

**CONSTITUTION AND BY-LAWS
of the
PORTLAND SOFTBALL UMPIRES ASSOCIATION**

ARTICLE I – Name and Objectives

Section 1 Name

- A. This organization shall be known as “The Portland Softball Umpires Association (PSUA).”

Section 2 Objectives and Purposes

- A. The objectives and purposes of this Association shall be:
1. To provide schools with trained softball officials who are approved by this Association and certified by the Oregon School Activities Association (OSAA).
 2. To improve the standards of softball officiating.
 3. To provide training, discussion, and interpretation of rules.
 4. To assist in the enrollment, mentoring, and development of trained softball officials.
 5. To promote the importance of fair play and sportsmanship among participants and those in charge of athletic contests.
 6. To work with the Oregon Athletic Officials Association (OAOA), and the OSAA, and other softball officials’ associations to recruit new softball officials.
 7. To promote good fellowship among its members.
 8. To establish rules and regulations governing all members and elected officials.

ARTICLE II – Membership

Section 1 General Membership

- A. General membership shall consist of regular, probationary, inactive, and honorary members.

Section 2 Regular Members

- A. Regular members are those who meet the following:
1. An active member who has completed one (1) successful year and has been approved by a majority vote of the Board.
 2. Is in good standing as of the close of the previous softball season.
 3. OSAA certified.

Section 3 Probationary Members

- A. People applying for membership to this Association shall be accepted initially as probationary members for at least one (1) year.

- B. After one (1) year, each person shall be approved by the Board for regular membership unless the Board recommends further development or nonacceptance.
- C. The Secretary shall notify each probationary member of their status prior to the first general membership meeting of the following season.
- D. A probationary member who has previous umpiring experience may be advanced to regular member status during the season with Board approval after two (2) successful evaluations.
- E. Probationary members or members who have not completed one (1) full year of membership shall not be entitled to vote in Association matters.
- F. A probationary member may not be assigned playoff games or State Championship play.

Section 4 Inactive Members

- A. A regular member may request, in writing or electronically, to be an inactive member for a period not exceeding two (2) years without losing their regular membership status.
- B. An inactive member does not pay dues and does not vote on Association matters.

Section 5 Honorary Members

- A. Honorary membership shall include former regular members who desire to continue membership in the Association but do not elect to officiate.
- B. The procedure for applying for honorary membership shall be determined by the Board.

Section 6 Members in Good Standing

- A. A regular member and probationary member shall be considered in good standing when they:
 - 1. Remain active in the Association,
 - 2. Comply with the Association's Constitution and By-Laws and rules,
 - 3. Have paid appropriate dues and fees,
 - 4. Regularly attend meetings, and
 - 5. Abide by the ethical standards of the OSAA and National Federation of State High School Associations (NFHS).
- B. Only regular and probationary members in good standing shall be assigned to umpire games.
- C. Only regular members in good standing can vote in any election or upon any matter submitted for the vote of the membership.

ARTICLE III – Officers

Section 1 General

- A. The Board shall consist of the officers of the Association.

- B. The officers of this Association shall be Commissioner, President, Vice-President, Secretary, Treasurer, Member-at-Large #1, Member-at-Large #2, and Member-at-Large #3.
- C. All Board members shall be regular members in good standing.
- D. The PSUA dues for the Board members will be paid out of the operations account.
- E. Upon turnover in a held office, that person must return all accountable property to the President immediately.

Section 2 Qualifications

- A. Only regular members in good standing shall be eligible to hold any office.

