

**BY-LAWS**  
**OF THE**  
**PENINSULA UMPIRES ASSOCIATION**

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**SECTION I**  
**RULES OF ORDER**

**Section 1.1 - General**

The rules contained in Robert's Rules of Order shall govern this Association in all cases to which they are applicable and are not inconsistent with the Association's Constitution and these By-Laws.

**SECTION II**  
**MEETINGS AND ATTENDANCE REQUIREMENTS**

**Section 2.1 – General Meetings**

General meetings shall be held for the following purposes:

1. Conducting Association business.
2. Conduct of a training or evaluation program.
3. Nominating and electing officers and/or directors of the Association.
4. Presentation, discussion and ratification voting on amendments to the Constitution or By-Laws.

General meetings will be open to all active and inactive members, authorized guests of the Association, league and organizational officials and representatives, representatives of the WIAA/WOA and perspective new members. Individuals and organizations not specifically listed

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herein may attend a General Meeting at the discretion of the Association's President or designated representative.

**Section 2.2 – Executive Committee Meetings**

Executive Committee meetings shall be held as deemed necessary by the President.

At least one (1) meeting of the Executive Committee shall be held prior to the start of the Baseball/Softball season to establish meeting schedule(s), meeting site(s), clinic site(s) (as applicable) and other pertinent information vital to the success of the Association.

A minimum of one (1) meeting of the Executive Committee shall be held each month during the Baseball/Softball season to facilitate Association administration and positive control over the Association's finances.

The Executive Committee is not required to hold meetings open to the membership. A member wishing to address the Committee in person may do so at the Committee's invitation. The member must contact either the President or the Secretary with their desire to attend. The President or the Secretary will poll the Committee and if a majority of the Committee agrees, the member will be scheduled to be the first order of business at the next meeting of the Executive Committee. The Executive Committee may require specific information on the matter to be discussed prior to extending an invitation. The member's request whenever possible, will be honored at the next regularly scheduled meeting of the Executive Committee.

**Section 2.3 – Board of Directors Meetings**

Board of Directors meetings shall be held as deemed necessary by the President of the Association or the Board, but the Board of Directors will have at a minimum the scheduled meetings as outlined in the Association's Constitution (in accordance with Section 4.7) for the purpose of conducting duties therein described.

The Board of Directors meetings will be open to the membership, unless sensitive issues are being considered. A member wishing to address the Board in person may do so at the Board's invitation. The member must contact either the President or the Secretary with their desire to attend. The President or the Secretary will poll the Board and if a majority of the Board agrees, the member will be scheduled to be the first order of business at the next meeting of the Board of Directors. The Board may require specific information on the matter to be discussed prior to extending an invitation. The member's request whenever possible, will be honored at the next regularly scheduled meeting of the Board of Directors.

**Section 2.4 – Special Meetings**

Special meetings may be held for any purpose other than those specified for General Meetings.

**Section 2.5 - Meeting Attendance Requirements**

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Active members may be excused from attending one (1) general or special meeting per season with no penalty (as determined by the Executive Committee). Members will contact the Secretary prior to the day of the meeting and may be excused by the Secretary. This requirement does not apply to absences from meetings because of Association assigned umpire work.

An active member with unexcused absences from three (3) meetings will be dropped from the rolls of active membership (unless prior arrangements or notifications have been provided to the Secretary and approved). The Association's Executive Committee will determine re-admittance to this Association's active membership.

**SECTION III**  
**PROBATION AND APPRENTICESHIP**

**Section 3.1 – Probation**

New applicants to the Association will serve a minimum one (1) year probationary period.

Other probationary periods will be at the discretion of the Executive Committee. These will include, but are not limited to the following:

1. Extension of probation of new applicants for membership.
2. Activities by members who are not in compliance with the Constitution, By-Laws, Policies and/or Procedures (i.e. misconduct, repeated unexcused absences or tardiness to game assignments or meetings and repeated violation of the uniform policies).

**Section 3.2 – Apprenticeship**

An Apprentice typically will serve a two (2) year apprenticeship. The Executive Committee will review with each Apprentice the progress they have made during the year.

