspection of any member at the annual business meeting.

The Treasurer shall perform such other duties as the Constitution, Executive Committee, President and membership shall require for the proper functioning of the association. All expenses incurred by the Treasurer shall be defrayed when they are within the budgetary limits and approved by the Executive Committee.

The Treasurer shall receive an annual stipend, the amount of which shall be determined by the Executive Committee.

SECTION 5. The Secretary shall attend meetings of the association and all committees shall send to him, prior to the next regular meeting, a report of business considered. He shall record the proceedings of all meetings in a book especially provided for that purpose; give notice to all members of regular and special meetings; notify all members of their appointment to committees.

The Secretary shall perform such other duties as the Constitution, Executive Committee, President and membership shall require for the proper functioning of the association. All expenses incurred by the Secretary shall be defrayed when they are within the budgetary limits and approved by the Executive Committee.

The Secretary, with the approval of the Executive Committee, shall appoint an Assistant Secretary to help in performance of secretarial duties. The Assistant Secretary has no voting power during an Executive Committee meeting.

The Secretary and the Assistant Secretary shall receive an annual stipend, the amount of which shall be determined by the Executive Committee.

SECTION 6: The Executive Committee shall consist of the duly elected officers, and not more than nine (9) members elected from the general membership. The Executive Committee members (excluding the elected officers) shall serve three (3) year terms, arranged so that three (3) new members are elected annually. No member of the Executive Committee may serve consecutive three (3) year terms.

The immediate past president of the association shall serve as an ex-officio member of the Executive Committee but shall have no voting privilege.

If a vacancy occurs within the Executive Committee or among the association officers, the vacancy shall be filled by the Executive Committee subject to the approval of the general membership at the annual business meeting. Any person chosen to fill a vacancy shall serve the remainder of the unexpired term.

The Executive Committee shall convene at the discretion of the President or at the request of any two members of the Executive Committee.

The Executive Committee is empowered to vote and order expenditures between regular association meetings. Such expenditures must be approved by a majority of the Executive Committee. The Executive Committee shall prepare an annual budget. The budget may be amended from the floor when it is presented at the annual business meeting.

The Executive Committee is the policy making body of the Association and shall conduct all normal business of the association. This committee shall approve the payment of all bills as presented by the Treasurer. No business may be conducted officially unless a majority of the Executive Committee is present.

ARTICLE V - ELECTION OF OFFICERS

SECTION 1: Nominations for officers shall be made every second year by the Nominating Committee. Additional nominations may be made from the floor after the Nominating Committee has made its report at the annual business meeting. Elections for officers shall be held immediately after all nominations have been made.

SECTION 2: Nominations for members of the Executive Committee shall be made by the Nominating Committee annually. Additional nominations may be made from the floor after the Nominating Committee presents its report. Elections shall be held immediately after all nominations have been made.

SECTION 3: Only association members (Active or Inactive) in good standing may cast ballots for officers or members of the Executive Committee. Honorary members and any member not in good standing may not cast a ballot in any election.

The election of officers and members of the Executive Committee may be by written ballot at the request of any member.

The President shall appoint the clerk and judges of all elections.

SECTION 4: The terms of officers and members of the Executive Committee shall commence on July 1 of the year of election. However, no change of administration shall take place until the association's books have been properly audited and certified in order for the preceding fiscal year. Such certification shall be in writing and signed by the chairman of the Auditing Committee.

ARTICLE VI - MEETINGS

SECTION 1: The association shall conduct regular meetings, the dates of which shall be determined by the Executive Committee.

SECTION 2: A minimum of five (5) regular meetings shall be held prior to the annual business meeting. Four regular meetings shall be held prior to the beginning of the baseball/softball seasons. These meetings shall be designated as Interpretation and/or Mechanics Meetings. All members must attend one (1) Interpretation and one (1) Mechanics Meeting for each sport in which he/she is registered.

Election of officers and members of the Executive Committee shall take place at the Annual Business Meeting.

