



Central Maine Board of Approved Baseball Umpires

CONSTITUTION AND BY LAWS OF THE CENTRAL MAINE BOARD OF APPROVED BASEBALL UMPIRES

I. NAME

The name of the organization shall be: The Central Maine Board of Approved Baseball Umpires Incorporated, hereinafter to be referred to as: CMBABU. The CMBABU is a member of the State of Maine Umpires Association, hereinafter to be referred to as SMUA.

II. PURPOSE

The purpose of the CMBABU shall be to:

- A. Promote better baseball and umpiring in the State of Maine
- B. Foster good relationships among umpires, players, and school/team officials.
- C. Strive for better understanding between umpires and the general public.
- D. Assist in the development of good clean competition and high standards of character and citizenship.

III. MEMBERSHIP

Any person desiring to become a member of the CMBABU must be at least 18 years of age and must complete requirements as defined below.

A. Active Member

An Active CMBABU member is one who has successfully completed the meeting/examination requirements for membership and who is eligible for assignments. Active members shall pay their dues on or before the first Monday of June for the next year. A discount may be implemented if dues are paid on or before the fourth meeting of the year for the following year.

B. Associate Member

As Associate member is one who has successfully completed the examination requirements for membership, but who by choice or necessity is not available for assignments. Associate members shall pay their dues on or before the first Monday of June for the next year. Associate members will become Active members immediately upon payment of Active member dues and completion of all other Active member requirements.

C. Apprentice Member

An Apprentice is a person in the process of completing requirements for Active or Associate membership. The following requirements must be completed in the order stated within one calendar year:

1. Attend all CMBABU meetings that are required
2. Pass the CMBABU apprentice examination
 - a. This examination will be given at the first board meeting in March and shall consist of twenty-five (25) questions over the National Federation Rule Book. At least twenty (20) questions must be answered correctly. A non-refundable fee will be charged.

3. Pass the field examination

This examination will be administered throughout the course of the year through CMBABU umpires as part of a rating process.

- a. Professionalism
- b. Appearance
- c. Mechanics
- d. Rules application
- e. Game administration and control

4. Pass the SMUA examination

This test will be given at the third board meeting. A passing grade will be a score of at least seventy-five percent (75%).

Upon successful completion of all the above requirements, the apprentice will become an Active or Associate member the following year. Failure of the SMUA exam will result in retaking the following year and Apprentice status will remain until a successful passing score. Upon completing all requirements the member will be assigned a number and (2) SMUA patches plus (1) C/M hat.

D. Transfer method

Any umpire who in the past year has belonged to a similarly organized umpires' organization may apply for membership to the CMBABU. Following a one-year probationary period, the applicant will be considered for full CMBABU membership at the Active or Associate level by the Executive Committee.

E. Honorary Life Member

An umpire may be considered for honorary life membership under the following conditions:

- 1. Candidates must have been Active Members of the CMBABU
- 2. Candidates must have been inactive for at least two (2) years

3. Candidates must be sponsored by a CMBABU member(s) in writing to the Secretary /Treasurer by the first meeting in May. Sponsor(s) shall include all pertinent information stating why the candidate is worthy of Honorary Life Membership. The sponsor(s) will be notified of the Executive Committee's decision.

Honorary Members will be inducted at the Banquet Meeting. They are exempt from paying dues and will not be eligible for assignment.

F. Dual Members

Any eligible candidate wishing to seek dual membership and declaring CMBABU as their primary board must meet the requirements listed as an active member and rated as such. Any candidates declaring CMBABU as their "secondary" board will be subject to full membership fees and must attend either the first, second, or fourth meeting

IV. MEETINGS & VOTING PROCEDURE

A. Meetings will start at 6:00 PM and shall be held on the second and fourth Sundays of March, April, and May, or as voted on at the first meeting.

B. A quorum at a regularly scheduled meeting shall consist of all active members present. The quorum shall vote on all business pertinent to the CMBABU. Voting shall be done either by a show of hands or by secret ballot.

V. UNIFORM

Approved items of attire for the CMBABU are listed below. The plate umpire will determine what attire will be worn. The official uniform will consist of attire approved by the NFHS, SMUA, and the CMBABU. Umpires will be notified annually of the official approved uniform attire and any changes that may occur. A default uniform will be determined annually by the Executive Board.