Section 3 Tenure of Office

- A. The terms for the Commissioner and Treasurer shall be three (3) years (not including the one (1) year training period for the Commissioner-elect or Treasurer-elect). The term of office for all other officers shall be two (2) years, starting on July 1st after election.
- B. The Commissioner shall be elected one (1) year prior to the start of the next term of office.
 - 1. During their initial year, the Commissioner-elect (unless the Commissioner is re-elected) will be considered a "Commissioner-in-Training".
 - 2. The outgoing Commissioner will use this year to train the Commissioner-elect.
 - 3. To start the cycle, the Commissioner-elect will be elected in 2022, and every third year thereafter.
 - 4. They will serve one (1) year as Commissioner-in-Training before taking office as Commissioner in 2023 and every third year thereafter.
- C. The Treasurer shall be elected one (1) year prior to the start of the next term of office.
 - 1. During their initial year, the Treasurer-elect (unless the Treasurer is re-elected) will be considered a "Treasurer-in-Training".
 - 2. The outgoing Treasurer will use this year to train the Treasurer-elect.
 - 3. To start the election cycle, the Treasurer in this current election cycle shall be elected in 2022. There will be no Treasurer-elect elected for 2022.
 - 4. A Treasurer-elect will be elected in 2024 and every third year thereafter.
 - 5. They will serve one (1) year as Treasurer-in-Training before taking office as Treasurer in 2025 and every third year thereafter.
- D. The following officers shall be elected in odd numbered years: Vice-President and Member-at-Large #1.
- E. The following officers shall be elected in even numbered years: President, Secretary, Member-at-Large #2, and Member-at-Large #3.

Section 4 Job Description of the President

PRIMARY FUNCTIONS

- A. Shall preside at all meetings of the Association.

- B. Act as Chairperson of all meetings of the Board.
- C. Shall be responsible for the success of the Association and see that all business is discharged in accordance with the Constitution and By-Laws and policies.
- D. In the case of any tie vote, including elections, the President shall cast the deciding vote.

Section 5 Job Description of the Vice-President

PRIMARY FUNCTIONS

- A. Shall perform all duties of the office of the President in the absence of the President.

Section 6 Job Description of the Secretary

PRIMARY FUNCTIONS

- A. Shall keep the membership informed of decisions made by the Board.

Section 7 Job Description of the Treasurer

PRIMARY FUNCTIONS

- A. To ensure the PSUA financial records are maintained properly, honestly, and accurately in accordance with the Constitution and By-Laws.
- B. Ensure policies established by law and the Board of the PSUA are carried out faithfully and with fiduciary care.
- C. Ensure members' assets are safeguarded and utilized according to the purposes of the PSUA.
- D. 25% of the check writing fee shall be withheld until the audit of the financial accounts has been completed.
- E. The audit shall be completed at the end of the season by July 1st of that year.

Section 8 Job Description of Members-at-Large

PRIMARY FUNCTIONS

- A. Shall attend meetings of the Board and the Association.
- B. Shall represent and take recommendations and concerns from members to the Board.

Section 9 Job Description of and Fees Paid to the Commissioner

PRIMARY FUNCTIONS

- A. Ensures PSUA officials are assigned to appropriate games based on knowledge, skills, and ability.
- B. Schedules all high school games within the Portland area and works in concert with Oregon Schools Activities Association (OSAA), Oregon Athletic Officials Association (OAOA), high school athletic directors and coaches.
- C. Shall receive six (6) percent from each member's game fee from those who receive an assignment from the Commissioner.

- D. 25% of the Commissioner's fee shall be withheld until the audit of the financial accounts has been completed. The audit shall be completed at the end of the season by July 1st of that year.

ARTICLE IV – Board

Section 1 Duties of the Board

- A. Shall transact all business of the Association.
- B. Shall report all matters, except personnel issues, considered and action taken at a Board meeting to the members by the next membership meeting through the minutes posted by the Secretary on the Association's Electronic Management System (hereafter referred to as AEMS).
- C. Shall make necessary arrangements for providing training and examinations necessary to become a certified softball official in accordance with the charter of the OSAA.
- D. Shall report to the membership the results of the yearly audit and the Board's plans to address recommendations.
- E. Meet a minimum of ten (10) times yearly. The dates and times shall be determined by the President with assistance from the Board.
- F. Shall collaborate (when possible) with the Commissioner in the appointment of an Assistant Commissioner.
- G. Shall collaborate (when possible) with the Treasurer in the appointment of an Assistant Treasurer.

ARTICLE V – Dues and Assessments

Section 1 Annual Dues

- A. The Board shall determine the annual dues for membership.
- B. During the year the Board may levy additional assessments upon the membership if deemed necessary.

ARTICLE VI – Nominations and Elections

Section 1 General

- A. Election of officers shall be held at the last regular general membership meeting of the season, or at another time as designated by the Board.
- B. Elected officials shall begin their service at the first meeting of the Board after July 1st each year.

Section 2 Nomination and Election Committee

- A. The President shall appoint a Nomination and Election Committee, chaired by Member-at-Large #1, to include two (2) other members who will make nominations and supervise the elections.

