



Constitution

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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 to be determined by the Executive Committee may be implemented if dues are paid on or before the fourth meeting of the year for the following year.

B. Associate Member:

*An 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. **All Associate members are ineligible from working Regional Semi Finals or State Finals until all requirements of an active member are completed***

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. Pass the CMBABU apprentice examination.
 - a. This examination will be given *by* 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.
2. Pass the field examination.
 - a. This examination will be administrated throughout the course of the year through CMBABU umpires as part of a rating process:
 - Professionalism
 - Appearance
 - Mechanics
 - Rules application
 - Game administration and control
3. Meet CMBABU Active Member Requirements.

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) CM 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 the last 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 (*Consideration of uniform number retirement must follow same guidelines*).

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 at least one meeting per year*.

IV. MEETINGS & VOTING PROCEDURE

- A. Meeting times and dates will be voted on the preceding year.
- 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

Umpires will be notified annually of the official approved uniform attire and any changes that may have occurred. A default uniform will be determined annually by the Executive Board. Approved items of attire for CMBABU are listed below.

- A. Hat.
 - 1. Black in color.
 - 2. Sized and fitted (non-adjustable)
 - Embroidered white letters "CM" on front, 1 ½" high; letter "C" raised above letter "M" by ¾" and to the left.
 - 3. Visor of at least 4 seam or 6 seam.
- B. Plate coat, pullover jacket, long sleeve and short sleeve shirts.
 - 1. Black with white trim.
 - 2. CMBABU/SMUA emblem on the left chest.
 - 3. Umpire's number (3" high) on the right sleeve.
- C. Turtleneck or long-sleeved undershirt.
 - 1. Black or gray.
 - 2. Not to be worn under short-sleeved shirt.
- D. Pants.
 - 1. Charcoal gray color pleated or unpleated.
- E. Shoes.
 - 1. Black and polished.
- F. Belt.
 - 1. Black.
- G. Socks.
 - 1. Black.
- H. Gloves (if worn).
 - 1. Black.
- I. Ball bag(s).
 - 1. Black or gray.
- J. *Other approved shirt/jacket colors:*
 - 1. *Navy blue (red/white trim).*
 - 2. *Light blue (white/navy trim).*
 - 3. *Cream (black trim).*

VI. OFFICERS AND COMMITTEES

A. President

1. Presides over all CMBABU business meetings.
2. *Appoints all committees and serves as Ex-officio.*
3. *Does not vote unless tie breaker is needed.*

B. Vice President

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

C. Secretary/Treasurer

1. Keeps written minutes of all CMBABU meetings and *emails the minutes to all members prior to 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. *Manages financial accounts* and keeps record of all CMBABU funds and reports at each meeting (*A second financial manager will be attached to CMBABU accounts*).
4. *Serves as or works with appointed web master.*
5. Makes 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 Board.

D. Assignor(s).

There shall be nominated and elected two assignors a year. One for School/MPA ball and another for Summer (non-school level) ball. These may be the same person. Duties include:

1. Notifies the area schools (teams) concerning:
 - Deadline for receiving schedule.
 - MPA/CMBABU fees.
 - CMBABU rain fee.
 - Payment of game fees.
 - Rescheduling policy.
 - Assignor fee.
2. Completes and delivers individual member schedules two (2) weeks prior to assigned game dates at the beginning of the regular season, and 2 weeks prior to assigned game dates continuing through the season for Spring and/or summer assignments. Postponements, game date/time changes, and umpire availability supersedes the two (2) week notification of assignments allowing assignor(s) discretion in making

assignment changes as needed in the best interest of CMBABU. Assigns Spring and Summer Tournament games as availability of those schedules allow.

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 varsity level game for a high school of which they are an employee or student and for a minimum 5 years after such employment or enrollment has ended.
 - 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 official.
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 officiated by CMBABU*.
6. *Administer Federation test to all CMBABU members by correcting and providing results to the Ratings Administrator.*
7. Attend state interpreter's meeting(s).
8. Provide rules interpretation throughout the seasons of spring and summer to all members with questions.
9. *Serves as the SMUA State Representative.*
10. This position receives compensation for performance of these duties. Compensation will be set by the Executive Board.

F. State of Maine Umpire Association Representative.

1. Has authority to vote and/or make non-binding verbal agreements (Subject to the approval of the CMBABU membership).
2. The representative shall keep written minutes and report these minutes at the next regular board meeting.
3. The representative shall be reimbursed from CMBABU treasury for expenses and travel.

G. Ratings 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 Administrator(s) will provide the *School/MPA* assignor with a list of members falling in the top 25% of the membership. *The School/MPA assignor will send this list to the State Liaison to be considered for State/Regional assignments.*

3. *The Administrator will mail a summary of each individual member's ratings to them prior to their first assignment the following year.*

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 Assignors, 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 and 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 in special cases whenever and wherever necessary.*

I. Ethics Committee.

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.

1. The Ethics Committee shall be responsible for maintaining standards that uphold the integrity of the CMBABU and all individual members.

2. The Ethics Committee will investigate claims of possible unethical conduct when it receives a written request from the Executive Board.

3. All such requests should be accompanied by available written documentation, and names of people involved.

4. Depending on the findings one of the following may be decided: Letter of exoneration, letter of concern, letter of reprimand, assignment of probation, suspension, and fines.

5. When an ethics violation has occurred, a decision will be rendered as soon as possible. All suspension or probations shall become effective immediately and will remain in effect for one year. Repeated violations *may* result in permanent termination of CMBABU membership.