A. Hat

1. Navy blue in color
2. Sized and fitted (non-adjustable)
 - a) Embroidered white letters "CM" on front, 1 ½ " high; letter "C" raised above letter "M" by ¾" & to the left
3. Visor of at least 4 seam or 6 seam.

B. Plate coat or pullover jacket (optional in warm weather)

1. Navy blue – trim of white, red/white, or gray/white
2. CMBABU/SMUA emblem on the left chest
3. Umpire's number (4" high,) on the right sleeve

C. Short-sleeve shirt (optional in cold weather)

1. Navy blue. or light blue – trim of red/white or blue/white, or other approved colors as set by the Executive Board.
2. CMBABU / SMUA emblem on left chest
3. Umpire's number (4" high) on the right sleeve

D. Turtleneck or long-sleeved undershirt

1. Gray or navy blue
2. Not to be worn under short-sleeved shirt

E. Jersey (Optional)

1. Navy blue – optional trim of red/white on collar and sleeves

2. CMBABU /SMUA patch on left chest
 3. Umpire's number (4" high,) on the right sleeve
- F. Pants – gray color as set by the Executive Board, pleated or un-pleated
- G. Shoes – black and polished
- H. Belt – black or navy blue
- I. Socks – black or navy blue
- J. Gloves (if worn) – black or navy blue
- K. Ball bag – navy blue, black or gray

VI. OFFICERS AND COMMITTEES

A. President

1. Presides over all CMBABU business meetings.
2. Serves as Ex-officio on all committees

B. Vice President

1. Assists the President and presides in his absence
2. Serves as a member of the Executive Committee

C. Secretary/Treasurer

1. Keeps written minutes of all CMBABU meetings, and reports the minutes at the next CMBABU meeting.
2. Receives and mails all correspondence, and makes phone calls necessary and

pertinent to the CMBABU, and reports at each meeting.

3. Keeps record of all CMBABU funds and reports at each meeting.
4. Provides Transfer and Apprentice members with copy of constitution when they become active members.
5. Makes and mails to all members a list of all CMBABU Active, Associate, and Apprentice Members. This list shall include business and home phone.
6. Serves as a member of the Executive Committee, and keeps written records of those meetings.
7. Prepares an annual budget.
8. Receives compensation for performance of these duties. Compensation will be set by the Executive.

D. Assignor(s)

1. Notifies the area schools (teams) concerning:
 - a) Deadline for receiving schedule
 - b) MPA / CMBABU fees
 - c) CMBABU rain fee
 - d) Payment of game fees
 - e) Rescheduling policy
 - f) Assignor fee
2. Completes and delivers individual member schedules prior to the beginning of the regular season for Spring assignments, for Summer assignments prior to the beginning of the season..
3. Schedules individual umpires for schools or teams using these guidelines:
 - a) No individual will work more than three (3) games at the same level at one school or team.
 - b) No individual will work a game in the school district in which they are employed

c) No individual will work a varsity game in which relatives are members of those teams participating

It is recognized that emergencies and postponements may cause problems which necessitate these guidelines being occasionally ignored. However, the guidelines must be adhered to whenever possible.

4. Reviews, at the April and May meetings, the upcoming two (2) weeks' schedule of games and individual assignments.
5. Serves as a member of the Executive Committee.

E. Rules Interpreter

1. Shall be nominated and elected at the first meeting in March.
2. Organize and conduct rules instruction to prospective umpires each spring.
3. Administer rules test to prospective officials.
4. Conduct or coordinate six rules/mechanics seasons to include one four umpire mechanics session.
5. Disseminate and post to the website rules and mechanics information for all levels of baseball including but not limited to: American Legion, Babe Ruth, Cal Ripken, Little League, Federation and men's leagues.
6. Administer Federation test to all CMBUA members and correct and provide results data to the executive board.
7. Attend state interpreter's meeting(s).
8. Provide rules interpretation throughout the seasons of spring and summer to all members with questions.
9. Give field exam to all apprentices or assign veteran to provide field exam.
10. Attend executive board meetings as requested by executive board

11. Provide ability input to assigner on all members as requested.
12. This position receives compensation for performance of these duties.
Compensation will be set by the Executive Committee.

