

NORTHERN CHANNEL COAST SOFTBALL UNIT
BY-LAWS
(updated May 2008)

ARTICLE I

This unit is governed under the constitution of the Southern California Softball Officials Association Inc. The name of the unit is the Northern Channel Coast Softball Officials Association, hereinafter referred to as NCCSOA.

ARTICLE II

ORGANIZATION, PURPOSE, AND OBJECTIVE

This association is an unincorporated nonprofit organization. The specific purpose of this organization is to provide educational and instructional courses for individual umpires with regards to the mechanics and rules of the sport of softball.

The objective of this unit is to:

- A. Uphold, encourage, and promote high ethical standards among the institutions, spectators, participants, coaches, and officials involved in softball
- B. Provide a high-quality instructional program in training, preparation and development of softball officials.
- C. Encourage a thorough knowledge of the National federation rules among persons involved in softball.
- D. Promote good fellowship among its members and provide benevolent assistance in extraordinary cases within the membership.

ARTICLE III

MEMBERSHIP

Membership is open to anyone who meets the following requirements:

- A. Pay dues as required by the Unit. Provide proof of insurance. Must be 18 and no longer attending high school.
- B. Attend a minimum of 16 hours of instruction if a continuing member, or 20 hours of instruction if a new member of the Unit. Instruction shall include classroom sessions, a field clinic and scrimmage ball games.
- C. Attain a minimum score of 80% on two of the following three items: The Study Guide, Classification examination, or the Classification make-up Examination.
- D. Demonstrate field competency in a manner designated by the Unit.
- E. Prior to working a game, do not partake of any alcoholic beverage or intoxicating substance.

- F. Be appropriate in dealing with fellow officials. Never act or speak in a manner which would cause embarrassment to the Unit, or damage to another official's character or reputation.
- G. Must not been convicted of a sex-related crime, must not be posted on the Megan's law web site, nor be required to register as a sex offender. Supplying false information is grounds for dismissal from the Unit.
- H. NCCSOA adheres to a strict non-discrimination policy. Membership and game assignments are not based on any declaration or identification of race, creed, color, nationality, religion, or gender.

ARTICLE IV

OFFICERS/BOARD OF DIRECTORS

- 1. Officers shall consist of the President, Secretary/Treasurer, Instructional Chairperson, Area Representatives and Assignor. The business and affairs of the Unit shall be managed by its Board of Directors. The Board's responsibilities shall include, but not be limited to: monitoring member comportment, asset management, and maintenance of budget integrity.
- 2. Tenure for all elected officers shall be for one year, commencing on June 1st.
- 3. Nominations for each elected position will be made by the membership at the next to last meeting of each season. Elections for each position will be held at the last scheduled meeting of each season. Elections will be decided by a majority vote of the membership present. Area Representatives will be nominated and elected by members residing in that specific geographic region for which the representative is elected.
- 4. Any vacancy of office caused by death, resignation, retirement, disqualification, or otherwise, shall be filled by appointment at the next Board of Directors meeting by a majority of directors then in office.
- 5. Board of Director meetings shall be held prior to, or after, each instructional meeting as needed, and are open to the general membership.

OFFICER'S DUTIES

President

- A. Shall be the representative for the softball membership to the Southern California Softball Officials Association Inc.
- B. Shall preside over all general business meetings and meetings of the Board of Directors. In his/her absence, an Area Representative will be appointed to preside over all meetings.
- C. Shall appoint any necessary advisors or committees.
- D. Shall execute the will of the softball membership.

Secretary/Treasurer

- A. Keep accurate, complete records and files of Unit activities.
- B. Record and keep ready for inspection minutes of instructional and Board of Directors meetings.

- C. Keep accurate record of member attendance and insurance compliance.
- D. Collect and keep ready for inspection a strict accounting of all fund transactions of the Unit
- E. Perform other duties related to this position.

Instructional Chairperson.

- A. Be responsible for all softball instructions and interpretations as directed by the Southern California Softball Officials Association.
- B. Be responsible for scheduling of instructional meetings and clinics.
- C. Shall be the Chairperson of the Rating Committee for CIF playoffs, consisting of the Instructional Chairperson, President, Assignor, and designated observers.
- D. Shall assign any instruction assistants as deemed necessary in support of the instructional program.

