

Tara Umpires Association

Constitution and By-Laws

Revised November 8, 2010

Article I

Name and Purpose

I.1

The name of this organization shall be the Tara Umpires Association, hereinafter referred to as "Tara".

I.2

Tara shall work in conformity with the rules and regulations as established and set forth by the leagues and agencies under the jurisdiction of this Association and other such policies, procedures and bylaws established by the Board of Directors.

I.3

The purpose of Tara is to promote the general welfare of the sports in which the members of this Association officiate; to secure uniformity in the interpretation and dispensation of the rules; to associate and educate officials in the promotion of a high standard of officiating; to foster and develop genuine friendship as well as mutual helpfulness among fellow umpires; and such other purposes as set forth in the Charter granted this organization by the Georgia High School Association (hereinafter referred to as "GHSA") along with its membership in any other recognized organization operating in the interest of participants, spectators and officials of the sports in which we officiate.

Article II

Membership

II.1

To become a member an applicant shall be of good moral character and reputation. A written application for membership must be submitted to and approved by the Board of Directors. An applicant must meet the following criteria to be considered a member of Tara:

- A. Payment of dues for the respective year of participation.
- B. Satisfactory completion of an umpiring clinic approved by the Board of Directors.
- C. Submission of dues attached to the *Application for Membership*.

II.2

No member will be permitted to officiate any Tara assigned game(s) or cast any vote in any regular or called meeting until such membership dues have been paid in full for the respective year.

II.3

Membership dues for approved members represent active membership for the Tara fiscal year starting February 1 and expiring on January 31 of the following calendar year.

- A. Voting rights are extended to active members in their second consecutive year of membership.

II.4

A member in good standing must meet certain additional qualification to officiate any sport coming under the jurisdiction of the Georgia High School Association. These qualifications include, but are not limited to:

- A. Must be at least eighteen (18) years of age.
- B. Satisfactorily complete the required GHSA officiating clinics and successfully pass any

and all test and/or written examinations required by the GHSA.

II.5

Membership may be temporarily suspended for the following reasons:

- A. By leave of absence of the member.
- B. By action of the Board of Directors.

II.6

Membership may be terminated for the following reasons:

- A. By resignation of the member.
- B. By action of the Board of Directors.
 - B.1 Termination of membership must begin with an action by the Board of Directors. The affected member has the right to appear before the Board of Directors and bring with him/her legal council and any witness(es) he/she deems necessary. The effected member has the right to a quick and speedy resolution and all actions should be handled as quickly as possible and within the time constraints described herein.
Refer to VII.6.b

Article III

Officers, Duties, Terms of Office and Elections

III.1

The Board of Directors for Tara consists of the following:

- President
- Vice President
- Secretary-Treasurer
- Booking Agent
- Umpire-in-Chief (UIC) of Baseball
- Umpire-in-Chief (UIC) of Softball

III.2

The President, Vice President, Secretary-Treasurer, Booking Agent, Baseball UIC and the Softball UIC shall serve an elected term of one (1) year

III.3

Duties

III.3.a - President

It is the duty of the President to always act in the interest of Tara and:
Preside at all meetings, including those scheduled, called and convened for any purpose, insuring that all meetings are conducted in an orderly manner in accordance with this Constitution and *Robert's Rules of Order*;
Call and convene special meetings as necessary or on written petition from no less than twenty-five percent of the active membership;
Designate an active member to complete and handle the job of any board member in the extended absence of same, including but not limited to the duties of the Vice President, Secretary-Treasurer, Booking Agent, either Umpire-in-Chief, any other elected official of Tara under whose jurisdiction that office may fall, for a term not to exceed the elected term of said officer or the election of a person to replace said officer;
Assist when necessary in the arrangement/operation of clinics, interpretation of rules, and other such business that comes before Tara;

Assign and monitor inquires and investigations of professional misconduct and/or violations of these bylaws and policy, and;
Insure that Tara is operated in a professional and business-like manner.

III.3.b - Vice President

It is the duty of the Vice President to always act in the interest of Tara and:
Complete assignments as prescribed by the President;
Document and archive a true and accurate record and account (minutes) of all meetings proper to be written and:
Undertake the responsibilities of the President in his/her absence.

III.3.c – Secretary-Treasurer

It is the duty of the Treasurer to always act in the interest of Tara and;
Maintain a true and accurate account of all monies deposited and paid;
Disburse funds in a timely, efficient and lawful manner;
Reconcile any and all accounts maintained by Tara.
Handle all communications for Tara.

