

Orange County Softball Officials Association By Laws

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ARTICLE I: NAME OF ASSOCIATION

The name of this Association shall be the "Orange County Softball Officials' Association, a unit of the "Southern California Softball Officials' Association"

ARTICLE II: PURPOSES OF ASSOCIATION

Section 1: Primary Purpose

The primary purpose of this Association shall be to provide an educational and instructional program so that softball officials will be qualified to officiate California Interscholastic Federation softball games.

Section 2: General Purposes

The general purposes for which this Association has been formed are to increase the efficiency and competency of softball officials through formal and informal instructions which shall include, without limitation, the mutual exchange of ideas and constructive criticisms of rules, game situations, and mechanics of softball officiating; to promote the advancement of softball by encouraging the spirit of sportsmanship among schools, coaches, players, spectators, and officials; and to submit to the Orange County Assigner the names of those officials who are qualified to accept assignments and officiate California Interscholastic Federation softball games.

Section 3: Rights and Powers

This association shall have and exercise all the rights and powers conferred on it; however, this Association is not empowered to engage in any activity which in itself is not in furtherance of its purposes as set forth in Sections 1 and 2 of this Article II.

Section 4: Reason for Organization

This Association is organized and operated for the purposes herein set forth, and any other nonprofit purposes, and no part of any money shall inure to the benefit of any member, except as provided in these By-Laws.

Section 5: Statement of Purposes

The foregoing statement of purposes shall be construed as a statement of both purposes and powers, and the purposes and powers stated in each clause shall be in no-way limited or restricted by a reference to or from the terms or provisions of any other clause, but shall be regarded as independent purposes and powers.

ARTICLE III: MEMBERSHIP

Section 1: Eligibility of Members

Any person eighteen (18) years of age or older interested in officiating California Interscholastic Federation softball games may apply for membership in this Association.

Section 2: Classification of Members

A. Qualified Member - A qualified member shall be one who achieves at least the minimum passing grade of 80% average in qualifying examinations; takes and passes all other required examinations; meets the financial obligations imposed by this Association; attends all general and special meetings; fulfills all game assignments which were previously accepted; and adheres to OCSOA Statement of Policies or act in a manner which is detrimental to the welfare and purpose of this Association or its members. All Qualified members shall be classified as follows:

- 1. Certified Officials** - Those officials who have demonstrated their ability to officiate varsity softball games.
- 2. Approved Officials** - Those Officials who are not yet qualified to officiate varsity games, EXCEPT when deemed necessary by the Orange County Assigner.

B. Non-qualified Member - A non-qualified member is one who does not meet the requirements as set forth for a qualified member. A non-qualified member shall not have the right to vote, hold office, or receive any game assignments. The Executive Board shall determine whether a member has failed to meet all the requirements of a qualified member. If a member is found to be non-qualified, the President shall immediately give written notification to both the member and the Orange County Assigner. The Assigner shall cancel the remainder of the non-qualified member's game assignments for the current season. After being so notified, the non-qualified member may, within seven (7) days, submit a written petition to the Executive Board for reinstatement to a qualified membership status. Based on evidence, satisfactory to the Board, that the member has or will satisfy all the requirements of a qualified member, the Board may reinstate the member.

Section 3: Dues

The amount of dues that is to be paid by all members shall be set by the Executive Board each year and shall be paid to the Association's Secretary/Treasurer prior to the 31st of December of the current year. Dues received after the 31st of December of the current year will be considered late and a late penalty fee of ten dollars (\$10.00) will be assessed.

Section 4: Resignations and Expulsions

Membership in this Association shall terminate upon a member's request, or by the authority of the Executive Board. Any and all money paid into this Association's Treasury by a member shall remain in the Treasury upon the member's termination from this Association.

ARTICLE IV: OFFICERS

Section 1: President

The President shall be the presiding officer at all meetings and shall conduct the meetings in accordance with parliamentary procedure. The President shall supervise and oversee the affairs of this Association and shall execute the will of this Association. The President shall insure that the By-Laws of this Association are adhered to at all times. The President shall appoint all committees.

Section 2: Vice President

The Vice President shall assist the President and shall preside at all meetings in the absence of the President. If, for any reason, the office of President is vacated, the Vice President shall become the President for the unexpired term. The Vice President shall be the Parliamentarian of this Association.