The Executive Committee, by a majority vote, may require an Apprentice to serve an additional probation period or promote the Apprentice to the next classification level, providing all required training, testing and evaluations have been successfully completed by the Apprentice.

**Section 3.3 – Observation and Evaluation**

During any period of probation or apprenticeship, a member may be observed and evaluated for acceptable performance. An Advanced classified member, appointed by the Evaluations Officer, will conduct the observation or evaluation.

**Section 3.4 – Right of Appeal**

Members of this Association will have the right of appeal in accordance with Article VI of the Association's Constitution to any probationary or extended apprenticeship period invoked by the Executive Committee of this Association.

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**SECTION IV**  
**FEES**

**Section 4.1 – Annual Association Membership Fee**

The annual membership fee will be set by a majority vote of the membership when a quorum is present. Annual membership fees will only be established and/or changed at the last general meeting of the Association for a season for assessment for the following season. This will allow for a membership fee for the following season to be held from a member's allowances earned during the current season.

**Section 4.2 – Special Fees**

Special fees may be adopted by a majority vote of the membership when a quorum is present. Special fees must be approved on a yearly basis; otherwise that special fee will not be collected and become non-qualifying until such time as may be approved by the membership by a majority vote when a quorum is present.

**Section 4.3 – Outside Association Fees**

Members will be assessed special fees for local, state or national association dues (i.e. NSA, ASA, WOA, NASO, NFOA, etc.) as applicable and only with specific member authorization and approval (verbal or written).

**Section 4.4 – Assignor Fee**

The Assignor fee will be a percentage of the game fees of assignments made by the Assignor as set by a majority vote by the membership when a quorum is present. Travel fees are excluded from this assessment. This fee will be remitted to the Assignor for services rendered to the Association as outlined in the Constitution. The Assignor fee will only be changed yearly at the last general meeting of the season and then only by no more than plus or minus one percent ( $\pm 1\%$ ).

**Section 4.5 - Game Fees and Travel Fees**

Game fees and Travel Fees for NON-WOA contests will be established by the Executive Committee, or by a committee assigned by the President specifically for establishing said fees, on a yearly basis and published to the membership at the start of each season. FEES for WOA contests will be in accordance with the current WIAA Handbook.

**Section 4.6 - Survivability**

All fee structures (Sections 4.1 to 4.4 inclusive) will remain in effect until altered by a majority vote of the membership when a quorum is present. Section 4.5 may be amended as deemed necessary by

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the Executive Committee with recommendations from the President or a committee appointed specifically for determination and establishment of game and travel fees.

**SECTION V**  
**UNIFORMS**

**Section 5.1 - Uniforms**

The Association's Uniform Policy will be established by the Executive Committee on a yearly basis by amending the Policies and Procedures Section X and providing notice of said changes to the membership.

**SECTION VI**  
**ASSIGNMENTS**

**Section 6.1 – General**

The Assignor will make game assignments by electronic means using the accepted software. Members are responsible for maintaining their availability in the calendar provided online. Once an assignment is made, based on available dates selected by said member, acceptance of game(s) assigned is **expected** unless an emergency or unforeseen circumstances prevail. Members unable to accept specific game assignments must return those assignments to the Assignor for re-assignment using the accepted software, if possible. Members who are unable to access the software must communicate with the Assignor by telephone.

In the event the Assignor is not available, the President or the Vice President (for that specific sport) or a duly designated appointee may approve the game assignments. **Under no circumstances shall an umpire accept any assignment from someone not listed in this section.** Failure to comply may result in disciplinary action by the Executive Committee. Assignments to selected events agreed upon by the Executive Committee, which are coordinated with this Association's Assignor, are excluded from this rule.

**Section 6.2 – Assignments**

Game assignments will be assigned according to the general guidelines as outlined in the Association's Policies and Procedures.

The final determination as to game assignments shall be the sole responsibility of the Assignor.