F. State of Maine Umpire Association Committee

1. This committee shall consist of the President and two (2) other elected members
2. One (1) member shall be nominated and elected at the first meeting in March to serve for two (2) years.
3. This committee shall send one (1) or two (2) members to all SMUA meetings and will have one (1) vote.
4. These members will have the authority to vote and/or make non-binding verbal agreements (subject to the approval of the CMBABU membership).
5. The committee members shall keep written minutes, and report these minutes at the next regular CMBABU meeting or by mail or telephone if urgent.
6. The committee members shall be reimbursed from the CMBABU treasury for expenses and travel.
7. The CMBABU shall pay annual dues to the SMUA.

G. Rating System Administrator

1. There will be two (2) rating system administrators. One will be nominated at the fourth meeting. The second one will be appointed by the President. These officers have the responsibility of collecting and tabulating the rating results.
2. The Administrators will provide the assignor with a list of members falling in the top 25% of the membership.
3. The Administrator will mail a summary of each individual member's ratings to them by February 15th.

4. The Administrator will field input on improving the rating system and make recommendations to the membership.
5. Serves as a member of the Executive Committee.

H. Executive Committee

- 1) This committee shall consist of the President, Vice President, Secretary/Treasurer, Spring and Summer Assignor, elected Ratings Administrator, and two (2) other members nominated at the fourth meeting.
- 2) This committee shall meet to discuss, act upon, and be the final authority on:
 - a) Apprentices, Transfers, and Honorary life memberships
 - b) Active and Associate membership constitution violations and penalties
 - c) Reports from officers and committees
 - d) Any and all business as directed to, by the membership
 - e) Setting the annual dues and Secretary Treasurer & Interpreter Compensation
- 3) This committee shall keep written minutes and report on the minutes at the next CMBABU meeting, or by mail or telephone if urgent.
- 4) This committee shall meet before (and if necessary, after) each meeting and in special cases whenever and wherever necessary.

I. Examination Committee

1. This committee shall consist of the, Rules Interpreter, and two (2) other members nominated and elected at the first meeting in March. All other elected CMBABU members shall serve as alternate members of the committee.
2. This committee shall administer the National Federation examinations and shall report the results to the Executive Committee.

J. Ethics Committee

1. The Ethics Committee shall be appointed by the incoming president and shall consist of five active members in good standing, one of whom will be appointed as the chairperson of the Ethics Committee.
2. The Ethics Committee shall be responsible for maintaining standards to uphold the integrity of all members of the CMBABU.
3. Depending on the findings of the Ethics Committee, one or more of the following sanctions may be imposed: letter of concern, letter of reprimand, probation, suspension and fines.

VII. VIOLATIONS

When a possible violation has occurred, the Ethics Committee will listen to all sides of the situation and will render a decision as soon as possible. All suspensions shall become effective immediately, and will remain in effect for one (1) year, unless acted upon by the Ethics Committee within that calendar year. Repeated suspensions will result in permanent termination of CMBABU membership. All suspensions will be sent by certified mail.

- A. Working below approved fees per level will result in a penalty of suspension.
- B. Working with any umpire who is not a member of a similar umpires' organization will result in a penalty of suspension.
- C. Failure to pay dues will result in automatic suspension and a fine. Suspension will be lifted immediately upon payment of the proper dues and a ten dollar (\$10) monthly fine, retroactive to June when the fees were due.
- D. Failure to pay dues and fines with the one (1) year suspension period will result in automatic suspension of CMBABU membership. The reinstatement process will be similar to the apprentice and transfer programs, plus payment of back dues and fines as the Ethics Committee deems fair to the CMBABU and the individual.

E. Failure to officiate an assigned and/or reassigned game is subject to a fine (the game fee plus travel) and membership suspension until the fine is paid.

F. Transferring assigned and/or reassigned games without prior authorization from the assignor(s) is subject to a fine (the game fee plus travel) and membership suspension until the fine is paid.

G. Soliciting games from a team which has agreed to go through the CMBABU assignor will result in suspension of CMBABU membership.

H. Failure to attend four (4) mandatory meetings will result in a penalty of suspension. Written reasons prior to the absence (except in emergencies) will be considered by the Ethics Committee.