Section 3: Secretary/Treasurer

The Secretary/Treasurer shall keep a record of all the business that is transacted by this Association and shall issue all correspondence and notices on behalf of the Executive Board and this Association. The Secretary/Treasurer shall maintain a record of minutes of all meetings, a copy of which shall be made available to any qualified member requesting them. The Secretary/Treasurer shall maintain a current roster listing all qualified and non-qualified members of this Association; shall issue instructional kits to all qualified members; and shall notify members of all meetings. The Secretary/Treasurer shall prepare and maintain a waiting list of those persons interested in becoming members of this Association in accordance with the provisions of Article III Section 3. The Secretary/Treasurer shall also be the financial officer of this Association and shall be responsible for all money and financial records. The Secretary/Treasurer shall deposit or hold, in trust, all funds received on behalf of this Association and shall disburse all funds in accordance with association guidelines. The Secretary/Treasurer shall submit a financial report in writing to the Executive Board prior to December of each year.

1. The Banking Account shall be listed as and/or with the Secretary/Treasurer and the President's name.
2. The financial report shall be audited by the Auditing Committee prior to April of each year.
3. The published financial report, after having been approved by the Auditing Committee, shall be distributed to all qualified members prior to the first general meeting of each year.

Section 4: Instructional Chairperson

The Instructional Chairperson shall direct and supervise the program of instruction for all members of this Association and shall direct and organize discussion or classroom groups. The Instructional Chairperson shall preside over the portions of the meetings relating to softball rules and officiating mechanics. The Instructional Chairperson shall prepare, maintain and update a list containing the names of those members who are qualified to officiate California Interscholastic Federation softball games and shall submit to the Orange County Assigner and the Secretary/Treasurer the names of those officials who are eligible to officiate varsity softball games. The Instructional Chairperson shall evaluate any new member with prior officiating experience who joins the Association. The Executive Board shall determine in which classification to place said new member.

Section 5: Executive Board

The Executive Board shall consist of the President, Vice President, Secretary/Treasurer, Instructional Chairperson and four (4) elected qualified members.

Section 6: Election of Officers

The candidates for the offices of President, Vice President, Secretary/ Treasurer, Instructional Chairperson and the four (4) Board Members shall be nominated by a Nominating Committee and/or nominated by any qualified member at the next to the last General Meeting of the year provided the candidate's term in office is about to expire. The President, Instructional Chairperson and two (2) of the four (4) members shall be elected during the even years. The Vice President, Secretary/Treasurer and two (2) members shall be elected in the odd years.

- A. The vote shall be by secret ballot and shall be conducted at the last general meeting of each year.
 - 1.. There shall be no absentee ballots.
 2. Voting shall take place in the General Meeting preceding separation to classrooms. Any required run-off voting shall take place in the classroom.
 3. The ballots shall be dispensed by a unanimous vote when there is but one candidate for an office.
- B. The votes shall be counted by the Nominating Committee and the results of the election shall be announced after the votes have been counted. The number of votes each candidate received shall be made available to any qualified member requesting it.
 1. A member of the Nominating Committee who is a candidate for office shall not participate in counting the votes. A candidate receiving a majority of the votes cast in the election is declared the winner of the election.
- C. A candidate receiving a majority of the votes cast in the election is declared the winner of the election.
 1. If a candidate does not receive a majority of the votes cast, a run-off election shall be conducted at the same meeting between the top two candidates for the same office.

Section 7: Term of Office

All elected or appointed officers shall assume the duties of the office to which they are elected or appointed on the first day of June in the year in which they are elected and shall serve for a period of two (2) years, or until a successor is elected or appointed.

Section 8: Impeachment and Removal From Office

Any Association Officer whose actions or conduct are detrimental to this Association, or who fails to adhere to the By-Laws of this Association may be removed from office by the following procedures:

- A. Any qualified member may prefer charges against an Association Officer.
 1. The qualified member shall notify the Executive Board in writing of the preferred charges against the accused officer, only after obtaining a minimum of thirty (30) signatures from qualified members who have requested the impeachment of the accused officer.
 2. The Executive Board shall, within ten (10) working days, call a special meeting for all qualified members of this Association and shall notify the accused officer in writing of the scheduled meeting date and of the preferred charges.
 3. The meeting shall be conducted as a hearing in accordance with Parliamentary Procedure.

4. After the conclusion of the hearing, a vote shall be taken by secret ballot. Removal from office shall require a two-thirds ($2/3$) majority of the votes cast.

ARTICLE V: MEETINGS

Section 1: General Meetings

The meeting dates shall be scheduled by the Instructional Chairperson and the Secretary/Treasurer. They shall be subject to approval by the President.

- A. All members shall be required to attend the required number of meeting stated in the OCSOA Statement of Policies.
- B. All members shall be required to attend all general and special meetings with the following exception:
 - 1. A member may be absent provided the member has a valid reason for the said absence. A written letter explaining the absence must be submitted to the President no later than seven (7) days after the date of the absence. The reason shall be subject to approval by the Executive Board.
 - 2. Any member who has missed two (2) meetings during the current softball season, without a valid excuse, shall lose all remaining and future game assignments for the current season and shall be classified as a non-qualified member for the following softball season.
- C. The general meeting shall include clinics, classroom discussions, and/or instructional group meetings.