III.3.d - Booking Agent

It is the duty of the Booking Agent to always act in the interest of Tara and:
Make and enforce board approved contracts;
Assign umpires to contracted games, keeping a true and accurate record of same;
Handle all billing and initiate the collection of funds, keeping a true and accurate record of same;
Maintain and submit payroll records to the Secretary-Treasurer and;
Report all violations of policy, bylaws, custom and procedures to the Board of Directors.

III.3.e - Umpire-in-Chief (UIC) of Baseball

It is the duty of the UIC-Baseball to always act in the interest of Tara and;
Counsel any member on any rule infraction, rule interpretation, and player/coach relations;
Conduct and preside at rule and field clinics;
Take necessary measures to ensure and enforce umpire compliance with all the rules of baseball and those of Tara;
Assist and counsel umpires in the performance of their officiating duties;
Prepare and administer umpire performance evaluations.
Make and submit the necessary reports as required by the GHSA; and
Report all violations of policy, bylaws, custom and procedures to the Board of Directors.

III.3.f - Umpire-in-Chief (UIC) of Softball

It is the duty of the UIC-Softball to always act in the interest of Tara and;
Counsel any member on any rule infraction, rule interpretation, and player/coach relations;
Conduct and preside at rules and field clinics;
Take necessary measures to ensure and enforce umpire compliance with all the rules of softball and those of Tara;
Assist and counsel umpires in the performance of their officiating duties;
Prepare and administer umpire performance evaluations.
Make and submit the necessary reports as required by the GHSA; and
Report all violations of policy, bylaws, custom and procedures to the Board of Directors.

III.4 - Executive Power

Executive Power of Tara is extended to the Board of Directors acting as a group with a quorum of no less than eighty percent (80%). It is the responsibility of the Board of Directors to conduct any such business as necessary in the event of emergent or unforeseen circumstances.

III.5 - Elections

The election of officers for those offices vacated pursuant to this Constitution shall be conducted on an annual basis at an open, scheduled membership meeting. Ample notice of upcoming election(s) shall be made via U.S. Mail to each member by the Secretary-Treasurer.

III.5.a -

Nominations will be made for each vacated office by the general membership. A majority of the votes is required for election to office. A candidate receiving fifty-one percent of the vote on the first or any subsequent ballot will be elected to office. In the event of the nomination of more than two (2) candidates per office AND no one candidate receives a majority of the votes cast, a run-off will be held between the two candidates receiving the majority number of votes cast in the first balloting.

III.5.b

The offices subject to election will be held in the following order:

- President
- Vice-President
- Booking Agent
- Secretary-Treasurer
- UIC-Baseball
- UIC-Softball

III.5.c

A recall election is possible when, upon fifty one percent (51%) of membership, a written, signed petition is made to the President and to the Board of Directors. Recall elections shall be held within forty-five (45) days from receipt of the petition. A petition for recall must include the name of the specific office for which the re-call is made. The signature of those members signing a recall petition must be verified by the Secretary-Treasurer before any petition is entertained by the Board.

Article IV

Meetings & Quorum

IV.1

A regular meeting of all active members shall be held annually between January 1st and January 31ST of each respective year. Scheduling of said annual meeting shall be at the discretion of the President.

IV.2

Other special meetings may be called at the discretion of the President or by written request of no less than twenty-five percent of the active membership.

IV.3

A quorum at regular and called meetings shall consist of no less than thirty percent (30%) of the active membership. A quorum of regular and called meetings of the Board of Directors shall consist of no less than eighty (80%) percent of the elected Board of Directors.

IV.4

All meetings of the association shall be conducted in accordance with this Constitution and that of *Robert's Rules of Order*.

Article V

Rules of Discipline - Policy

V.1

No member shall officiate any game with any non-member or suspended member unless specifically authorized by the respective UIC in conjunction with the Booking Agent. A report of the circumstances shall be made to the Board of Directors by the UIC and/or the booking agent. The term "non-member" does not include the officiating of playoff and championship games conducted in accordance those annually assigned by the GHSA, AABC, GABA, etc.

V.2

No member shall officiate any game wherein he/she has any conflict of interest. Said conflict includes, but is not limited to, the participation of a relative, business associate, or any other person where the integrity of the umpire could be called into question, or a game wherein the member has, or could have, a vested interest in the outcome of the game. The determination of "vested interest" is made by the Board of Directors.