SECTION 3: Special meetings may be called at any time at the discretion of the President or the majority of the Executive Committee members. Sufficient time must be allowed for the Secretary to inform the membership of any special meeting. Additional meetings may also be arranged by a majority vote of the membership.

SECTION 4: No official business may be transacted at any meeting unless a quorum is present. A quorum shall consist of thirty five (35) members.

SECTION 5: All active members of the association must attend a minimum of three (3) regular meetings. Letters of explanation for failure to fulfill this obligation will be considered only if received by the Attendance Committee no later than 15 days after the missed meeting. Acceptance of the explanation shall be at the discretion of the Executive Committee

SECTION 6: Letters of attendance from other recognized chapters will be considered if signed by that chapter's Secretary. Failure to satisfy the attendance requirements will result in penalties, as provided.

SECTION 7: The Executive Committee will prescribe the following penalties for unexcused absences from the required number or type of meetings:

***FOR FAILURE TO ATTEND THE
REQUIRED NUMBER OF MEETINGS***

First offense: one (1) year probation (must attend 4 meetings the following year.)

Second consecutive offense: one (1) year suspension followed by one (1) year probation (must attend 4 meetings the following year and fulfill basic association requirements).

Third consecutive offense: expulsion from the association.

***FOR FAILURE TO ATTEND THE REQUIRED
INTERPRETATION AND/OR MECHANICS MEETINGS***

First offense: two (2) years probation.

Second consecutive offense: one (1) year suspension (not allowed to work varsity baseball or softball games for sport that was in non-compliance) followed by one (1) year probation (must attend 4 meetings and fulfill basic association requirements).

Third consecutive offense: expulsion from the association.

ARTICLE VII - COMMITTEES

SECTION 1: The President shall have the authority to name committees and appoint committee chairmen as he deems necessary. He shall also have the authority to designate the number of members on any committee. He shall outline the duties and responsibilities of all committees.

SECTION 2: The Standing Committees of this association shall include:

- a. Attendance
- b. Auditing and budget
- c. Awards
- d. Banquet
- e. Cadet Chairperson
- f. Cadet Training/Examination
- g. Constitution and By-laws
- h. Fees
- i. Grievance and Ethics
- j. Insurance
- k. Interpretation (baseball)
- l. Interpretation (softball)
- m. Mechanics (baseball)
- n. Mechanics (softball)
- o. Nominations
- p. Public Relations/Fundraising
- q. Uniforms
- r. Welfare

SECTION 3: The duties of the Grievance/Ethics Committee shall be to review:

- a. Charges of missing an assignment
- b. Charges of missing a meeting
- c. Charges involving the wearing of improper uniforms
- d. Charges involving conduct unbecoming an official

All charges before the Grievance/Ethics Committee must be made in writing and transmitted to the committee chairman. After reviewing the charges, the Grievance Committee shall recommend whatever action they think is appropriate under the provisions of the Constitution and By-Laws. Such recommendation shall be forwarded to the Executive Committee for further consideration and action.

SECTION 4: When charges against a member are certified by the Grievance/Ethics Committee and submitted to the Executive Committee, the following procedure shall be followed:

a. The member against whom the charges have been filed shall be informed in writing of all charges against him/her and shall be given copies of all written documents submitted.

b. The Executive Committee shall convene a hearing to consider what action will be taken on the charges filed. A member against whom charges have been filed shall be given fourteen (14) days notice of the date of any hearing and shall be requested to attend such hearing.

c. Any person against whom charges have been filed is entitled to counsel at any hearing or appeal before the Executive Committee. Such person shall also have the right to call any witnesses to speak on his/her behalf.

SECTION 5: For violations of the Constitution and By-Laws, the Executive Committee may impose the following penalties, at its discretion:

a. A fine may be assessed for lateness to a game, failure to fulfill an assignment, uniform violations, or late submission of dues and registration fees.

b. For conduct unbecoming an official, including missed assignments, a member may be subject to a fine and/or probation for one year, suspension for one year or expulsion from the association.

c. All fines are payable to the Secretary within seventy-two (72) hours of notification (excluding Sundays).

d. Failure to pay assessed fines within the required time limit will result in dismissal action. While such action is pending, the member shall be suspended from working and all assignments shall be returned. The NJSIAA shall be informed of the suspension or expulsion of any member of this association.