Section 2: Executive Board Meetings

The President shall determine the meeting dates and may call a special meeting when necessary.

- A. Board Member may be absent provided they have a valid excuse for said absence. A written letter explaining the absence must be submitted to the President no later than seven (7) days after the date of the absence. The reason shall be subject to approval by the remaining members of the Executive Board.
- B. Any Board Member who has missed two (2) Board Meetings during the year without a valid reason, which has been approved by the remaining Board Members, may be removed from the Executive Board by a majority of the remaining Board Members.

Section 3: Special Meetings

The President may, after approval by the Executive Board, call a special meeting for all members when necessary. Such special meeting shall require written notification to all members at least seven (7) days in advance of the meeting date.

Section 4: Quorum

- A. After being properly notified of any general or special meeting, any number of qualified members present shall constitute a quorum sufficient for conducting the business which may be brought before them.
- B. A majority of the members of the Executive Board at any of their meetings shall constitute a quorum sufficient for conducting the business which may be brought before them.

ARTICLE VI: EXECUTIVE BOARD

Section 1: Duties of the Executive Board

The Executive Board shall conduct, manage, and administer the affairs of this Association and shall direct the handling of all its funds and properties. They shall approve the expenditures of any funds and shall set the amount of fees or expenses that are paid to any member of this Association for services rendered to this Association. They shall set the amount of dues that are paid by all members, and at no time shall they permit the funds of this Association to be depleted. They shall enforce the provisions of these By-Laws and make recommendations and decisions regarding all matters affecting this Association. They shall attend all Executive Board Meetings and shall review and make disposition regarding all absences.

Section 2: Termination of Board Members

If any Board Member quits or is removed from office for any reason, the President shall appoint a qualified member to the vacant position. Such appointment shall be made within ten (10) days and shall require the approval of the majority vote of the remaining Executive Board members.

A. If the President terminates for any reason, the Executive Board shall appoint a qualified member to fill the unexpired term of Vice President.

ARTICLE VII: COMMITTEES

Section 1: Committees

All Committees shall be appointed by the President as required.

A. The President shall be a member (ex-officio) of all committees.

Section 2: Auditing Committee

The Auditing Committee shall consist of two (2) qualified members, one of which shall be appointed as Chairperson. The Committee shall audit the books of this Association annually and shall submit a financial report to all qualified members.

Section 3: Nominating Committee

The Nominating Committee shall consist of three (3) qualified members, one of which shall be appointed as Chairperson. The Nominating Committee shall receive nominations from the general members and present these nominations at the March General Meeting.

Section 4: Ethics Committee

The Ethics Committee shall consist of five (5) qualified members, one of which shall be appointed as Chairperson. The Ethics Committee shall be responsible for determining whether a member is engaged in unprofessional conduct or has acted in a manner which is detrimental to the welfare and purposes of this Association.

A. No member of the Executive Board shall be a member of the Ethics Committee.

ARTICLE VIII: PARLIAMENTARY AUTHORITY

Section 1: Parliamentary Law

Robert's Rules of Order shall be the authority on all questions on parliamentary procedure.

Section 2: Motions

All motions shall require a majority of the votes cast in order to pass.

- A. The President shall not vote on any motions except to break a tie vote.

Section 3: Parliamentarian

The Vice President shall be the parliamentarian for this Association and shall insure that parliamentary law and the By-Laws of this Association are strictly followed at all times.

ARTICLE IX: AMENDING THESE BY LAWS

These Articles may be amended only in the following manner.

- 1. The proposed amendment(s) shall be presented in writing to the Executive Board, signed by a minimum of twenty (20) qualified members.
- 2. The proposed amendment(s) shall then be presented in writing to each qualified member at the next regularly scheduled meeting or at a special meeting called for the purpose of discussing said proposed amendment(s).
- 3. At the next following meeting, the proposed amendment(s) shall be voted upon by the qualified members by secret ballot.
- 4. An amendment shall require two-thirds (2/3) of the votes cast in order to be adopted.

These Articles were duly adopted by the members of the Orange County Softball Officials Association on February 19, 2008.

Article III, Section 2 was revised in February 2008.

Article III, Section 3 was deleted in February 2008.

Article III, Section 4 was re-numbered in February 2008.

Article III, Section 5 was re-numbered in February 2008.

Article V, Section 1 (a) was revised in February 2008.

Amending a proposed amendment to these By-Laws shall require only a majority of the votes cast in order to pass.

APPROVED:

President: _____
Vice President.: _____
Secretary/Treasurer: _____
Instructional Chairperson: _____
Board Member: _____
Board Member: _____
Board Member: _____
Board Member: _____