I. Failure to submit evaluations in accordance with the Constitution of the CMBABU will result in the member receiving no rating. Members not turning in 75% of their ratings will be assessed a \$25 penalty, will be placed at the end of the assignment list, and may not receive assignments. These members may not work varsity level games during the next scheduled season. For the summer season that would include Legion, Senior Babe Ruth or higher level games.

J. Appeals Procedure

1. The umpire may appeal in writing to the Executive Committee any decision made by the Ethics Committee within ten (10) days of receiving the decision.

2. The Executive Committee will act upon the appeal within 10 days of the written request and set up a special hearing.

- a. Any sanction/penalty imposed by the Ethics Committee will be delayed until the appeals process is completed.

- b. If the alleged violation originates from any member of the Ethics Committee or Executive Committee, that member Shall not participate in the process from that point forward.

3. The Executive Committee will process the appeal and send its findings in writing within ten (10) days of the hearing to the appealing member and to members of the Ethics Committee.

VIII. RATING SYSTEM

This rating system will be used to rank active board members for purposes of post-season tournament assignments. Hopefully, it will also be used by each member as a self-improvement tool. The score is based on a total of 100 points, divided into the following areas:

A. Tests: value 25 points

1. Taking an online/open book National Federation of State High School Athletic Associations approved test will be mandatory for any umpire who has requested a school game from CMBABU. In addition a 50 question closed book examination will be required for all umpires. These 50 questions will be taken from a pool of 200 questions created by the Executive Committee and provided to all board members at the first meeting of the year. Any umpire who has not taken both of these tests will not be eligible to work a school playoff game representing CMBABU.
2. The open book test will be taken prior to a date set by the Executive Committee. This test will be worth 10 points.
3. The closed book test will be given at the third mandatory meeting unless other arrangements have been made with the approval of the Executive Committee. This test will be worth 15 points.

Explanation:

All umpires will be required to take two tests.

The first test will be the NFHS online exam. This test will be an open book test and completed on the umpires own time.

The second test will be a closed book test of 50 questions chosen by the Interpreter from a pool of 200 questions created by the Executive Board. This pool of questions will be used each year to create the 50 question test. This test will focus on pertinent baseball rules. (i.e. not worrying about the width of a foul line or whether padding is closed cell foam or not. Has anyone seen open cell foam?)

*** Seeing the interpreter is a working official, his test will be 50 questions selected from the pool by the Executive Board*

**** The 200 question pool will be made available to each board member at the first meeting each year. The pool of questions will be adjusted each year to ensure rule compliance and to meet the needs of our board.*

- *Test #1 (The Open Book online version) will count for 10% of the overall rating.*
- *Test #2 (The Closed Book version) will count for 15% of the overall rating.*

4. The Rules Interpreter will be responsible for issuing and collecting the test. The Interpreter will then turn the test over to a Rating System Administrators who will review the test to make sure there are no errors on the test itself, and then correct the individual umpires' test. Test results will remain confidential between the Rating System Administrators and the individual umpire.

5. The President of CMBABU will appoint a second rating system administrator to assist in the tabulation of all ratings.

B. Attendance at meetings: value 25 points

1. All members who are in good standing with the Board, in relation to payment of dues and must attend four meetings including the third meeting or the meeting selected as the closed book test night shall be given 21 points. Furthermore, any member who attends either of the two (2) other regular meetings shall be given two (2) points per meeting.

- a. Four (4) meetings 21 points
- b. Five (5) meetings 23 points
- c. Six (6) meetings 25 points

2. Games on meeting dates will be taken into consideration.

C. Umpire Evaluation: value 40 points

1. The umpire evaluations will consist of five categories. Each category will be worth 10 points. Each umpire will rate his partner for all games in which Federation Rules are applied (High School and Middle School). Games in which Professional Rules are used (Legion, Babe Ruth, Cal Ripken, and Adult Leagues) each umpire will rate his partner only once for bases and once for plate, regardless of how often you work with that umpire, for two (2) ratings per umpire during summer ball. All ratings for each category will be averaged and then each category will be added to get a total score.
2. Evaluations can be mailed or given to the system administrator at any time. Ratings must be turned into the Ratings Administrator on or before October 1 for that current year.
3. Ratings will be compiled for one calendar year, beginning with the first game in the spring and ending with the final game in the summer. Ratings, test score, and meeting points for one calendar year will be compiled to determine umpires ratings for the following year.
4. Evaluation results will be used to determine playoff assignments.