**Section 6.3 – Official's Refusal to Serve**

Officials refusing to serve the Association or accept assignments from the Association will be placed in "Inactive" membership status and be disqualified from consideration for assignments. Return to "Active" membership status may only be accomplished through the appeal process to the Executive Committee.

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**SECTION VII**  
**CLASSIFICATIONS**

**Section 7.1 – Classifications**

The following classification and minimum experience levels are established for this Association. Additional criteria for classification placement and advancement to the next higher classification level are set forth in the Association's Policies and Procedures.

1. **Apprentice (C)** - an individual with less than one (1) year documented experience.
2. **Intermediate (A)** - an individual with a minimum of two (2) years documented experience.
3. **Advanced (D1)** - an individual with a minimum of five (5) years documented experience.

**Section 7.2 – Establishment of Classifications**

Prior to a season's first general meeting of the Association, the Executive Committee will meet to establish classification lists for the coming season. Placement at a classification level (if not established in the prior season) will be done by a majority vote of the Executive Committee with emphasis placed upon the recommendations of the Training Officer and the Evaluation Officer and the documented performance tests and evaluations of the individual members. Classification promotions will be in accordance with Association Policies and Procedures.

The classification lists will be amended to provide for new officials or officials transferring in from other associations or organizations; provided the petitioning official presents appropriate documentation to the Executive Committee.

**Section 7.3 Limitations on Changing of Classification**

Once an umpire meets the requirements for advancement in classification and is promoted, only action by the Association's Executive Committee, by UNANIMOUS vote, can result in the lowering of an umpire's classification.

**SECTION VIII**  
**TEST AND ATTENDANCE REQUIREMENTS (WIAA/WOA)**  
(This section is applicable to WIAA/WOA registered officials only)

**Section 8.1 – Written Test Requirements**

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All officials must take and pass the WIAA approved rules test each year and pass with a score of 70% or better. WIAA approved tests must be submitted prior to the cut-off dates established by WIAA/WOA . (See Section 9.2 of the Policies and Procedures for individual classification test score requirements for the Association.)

**Section 8.2 – Association Meeting Requirements**

An official must meet the Association's Meeting Attendance Requirements for the previous season, as outlined in Section 2.5 of these By-Laws. Failure to meet these requirements will disqualify the member from consideration for postseason assignments sanctioned by the WIAA.

The Association must hold a minimum of six (6) meetings each season, in both Baseball and Softball, in order to qualify for WIAA allocation purposes for postseason assignments.

**Section 8.3 – Participation at WIAA/WOA Rules Clinics Online**

Prior to the start of each season, participation and successful completion of the WIAA rules clinic online is required of each official who may be assigned to officiate varsity or post season contests. The WOA Commissioner must approve any exceptions to this rule.

**Section 8.4 - WOA Registration Required to Work**

To work any game sanctioned by the WIAA/WOA, a member must have current WOA registration through this Association, exclusively, in the sport they wish to work.

**SECTION IX**  
**DISCIPLINE OF MEMBERS**

**Section 9.1 – Grounds for Discipline**

A member of this Association may be summoned before the Executive Committee for a disciplinary hearing for violation of:

1. The Association's Constitution and/or By-Laws.
2. The Association's Policies and/or Procedures provided the member has received written notification of such violation at least seven (7) calendar days prior to any disciplinary hearing.
3. Failure to pay or delinquency in payment of duly authorized fines, dues, charges or assessments, provided the member has been given seven (7) calendar days to comply.
4. Conduct established as being contrary to the best interests of this Association. This action may result in an immediate suspension of the member by the Executive Committee of this Association with the member guaranteed a right to a hearing.

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**Section 9.2 – Notification of Charges**

Any member of this Association who is accused of a violation, as allowed for herein, shall receive written notification in reasonable detail by certified mail, return receipt requested or by a personally delivered notification for which a signed receipt has been collected. The member shall receive such notification within seven (7) calendar days of violation notification to the Executive Committee and concurrently within seven (7) calendar days prior to any hearing. By agreement between the member and the Executive Board, a hearing may be held in less than seven (7) day timeframe.