VII. **STANDARDS**

The foundation for ethics committee rulings will be the Officials Code of Ethics written by the National Federation of State High School Associations. This code is found near the end of the NFHS Baseball Rules.

Specifically:

- A. *Officials shall master both the rules of the game and the mechanics necessary to enforce the rules, and shall exercise them in an impartial, firm, and controlled manner.*
- B. *Officials shall work with each other and their state associations in a constructive and cooperative manner.*
- C. *Officials shall uphold the honor and the dignity of the profession in all interaction with student-athletes, coaches, athletic directors, school administrators, colleagues, and the public.*
- D. *Officials shall avoid the use of alcohol, drugs, and tobacco products, beginning with the arrival at the competition site, as well as arriving "under the influence", until departure following the completion of the contest.*
- E. *Officials shall prepare themselves both physically and mentally, shall dress neatly and appropriately, and shall comport themselves in a manner consistent with the high standards of the profession.*
- F. *Officials shall be punctual and professional in the fulfillment of contractual obligations.*
- G. *Officials shall remain mindful that their conduct influences the respect that student-athletes, coaches, and the public hold for the profession.*
- H. *Officials shall, while enforcing the rules of play, remain aware of the inherent risk of injury that competition poses to student-athletes. Where appropriate, they shall inform event management of conditions or situations that appear unreasonably hazardous.*
- I. *Officials shall take reasonable steps to educate themselves in the recognition of emergency conditions that might arise during the course of competition.*
- J. *Officials shall maintain an ethical approach while participating in forums, chat rooms, and all forms of social media.*
- K. *Where references are made to student-athletes, and school personnel, change to players and team personnel for summer ball.*

VIII. VIOLATIONS

- A. Working below approved fees per level. Penalty of suspension.
- B. Working with an umpire who is not a member of a similar umpires' organization. Penalty of suspension.
- C. Failure to pay dues. Penalty of suspension and fine. Suspension will be lifted upon payment of the proper dues and a ten (\$10) dollar monthly fine, retroactive to June when the fees were due.
- D. Failure to pay dues and fines during the one (1) year suspension will result in termination if CMBABU membership. Reinstatement 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 or reassigned game is subject to a fine of game fee plus travel and membership suspension until the fine is paid.
- F. Transferring assigned or reassigned games without prior authorization from the assignor is subject to a fine of 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 membership.
- H. Failure to attend three mandatory meetings will result in a penalty of suspension. The secretary-treasurer will inform the Ethics Committee after the final meeting of the year of members who have not attended three meetings.
- 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 \$25.00 penalty, will be

placed at 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. *Other that may be deemed improper, illegal, or criminal.*

APPEALS PROCEDURE

- A. The umpire may appeal in writing to the State of Maine Umpires Association any decision made by the Ethics Committee within ten (10) days of receiving the decision.
- B. The Executive Board will act upon the appeal within 10 days of the request to set up a special hearing.
- C. Any sanction or penalty imposed by the Ethics Committee will be delayed until the appeals process is completed.
- D. If the alleged violation originates from any member of the Ethics Committee or Executive Board, that member shall not participate in the process from that point forward.
- E. The Executive Board will process the appeal and send its findings in writing within ten days of the hearing to the appealing member and to the Ethics Committee.

IX. **WINGS** 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. Test: value 25 points.
 - 1. Taking the National Federation of State High School Athletic Associations approved test will be mandatory for any umpire who has requested a school game from CMBABU. Any umpire who has not taken the test will not be eligible to work a school playoff game representing CMBABU.
 - 2. *The test must be completed and submitted by a deadline to be determined annually.*
 - 3. Test results will remain confidential between Ratings Administrator, Rules Interpreter and the individual umpire.
- 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 *three* meetings. Furthermore, any member who attends either of the two (2) other regular meetings shall be given two points per meeting.
 - a. *Three (3)* meetings 21 points.
 - b. *Four (4)* meetings 23 points.
 - c. *Five (5)* 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. All ratings for each category will be averaged and then each category will be added to get a total score.
 - 2. Evaluations can be submitted on-line through Arbiter, 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.

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 umpire's ratings for the following year.

3. *Evaluations for the Ratings Administrator and both spring and summer assignors maybe emailed to the president.*
4. Evaluation results will be used to determine playoff assignments.

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 five (5) 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.

- D. 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. *This is required by all members.* (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 – 25 points total.

Field Ratings – 40 points.

Extra Training – 10 points.

X. 4-MAN CLINIC

- A. *An Umpire must attend the 4-man clinic once every two (2) years to be eligible for playoff assignments.*
- B. *4-man clinic maybe used as a make up for one of the required meetings.*
- C. *In no case will more than 4 points for attendance ever be awarded.*
- D. *The 4-man clinic must be attended for credit. Board assignments will not excuse you.*

XI. ELECTIONS

- A. Nominations for officers for the next two (2) year term will be taken at the fourth meeting of *even numbered years*. 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 *Ethics Chair* prior to the second meeting in May.
- C. The installation of officers, President, Vice President, Secretary/Treasurer, Spring Assignor, *Summer Assignor* and two Executive Board members will take place *January 1st*.
- D. *Vacated seats will be temporarily filled by the president until the first meeting in March, where special elections will be held to fill any office positions vacated.*
- E. Apprentice members are not eligible to vote.

XII. 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 (*Signatures maybe submitted using email*).
- 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.