V.3

Professional Standards

The following actions shall be cause for an administrative action by the Board of Directors:

V.3.a. - Failure to fulfill an accepted assignment.

V.3.b. - Any discourtesy displayed to a fellow member while in the capacity of an umpire.

V.3.c. - Action construed as unprofessional conduct or any action by any member that could bring disrepute on Tara.

V.3.d. - Failure to be properly equipped/clothed while in the official discharge of umpiring duties.

V.3.e. - Wagering and/or gambling on the outcome of any event/game held under the jurisdiction of Tara.

V.3.f. - The use of any intoxicant(s) including, but not limited to, alcoholic beverages and/or illegal drugs, before, during or immediately after any game assignment.

V.3.g. - The unauthorized solicitation of game(s).

V.3.h - Failure to submit and abide by adverse actions imposed under the Constitution and/or pay required fees/fines as administered and/or required by the GHSA and/or TARA.

Article VI

Finance & Annual Fees & Dues

VI.1

Membership Dues

All members are required to pay membership dues and fees as required by Tara.

VI.1.a.

Members in their second consecutive year of membership, and every consecutive year thereafter, will pay a membership fee of no less than five dollars (\$5.00). Annual Membership fees for returning members will be determined by the Board of Directors with the approval of the Membership and announced to the membership via U.S. mail or Email. New members will pay an initial membership fee determined on an annual basis by the Board of Directors.

VI.1.b

The annual fees required by the GHSA will be announced at the first regular meeting in January. The GHSA annual fees are determined by the GHSA.

VI.2

All game fees for Tara shall be determined by fees listed in a GAME FEE LIST as determined by the Board of Directors unless such game fees are prescribed in writing by the Georgia High School Association.

VI.3

Administrative Fees

A total of ten percent (10%) (hereinafter referred to as ADMINISTRATIVE FEES) shall be withheld from all game receipts paid to Tara members. Said withholding fees shall be disbursed as follows:

VI.3.a.

The Booking Agent shall receive seven percent (7%) of all funds paid to all members for games worked as a Tara Umpire.

VI.3.b.

The Secretary-Treasurer shall receive two percent (2%) of all funds paid to all members for games worked as a Tara Umpire.

VI.3.c.

The general fund of Tara will receive one percent (1%) of all funds paid to all members for games worked as a Tara Umpire.

VI.3.d.

At the discretion of the Booking Agent, no withholding fees will be deducted from monies paid to other umpire associations while acting in concert with the scheduling efforts of the Booking Agent.

V1.3.e.

No administrative fees will be deducted from pay designated as "travel pay". Administrative fees totaling ten (10%) will be withheld from game fees and will be disbursed as described above (VI.3.a., b., and c.). "Travel Pay" will be separated as collected and paid to the members without deductions thereof.

VI.4

No member will be paid any game fee until said member has completed and submitted an application that includes, but is not limited to, the member's address and social security number. An IRS and GA DOR revenue form 1099 will be generated and issued annually, in accordance with IRS regulations, to every member generating income.

Article VII

General

VII.1

Tara may, with majority consent of the membership, affiliate with any local, district, state or national organization as deemed necessary provided the organization has similar purpose and objectives as Tara.

VII.2

No official approval, sponsorship, commitment or affiliation shall be made by Tara as a body on behalf of any political, industrial, economic issue or concern, person, group or organization for any purpose other than those stated purposes of Tara.

VII.3

Memorandums regarding operational/service issues and policies added, amended or instituted by the membership and/or the Board of Directors become policy and are subject to enforcement

VII.4

The Board of Directors has the authority to establish and enforce a Standard Operating Procedure (SOP) that includes, but is not limited to, the operational guidelines for officiating the sports in which Tara participates.

VII.5

Amendments may be made to the Constitution by a majority vote of the membership.

VII.5.a.

Said proposals for an amendment to this document must be made in writing and in due form.

VII.5.b.

“*In Due Form*” amendment submissions require a description of the exact proposed change(s) and/or addition(s) specifying the effected Article, Paragraph and Sub-paragraph and shall include the signature of the author and those in sponsor.

VII.5.c.

Proposed Amendments shall be presented to the Board of Directors by the sponsor(s) at a regular or called meeting of the Board. The Board of Directors shall take due notice of all proposed amendments presented in due form. Proposed amendments found to be out of order will be returned to the sponsor for review and resubmission at the discretion of the sponsor(s).

VII.5.d.

Proposed Amendments found to be proper and in due form will be presented to the membership at the next called or scheduled meeting of said membership. Voting on the Proposed Amendment(s) will be conducted as prescribed within this Constitution.