- B. The Committee shall nominate candidates for each office to be filled except in the case of an incumbent Commissioner.
- C. When one (1) of the candidates for the office of Commissioner is the incumbent, the committee shall not be required to submit the name of another candidate.
- D. A member may only seek one (1) elective office.
- E. The nominations by the Committee shall be submitted to the membership at least one (1) week before the date of the election.

Section 3 Elected Officers

- A. Commissioner
- B. President
- C. Vice-President
- D. Secretary
- E. Treasurer
- F. Member-at-Large #1
- G. Member-at-Large #2
- H. Member-at-Large #3

Section 4 Voting

- A. Voting for officers or amendments to the Constitution and By-Laws shall be by electronic ballot as provided in Section 5 of this Article, except that an uncontested candidate may be elected by a majority oral vote of the members present.
- B. Prior to the preparation of the ballot for the election of officers, an opportunity shall be given for the nomination of additional candidates from the floor.
- C. Ballots shall be prepared by the Nomination and Election Committee with names of candidates listed for each office; spaces shall be provided on the ballots for write-in candidates.
- D. Candidates, especially those in a contested position, may submit a position statement to the election chairperson no later than one (1) week prior to the election. This statement will be published on the AEMS at least one (1) week prior to the election.
- E. Candidates, either through a regularly scheduled meeting or a virtual meeting, shall be allowed an opportunity to present a verbal statement to the members and be offered an opportunity to respond to questions, no later than one (1) week prior to the scheduled election.
- F. Each regular member in good standing shall be entitled to vote for each office to be filled or on any proposed amendment to the Constitution and By-Laws.
- G. An inactive member does not vote in Association matters.

Section 5 Electronic Ballot and Voting

Voting Procedures

- A. Ballots shall be prepared by the Nomination and Election Committee with the names of all candidates listed for each office.

- B. Each regular member in good standing shall be entitled to one (1) vote for each office to be filled.
- C. A majority of the votes (greater than 50%) cast for each office shall be required for election.
- D. In the case that there are more than two (2) candidates for the same office:
 - 1. The members shall rank the candidates with #1 being their favorite, #2 next favorite and so on.
 - 2. If no candidate receives more than 50% of the votes cast as the #1 preference, the candidate receiving the least number of #1 votes shall be stricken from the ballot.
 - 3. The next preference on each ballot shall be counted as the voter's first preference after candidates receiving a higher preference on that ballot have been stricken because of receiving the least number of votes.
 - 4. This procedure will continue until one candidate receives greater than 50% of the votes.
- E. An election for officers, amendments to this Constitution and By-Laws, or any other matter permitted by this Constitution and By-Laws shall be by use of secure electronic balloting provided to the Association through the AEMS. If such electronic balloting is not provided, the Board may direct another voting method be adopted, including the use of printed paper ballots.
- F. Any notice required to be given, including but not limited to notice of proposed amendments to this Constitution and By-Laws, may be met by publishing such notice in electronic form and notifying the membership by electronic mail.
- G. Any electronic ballot conducted under this section shall ensure that only those members eligible to cast a ballot may do so, that each member may cast only one (1) vote on each issue and that each member's actual vote remains confidential and not disclosable.
- H. An election conducted under this section shall include a voting period that shall begin with the publication and notice of the election to be held and shall end not sooner than fourteen (14) calendar days after such notice is published.

ARTICLE VII – Vacancies

Section 1 Vacancy

- A. If an officer, for whatever reason, does not complete their term, the Board shall appoint a regular member in good standing to serve the un-expired term until the end of the season.
- B. If there is a remaining year(s) to serve, the office shall be part of the next regular election.

ARTICLE VIII – Discipline and Expulsion

Section 1 Discipline

- A. The Commissioner shall be responsible to investigate, review and render a decision upon any formal complaint made against a member which has been submitted in writing and has been initiated by a school district administrator or a member of the Association.
- B. The Commissioner must inform the Board at their earliest convenience, or within seven (7) days, of any complaint made against a member.
- C. The member shall be notified, in writing or electronically, that a complaint has been filed against them and shall be given an opportunity to review any documentation or evidence that will be used in making the final determination in the disposition of the complaint.