**Section 9.3 – Right to a Hearing**

For disciplinary action, a hearing shall be before the Association's Executive Committee. The Executive Committee shall:

1. Provide the member written notice of any meeting by the Executive Committee to hear any claims against said member. This notice shall accompany the Notification of Charges, as identified in Section 9.2 herein.
2. Permit the member to address the Executive Committee in person or by written statement.
3. Conduct the hearing in such a way to insure charges are presented from the accuser, to allow both sides to be heard and all pertinent information to be presented including any written statements and/or witnesses to be allowed to testify.

**Section 9.4 - Penalties**

The following range of penalties may be invoked by a "UNANIMOUS" vote of the Executive Committee:

1. Monetary fine not to exceed one (1) game fee for a 4A high school varsity contest.
2. Suspension of a portion or all of a member's regular season assignments.
3. Suspension of a portion or all of a member's postseason assignments.
4. A probationary period not to exceed one year.
5. Suspension from the Association for a period not to exceed one (1) year.
6. Expulsion from the Association.

**Section 9.5 - Right of Appeal**

Members of this Association will have the right of appeal in accordance with Article VI of the Constitution to any disciplinary penalty invoked by the Executive Committee and/or Board of Directors of this Association.

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A member may appeal a decision by the Executive Board and/or Board of Directors by submitting the appeal in writing to the Secretary within fourteen (14) calendar days of receipt of the decision by the Executive Committee and/or Board of Directors. The Board of Directors will, at their discretion, appoint a Grievance Committee to hear the appeal. This committee shall:

1. Review any written arguments submitted by both parties, including any Executive Committee and/or Board of Directors minutes provided by the Secretary, concurrent with receipt of the appeal request.
2. Listen to any oral arguments presented by both or either party provided both parties have received written notice of the meeting at least fourteen (14) calendar days prior to the appeal hearing.
3. Upon conclusion of the appeal hearing, the Grievance Committee shall forward their findings and suggested disciplinary penalties to the Board of Directors.
4. The Board of Directors will then issue a final written determination.

There are no further channels of appeal.

**Section 9.6 - Grievance Committee**

The Board of Directors will appoint a Grievance Committee Chairman and appoint the members of the Committee. The Committee shall be composed of at least three (3) members. The composition of the Grievance Committee shall be an odd number (3, 5, 7, etc.).

The Chairman of the Grievance Committee must be a current Executive Committee member. All other members must be Association active members in good standing and shall not be members of the Executive Committee or the Board of Directors.

**SECTION X**  
**ACCESS TO ASSOCIATION RECORDS**

**Section 10.1 – Access to Association Records**

The records of the Association shall be open at any reasonable time to inspection by any member of more than three (3) months in good standing or a representative of more than five percent (5%) of the active and inactive membership. Cost of inspecting or copying shall be borne by such member except for costs for copies of the Constitution, By-Laws, Policies and/or Procedures. Any such member must have a purpose for inspection reasonably related to membership interests.

Use or sale of members' lists by any individual is prohibited. Failure to follow this requirement by an Association member will result in immediate forfeiture of membership with no refund of dues.

Association records will not be available to non-members, except as provided for in county, state or federal laws.

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**SECTION XI**  
**AMENDMENTS TO THE BY-LAWS**

**Section 11.1 - Amendments to the By-Laws**

Amendments to the By-Laws of this organization shall be made as follows:

1. By a majority vote of the membership when a quorum is present at any regularly scheduled meeting provided the membership shall have had copies of said proposed amendment made available at least one regularly scheduled meeting prior to the meeting at which said proposal shall be voted upon, and said proposal shall be also read at the same prior meeting; provided, further, said proposed amendment shall also have been posted on the Association website (if applicable) at least 2 weeks before said vote.
2. Emergency amendments may be submitted to the membership the day of the meeting for discussion and vote. In order to be considered as an emergency amendment it must be approved by the Executive Committee, signed by the President, and voted to be brought to the floor by a two-thirds (2/3) vote of the membership in attendance.

The effective date of each amendment shall be the date of the ratification vote unless stipulated differently within the amendment.