SECTION 6: A member may appeal any disciplinary action of the Executive Committee to the Umpires Association of New Jersey (UANJ).

SECTION 7: No member of this association may be suspended or otherwise disciplined except in accordance with the procedures established in the Constitution and By-Laws.

ARTICLE VIII - LISTING OF MEMBERSHIP

SECTION 1: The Secretary shall print annually a list of the members of the association. The list shall include members' names, addresses, home, business, cell phone numbers, and e-mail addresses (where applicable). This roster shall be made available to all members of the association and to all athletic directors in the area serviced by this organization.

The roster shall be printed and distributed prior to the first regular meeting and will contain the names of all members who are in good standing and have paid all dues and registration fees.

All members serving penalties on probation or suspension will be so listed in a separate section of the Annual Membership Directory.

SECTION 2: After the first regular meeting, the Secretary will issue a supplemental roster with the names of all applicants who are desirous of becoming new members of the association.

SECTION 3: A membership in this association does not lapse until one year has elapsed. A member may meet his/her financial obligation to the association at any time during the year to remain in good standing. This may involve the payment of late registration fees.

A member who is delinquent in paying dues and registration fees may not have his/her name printed in the annual roster book.

SECTION 2: The fiscal year of this association shall run from July 1 to June 30.

ARTICLE IX - DISTRIBUTION AND RATIFICATION

SECTION 1: Copies of this Constitution shall be distributed to all members of this association. Ratification shall be by a two-thirds (2/3) vote of those members present and voting. No ratification action shall occur until all members have had this Constitution for two (2) weeks.

ARTICLE X - AMENDMENTS AND CONFLICTS

SECTION 1: Any amendments to this Constitution or By-Laws must be made at a regular meeting, or a special meeting called for that purpose. All amendments must be passed by a vote of two-thirds (2/3) of the members present and voting.

SECTION 2: Two (2) weeks notice must be given in writing of any proposed amendment or any special meeting to be held for the purpose of voting on amendments to the Constitution or By-Laws.

SECTION 3: Should a conflict arise between the New Jersey State Interscholastic Athletic Association's constitution and the constitution and by-laws of this association, the regulations of the State Association will prevail.

ARTICLE XI - CADET PROGRAM

SECTION 1: Documentation - All persons wishing to register as new members (cadets) in this association must submit the following documentation to the Cadet Chairperson:

a. A physician's signed statement certifying that the applicant is physically fit to become an umpire.

b. Proof of age (applicants must be eighteen years of age or older).

c. Properly completed BCUA cadet application form and full cadet registration fee. All documentation listed above must be submitted to the association Secretary by February 15 of the year in which the examination is to be taken.

SECTION 2: Attendance - All cadets must attend a minimum of 75% of the all classes for the sport(s) in which they wish to be certified. Classes will be taught by the association's Baseball and Softball Interpreters and/or their designated assistants. Classes will emphasize baseball and softball rules as well as umpiring techniques and procedures and mechanics. All cadets must attend one mechanics class for each sport in which they wish to be certified.

SECTION 3: Cadets will be required to demonstrate appropriate levels of competence in both plate and base phases of umpiring. Cadets may be assigned games by the BCUA in order that they may be field-tested and evaluated. When a cadet is evaluated, both oral and written critique, including commendations and recommendations, will be required of the observing instructor.

SECTION 4: Cadets will also be required to demonstrate a thorough knowledge of baseball and softball rules by passing quizzes and a preliminary examination given by the cadet instructor. A grade of eighty-five percent (85%) will be required to pass all cadet quizzes and examinations.

SECTION 5: Any person who fails to fulfill the requirements of sections 1 through 4 of this article may be dismissed from the cadet program with forfeiture of all fees.