Section 2 Response Rights

- A. Upon receipt of the formal letter the member shall have a maximum of seven (7) days to respond to the Commissioner about the complaint before a final determination is made.
- B. The Commissioner has the right to dismiss the complaint, reprimand, suspend, or expel the member depending upon the facts in the complaint.
- C. The final decision of the Commissioner will be given to the member in writing or electronically within seven (7) days of receiving the member's response, if any, and must inform the Board at their earliest convenience, or within seven (7) days, of the decision.

Section 3 Appeals

- A. Members have the right to appeal any adverse action taken against them to the Board.
- B. If a member chooses to appeal the letter of the final decision from the Commissioner to the Board they must do so in writing, in person or electronically within seven (7) days upon receipt of the letter.
- C. The letter of appeal should address the specific reasons why the adverse action is defective, improper, or not a reasonable and fair decision.
- D. The member has the right to present the appeal in person before the Board. If this right is exercised, the Board must be notified of the presentation in writing or electronically within seven (7) days upon receipt of the letter.

Section 4 Expulsion

- A. Any member expelled from the Association must wait a minimum of one (1) year from the time the expulsion took place to apply to the Board for reinstatement by letter or electronically.
- B. If the application for reinstatement is initiated in any subsequent year it shall be considered and acted upon by the Board.
- C. If the Board reaches a favorable decision to reinstate the member back into the Association the member shall serve a new probationary period for a minimum of one (1) year.

Section 5 Confidentiality

A. Strict confidentiality will be observed by the Board with all disciplinary actions.

ARTICLE IX – Attendance, Meetings and Uniforms

Section 1 Attendance

A. Board Members

1. Officers are expected to attend every scheduled Board meeting.
2. Excused (prior notification to the Board President) or unexcused absences will be recorded in the meeting minutes and posted following approval on the AEMS.
3. It is intended that failure to regularly attend required meetings as designated by the Board shall result in sanctions that the Board may designate in advance or removal from office by a majority (greater than 50%) vote of the Board members in attendance at the Board meeting.

B. General Membership

1. Members are expected to attend all scheduled meetings.
2. Members failing to meet OSAA prescribed meeting and training requirements may be removed or not scheduled for varsity games and may be removed from membership by a majority (greater than 50%) vote of the Board or the membership at any regularly scheduled general membership meeting.
3. The Board shall determine and announce the Association's policy relating to attendance and assignment of games to the members at the first general membership meeting of the year.

Section 2 Meetings

- A. The Board shall determine the dates of the general membership meetings except that the President may call the first general membership meeting.
- B. The President or three (3) members of the Board may call special meetings of the membership or Board.
- C. Board meetings may be set by Board action, called by the President, three (3) Board members or by petition of 25% of the regular membership.
- D. Any meeting called by petition shall be held within two (2) weeks of acceptance of the petition by the President, Commissioner, or a Board member.

Section 3 Uniforms

- A. Uniforms and protective equipment as described in the NFHS Umpires Manual, or as approved by the OSAA, are required.

ARTICLE X – Game Assignments

Section 1 Procedures

- A. The Commissioner or Assistant Commissioner shall assign all games worked by members.
- B. A member who works a scheduled softball game or position not so assigned (other than in an emergency or with approval of the Commissioner or Assistant Commissioner) may forfeit their game fee to the Association and may face further disciplinary action as provided in Article VIII.

ARTICLE XI – Amendments and Rules of Order

Section 1 Rules of Order

- A. Roberts Rules of Order shall be used as general guidelines to govern the Association in the transaction of business and meetings to the extent they are applicable and are not inconsistent with the provisions of the Constitution and By-Laws of the Association.

Section 2 Amendments

- A. This Constitution and By-Laws may be amended by the Board or the membership; proposed amendments shall be submitted in writing to the Board.
- B. The Board shall have seven (7) days to present the amendment to the membership.
- C. The membership shall have fourteen (14) days to review the amendment, and another fourteen (14) days to vote on the amendment.
- D. Voting on any such amendment shall be conducted pursuant to Article VI, Section 5 – Electronic Ballot and Voting.
- E. Text of a proposed amendment shall be published electronically simultaneously with the notice of the election and shall remain available to the membership throughout the voting period.
- F. For an amendment to pass, the amendment must be approved by not less than two-thirds (67%) of the total number of votes cast.

ARTICLE XII – CONSTITUTIONAL RATIFICATION

The revisions to this Constitution and By-Laws shall take effect upon the approval by the membership.