D. Categories

1. Professionalism
 - a) Arrives ½ hour before game time
 - b) Has pre-game conference with partner
 - c) Demonstrates a courteous and businesslike manner before, during and after the game
 - d) Is consistent throughout the game
 - e) Handles game with maximum efficiency
2. Appearance
 - a) Uniform meets CMBABU by-laws
 - b) Uniform is neat and clean
 - c) Umpire is well groomed and neat looking

3. Mechanics
 - a) Uses NCAA mechanics
 - b) Has clear and understandable hand signals and voice calls
4. Rules Application
 - a) Follows all Federation rules and applicable summer rules
 - b) Demonstrates a realistic philosophy for rules interpretation in game situations
 - c) Demonstrates common sense in handling unusual situations
5. Game Administration and Control
 - a) Is courteous and businesslike during pre-game conference
 - b) Keeps control of the game
 - c) Is firm in decisions
 - d) Does not socialize with coaches, players, or spectators
 - e) Adjusts well to game situations
 - f) Uses “good common sense”

A member giving his game partner a rating of three (3) or less must provide a written explanation. For all other ratings, written comments are suggested.

Each member is required to submit an evaluation on at least 75% of the total games worked, excluding those games worked without a partner.

E. Extra Training: value 10 points

1. Attending or instructing one pre-season on the field clinic will be worth 4 points on the overall rating. (If on field clinics are not available due to weather, there will be more off field clinics offered and points will be awarded in place of the on field clinic.)
2. A member may earn up to an additional 4 points by attending or instructing an extra on or off field clinic. (If on field clinics are not available due to weather, there will be more off field clinics offered.)
 - a. Apprentices, 1st and 2nd year umpires must attend an off field clinic run by the Interpreter with help from other experienced umpires.
 - b. For 3rd year and beyond, umpires may choose to attend the off field clinic, an extra on field clinic or the four man clinic.

3. Attending or instructing the Four Man Clinic will be worth up to 4 points on the overall rating.

*(** The Four Man Clinic may still be used as a make-up for meeting attendance, but in no case will more than 4 points for attendance be awarded.)*

4. An umpire must attend the Four Man Clinic once every two years to be eligible for playoff assignments.

5. In no case will more than 10 points ever be awarded for this category.

Breakdown:

Meetings: 25 Points

Tests: 10 Points for open book, 15 points for closed book

Field Ratings: 40 points

Extra Training: 10 points

IX. ELECTIONS

A. Nominations for officers for the next year will be taken at the fourth meeting of the year. The Secretary/Treasurer will prepare an election ballot listing the names of all nominated for the various offices.

B. The Secretary/Treasurer will mail, either via USPS or electronic mail (email) an election ballot to all Active members. All election ballots must be returned by mail, either via USPS or electronic mail (email) or in person to the Secretary/Treasurer prior to the end of the second meeting in May.

C. The installation of officers, President, Vice President, Secretary/Treasurer, Spring Assignor and two Executive Board members will take place after all votes are tallied after the final meeting in May.

D. Committee members will be nominated and elected at the first meeting in March.

E. Summer Assignor will be installed at the first meeting in March.

F. Special elections will be held at the first meeting in March to fill any office positions vacated since the banquet meeting in June.

G. Apprentice members are not eligible to vote.

X. CONSTITUTION AMENDMENTS

A. Proposals for changes to the constitution can be made by any member. The proposal must be submitted in writing to the Executive Committee. Proposed amendments must have the signatures of one-third (1/3) of the membership in order to be presented to the committee.

B. The Executive Committee shall direct the Secretary/Treasurer to notify all members by mail, either via USPS or electronic mail (email)_within seven (7) days that a Constitutional amendment has been proposed and that it will be:

1. Discussed at the next meeting
2. Discussed and voted on at the following meeting

C. Amendments to the constitution must be approved by a two thirds (2/3) vote of the quorum present. Upon approval they will become part of the Constitution immediately.

**Revision made June of 1994; May 2002; March 2003; April 2004; April 2005; March 2007; April 2009; April 24, 2011;
May 24th, 2012; April 23, 2013**