SECTION 6: Any cadet who passes the state test but does not fulfill their mechanics or mentoring requirements will remain a cadet for the entire following year. Cadets will have until the last day of May of the test year to complete all mentoring or mechanics requirements.

ARTICLE XII : ANNUAL TESTING OF ACTIVE OFFICIALS

SECTION 1: As part of the NJSIAA registration procedures, all active officials will be required to take and pass an open book review examination for each sport in which they are registered. The examinations will be prepared by the appropriate committee.

SECTION 2: The passing grade for all examinations shall be eighty per cent (80%) correct.

SECTION 3: The Executive Committee will establish a date by which all completed review examinations must be submitted.

SECTION 4: Any member who fails to take the required review examination(s) or who fails to submit the review examination(s) by the required date , or does not achieve a passing grade of 80 per cent (80%) correct shall be subject to the following penalties and /or sanctions:

a. Any member who does not achieve a passing grade of 80 per cent (80%) correct must attend a one hour rules review session in each sport involved.

b. Any member who fails to submit the examination(s) by the required date will be suspended for that sport(s) for that season.

c. Members who fail to attend the required rules reviews session(s) will be suspended for that season.

d. A member on suspension may not officiate any varsity level game in that sport during the period of suspension. The Secretary will inform Athletic Directors, Assignors, and the NJSIAA of any member(s) who are on suspension.

e. Members who violate paragraphs (b), (c), or (d) of this section may be subject to additional penalties, which may include additional suspension or dismissal from this association.

f. Any member required to attend a Rules Review session shall pay an instructor's fee as determined by the Executive Committee.

BY-LAWS

ARTICLE 1: ORDER OF BUSINESS

All regular business shall be conducted according to Robert's Rules of Order. All committees may adopt their own rules of procedure.

The following adopted order of business is to be followed at all regularly scheduled meetings:

- a. Call to order
- b. Minutes of the previous regular or special meeting
- c. Minutes of Executive Committee meetings
- d. Correspondence
- e. Treasurer's Report
- f. Reports of Standing Committees
- g. Reports of special committees
- h. Old Business
- i. New Business
- j. Speakers, program, etc.
- k. Adjournment

ARTICLE II: UNIFORMS

All members shall wear the approved uniform, as follows:

SHOES: Official's plate or base shoes. Shoes should be solid black in color with black laces. Socks should be black or blue.

PANTS: Heather gray with black belt.

SHIRT: Shirts should be navy (baseball) or light blue (softball). The NJSIAA patch should be worn on the left sleeve of all shirts.

WINDBREAKERS: Blue with NJSIAA patch on left sleeve.

PULLOVERS: Blue with NJSIAA patch on left sleeve.

SWEATER: Navy blue V-neck. No emblem to be worn on sleeve.

CAPS: To be worn by both plate and base umpires. Navy blue, no emblem. Hockey style masks without hats are acceptable behind the plate.

EMBLEM: To be worn on all shirts, windbreakers, and pullovers on the left sleeve approximately one inch below the seam.

NOTE: Both umpires should be similarly dressed. Umpires not in compliance with the uniform regulations may be subject to disciplinary action.

ARTICLE III: TRANSFER MEMBERSHIP

Any person who transfers into this association from another association in this state, or from out of state, shall not be eligible to officiate varsity level games unless that person has already been a member in good standing of his previous association.

Any member who wishes to transfer into this association must provide to the Secretary a letter from an appropriate authority of his former association attesting that he/she was a member in good standing at the time of the transfer request and pay all appropriate fees.

ARTICLE IV: RETIRING MEMBERS

It shall be the policy of this association to honor all retiring members with at least ten year's service. These members shall be honored at the annual banquet provided they meet the following requirements:

a. The retiring member must have at least ten years of active service in good standing in this association.

b. The retiring member must submit a letter certifying his/her retirement to the Secretary. This letter must be received prior to May 15 of the year in which the retirement is to take place.

ARTICLE V: NON - DISCRIMINATION

Nothing in this Constitution or By-Laws shall be construed as discriminating against any person on the basis of race, creed, sex, color or national origin.