VII.6

Grievances & Discipline

All matters involving discipline and grievances shall be a matter for the Board of Directors.

VII.6.a

Grievances

Grievances are matters of complaints, individual objections and/or individual protest between members and Tara, or complaints received from any member of the sporting community in which Tara officiates. This includes, but is not limited to, coaches, league administrators, league officials, GHSA officials, High School administrators, officials from other umpire associations and/or those persons acting in their official capacity in the sport of baseball and/or softball.

VII.6.a.1

Any member in good standing has the right as a member to bring a grievance before the Board of Directors. Grievances can be delivered orally or in writing, however, a grievance brought before the board by an active member (or any person listed in VII.6.a) where the grievance could result in an adverse action (suspension or termination) of another member(s) shall be in writing. The Board will not act on a grievance where the grievance could result in an adverse action (suspension or termination) of a Tara member(s) unless said grievance is in writing.

VII.6.a.2

By virtue of the responsibility of the Booking Agent and the Umpires-in-Chief, matters involving violations of professional standards are not considered a grievance and are handled in accordance with the policies concerning discipline as cited under Article VII.6.b (et. al.)

VII.6.a.3

The President, or his designee, has the authority to appoint a committee of no less than three (3) members to make inquiry, investigate and/or mediate a grievance. The committee appointed to make said inquiry, investigation or mediation shall conduct said action, reporting the findings to the Board of Directors as soon as possible and in a period not to exceed 10 working days. All reports from said committees shall be in writing.

A final determination will be made by the Board of Directors and action taken in accordance with Article VII.6.b (et. al.) of this Constitution.

VII.6.b

Discipline

Disposition of Grievances and Discipline is the action taken by the Board of Directors and, in some cases, the Board of Directors and the general membership.

(For the purpose of this Article, the term *Adverse Action* refers to the penalty of Suspension or Expulsion)

VII.6.b.1

Disposition of Grievances include a determination by the Board of Directors that:

A) There is no violation of policy;

Where a determination is made that there is no violation of policy, the matter is closed. All documents submitted in a particular grievance, where such a determination is made, are turned over to the Secretary-Treasurer and those particular records are sealed and archived.

B) There is a violation of policy.

Where a determination is made that indicates a violation of policy, the Board of Directors shall make a decision as to the disciplinary action to be taken. A determination to take disciplinary action shall be conducted in accordance with Robert's Rules of Order. Said disciplinary action includes *one or more* of the following actions:

1) Verbal reprimand - Issued by the Board of Directors placing the offender on notice of said violation and the consequences of another such violation.

2) Written reprimand - Issued by the Board of Directors in writing placing the offender on notice of said violation and the consequences of another such violation.

3) Levy of a Fine – Issued by the Booking Agent for failure to make proper notification of a game cancellation and/or failure to appear at an assigned game.

4) Suspension - Issued by the Board of Directors in writing informing the offender of the nature of the violation and the term of suspension from membership.

5) Termination/Expulsion - Issued by the Board of Directors after presentation to and a vote from the general membership.

The action of expulsion involving notification of the general membership shall not be initiated until said accused has been given due notice of the Board's intentions and, said accused has been given the opportunity to prepare a defense and/or explanation to the general membership at a meeting called for the purpose of a hearing. The accused has the right to make any statements and present any witnesses at as he/she may deem necessary before the Board and/or the membership.

VII.6.b.2

A member directly and individually affected by an adverse action taken by the Board under VII.6.b may appeal said adverse action to the general membership. Said appeal must be made in writing to the President within thirty (30) days from issuance of action. The President (or his designee) shall, within ten (10) business days from receipt of appeal, make a certified call of the general membership announcing a date and location for a meeting ***convened for the purpose of an appeal.***

At any meeting convened for the purpose of an appeal, the President shall preside in a manner consistent with Robert's Rules of Order.

At any meeting convened for the purpose of an appeal, The Vice President shall:

- 1) represent the Board of Directors,
- 2) present information and evidence, and
- 3) respond to questions from the membership.

In matters regarding the appeal of a fine, the Vice President and the Booking Agent shall present the information and evidence to the board. The booking Agent will respond to questions from the board, the member involved and/or the membership.

VII.6.c.

No member may appeal any decision where an adverse action is not imposed.

Article VIII Repeal of Conflicts

VIII.1

All rules, regulations, bylaws memoranda and publications in conflict with this Constitution are hereby repealed.