Area Representatives

- A. Shall represent their designated area consisting of: Lompoc/Vandenberg AFB/Santa Ynez, Santa Maria/Nipomo, San Luis Obispo/Five Cities/Morro Bay/Los Osos/Cambria, Atascadero/Templeton/Paso Robles/Santa Margarita/Shandon
- B. Shall attend all meetings called by the President.
- C. Shall be nominated and elected by such members of their area.

Assigner

- A. Shall assign all contests officiated by the Unit, and perform any duties related to the position as directed by the Board of Directors.
- B. Shall receive assignor's fee as established by this Unit.
- C. Shall be a part of the rating and CIF playoffs committee.

ARTICLE V

DUES AND FEES

- A. Dues, instructional fee, assignor fee, and secretary fee shall be established by the Board of Directors of this Unit.
- B. Any additional fees or fines shall be established by the Board of Directors.

ARTICLE VI

FINE SYSTEM

- A. All members are required to attend scheduled instructional meetings. Excessive absences will be reviewed by the Board of Directors for action. The exception to this shall be a member who is working a contest assigned by this Unit, or assigned by a collegiate assignor. Makeup meetings shall be provided for officials that have been excused from regular meetings. If a

member is unable to attend a meeting, they must notify their area representative who will inform the Instructional Chairperson and Assignor. In extenuating circumstances, members who miss meetings can submit a letter to the Board of Directors for exoneration. The Board of Directors shall reply to the letter within 5 working days.

- B. Missed assignments:
 - 1. Any member who missed a scheduled assignment without advance notification (prior to noon on the assignment date) to the assignor shall be penalized by a fine equal to the assigned game fee. Such fee shall be paid within 5 days, or before the next assignment of the member.
 - 2. No person owing a fine or dues from a previous season for this Unit, or any other officiating unit of the Northern Channel Coast Officials Association, shall be accepted as a member in good standing until all debts have been paid. No assignment or instructional material be issued.

ARTICLE VII

EVALUATIONS AND RATING

- A. Evaluations and Rating shall be conducted by the Instructional Chairperson and his/her appointed staff. Each official will be asked to submit reports on their partners and other officials throughout the softball season. Area Representatives shall observe and evaluate members, and submit reports to the Instructional Chairperson. Independent observers may be commissioned to also evaluate officials during the season.
- B. The Assignor and Instructional Chairperson will allow time for individual consultation when contacted by an official requesting input on their rating and performance.
- C. All officials will be rated based on instructional staff, coached and independent observer evaluations. Ratings shall be considered to determine post-season and finals assignments.
- D. The Board of Directors shall compile a list of officials who are deemed play-off eligible based on compliance with membership requirements, evaluations and recommendations of the Instructional Chairperson and staff. In addition, the Board of Directors shall select the umpires whose names shall be submitted to the CSOA for championship assignments. Additional criteria used to select umpires to be recommended for playoff and championship assignments shall include, but not be limited to the following:
 - a. Official must be in good standing with the Unit
 - b. Official must have worked a minimum of 6 Varsity games, three of those being plate games.

ARTICLE VIII

AMENDMENTS TO BYLAWS

These Bylaws may be altered, amended, or repealed at any meeting of the members at which a quorum is present by the affirmative vote of two thirds (2/3) majority of the members present at such meeting, providing notice for the proposed alteration, amendment or repeal be contained in the notice of such meeting.

ARTICLE IX

GRIEVANCE

A member of this Unit may present any grievance in writing, or orally, directed to the attention of the Board of Directors. No member shall at any time express a grievance outside to the Unit that could be damaging to the image and reputation of the Northern Channel Coast Softball Association. It shall be the responsibility of the Board of Directors to answer the member's grievance in writing within fifteen (15) days. An official may appeal the Board's decision to the NCCSOA Council of Presidents.

ARTICLE X

PARLIMENTARY AUTHORITY

The rules contained in the current edition of the Robert Rules of Order-Newly Revised shall govern the Northern Channel Coast Softball Unit in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any rules of order the Unit may adopt.