

COLORADO HIGH SCHOOL SOFTBALL UMPIRES ASSOCIATION

CONSTITUTION

ARTICLE I - NAME

The name of this organization shall be the Colorado High School Softball Umpires Association hereinafter known as CHSSUA.

ARTICLE II - PURPOSE

The purposes of CHSSUA are:

1. To promote the welfare of the game of Softball, its players and officials;
2. To maintain the highest standard of Softball officiating;
3. To encourage the spirit of fair play and sportsmanship;
4. To make available at all times an adequate number of thoroughly trained and capable officials; and
5. To cooperate with all organizations officially connected with the game of Softball in furthering its interests and ideals.

ARTICLE III - MEMBERSHIP

Section 1 - Classes of Members

CHSSUA will classify its members as follows:

- (a) **ACTIVE** - Those members who have met the minimum requirements for membership as set forth in the By-Laws and those members who continue to fulfill their minimum attendance, financial obligations and other requirements as set forth in the By-Laws; or
- (b) **INACTIVE** - A previously Active member who desires to remain affiliated with CHSSUA but who gives up his/her right to officiate Softball games during the period this status of membership is elected. Inactive status can only be granted by the Executive Committee and only to a person who has been an Active member for at least three years immediately preceding his/her application for this status; or
- (c) **PROVISIONAL** - A person who has met the requirements of Article I, Section 4, of the By-Laws. Provisional status may continue for as long as requirements of Article I, Section 2 of the By-Laws are met.
- (d) **HONORARY** - A person who has met the requirements of Article II, Section 3 of the By-Laws. This person does not pay annual dues and may or may not be an active softball official each year.

Section 2 - Required Attendance

The following information contains the attendance requirements for all CHSSUA Active and Provisional members in order to be eligible for Varsity contests and to be considered for Post Season assignments. This section also establishes the Master Clinic, Field Clinic, and 3 Person Mechanics.

- a. All Active and Provisional members shall be required to attend a minimum number of meetings per area. This number of meetings is set at four (4) per season, which may include the three (3) person clinic. Members may attend only one (1) meeting per week for credit towards this requirement. If a meeting is attended outside of the official's area, it will count toward this requirement. It is the official's responsibility to have the respective "outside" Area Director(s) notify and confirm to the regular Area Director that the said officials was in attendance.
- b. If an Active or Provisional member fails to meet the mandatory meeting requirements, (s)he will be deemed ineligible for the annual draw for the upcoming season and will be declared ineligible to work varsity contests (including post season) until all of the attendance requirements are met. Exception: See e and f below.

- c. All active and provisional members shall also be required to attend a Master Clinic and a Field Clinic once every second year.
- d. All umpires selected for post-season play must attend at least one (1) three-person mechanics clinic each year to meet the State Championship Weekend post-season requirements. An official does not have to attend the three-person clinic to work the Regional Tournament games (the weekend before the championships). CHSSUA Area Directors will hold a three-person clinic for their own membership to meet this requirement. Area Directors will announce their scheduled three-person clinic to the entire CHSSUA membership, so a member may attend. The CHSSUA Executive Committee will establish the criteria for these clinics to ensure uniformity among umpires. NOTE: The 3-person clinic will occur in each area no later than the third Sunday of September, which is prior to the Executive Committee Post Season Selection meeting.
Area Directors and the Executive Committee will announce all 3-person clinics to all CHSSUA members, so they may attend a 3-person clinic. Any unannounced or unapproved 3-person clinics will not count and said umpire will not be eligible for (State Championship Weekend) post-season consideration.
- e.
- f. Military Members: Exemptions to this requirement may be considered by the CHSSUA Executive Committee upon request by any member who is a member of the US Military, deployed or stationed outside of the area during their membership year(s) and cannot meet these requirements. This will be decided on a case by case basis by the CHSSUA Executive Committee.
- g. Other Members: Exemptions to this requirement may be considered to the CHSSUA Executive Committee upon the request of the member who is assigned work commitments outside of the State of Colorado during the membership year(s) and cannot meet these requirements. This will be decided on a case by case basis by the CHSSUA Executive Committee.
- h. For any member requesting an exemption in e or f above, all post season considerations will be decided individually on a case by case basis by the CHSSUA Executive Committee.

Section 3 - Financial Obligation

Members shall be required to pay all dues to the Secretary-Treasurer by designated dates. A late fee will be assessed to be eligible for the draw.

Section 4 - Governing Authority

Members shall comply with all requirements of the Constitution and By-Laws.

Section 5 - Rights and Responsibilities of Members

Members shall wear the official uniform; officiate only with other members of CHSSUA; comply with provisions of behavior; and shall receive benefits as set forth in the By-Laws.

ARTICLE IV - EXECUTIVE COMMITTEE

Section 1 - Formation

The CHSSUA Executive Committee shall be divided into seven Areas namely:

- Area 1 - Denver Metro
- Area 2 - Boulder/Longmont
- Area 3 - Fort Collins/Greeley
- Area 4 - Northeast
- Area 5 - Colorado Springs/Canon City
- Area 6 - Pueblo
- Area 7 - Western
- Area 8 - Southeast

Section 2 – Membership and Area Representation

The Executive Committee shall be composed of the officers and highest vote recipients elected by ballot in each of the eight Areas.

Each Area shall be entitled to a minimum of one representative on the CHSSUA Executive Committee.

Section 3 - Election to Executive Committee

3a-Each Area will notify the Secretary-Treasurer no later than April 1 of each appropriate year of those active members from that Area who shall serve as candidates for positions on the Executive Committee; **from here-on-in, known as Area Directors.** Only Active members from a given Area may elect representatives to the Executive Committee from that Area. All representatives shall serve two-year terms.

3b-An Area Director can only be nominated and elected if he/she is an active member, in good standings, with CHSSUA, and is not involved as a league or district assignor, or other position, that may cause a conflict of interests within the Executive Committee and their required duties.

3c- Rules Interpreter can only be nominated and elected if (s)he is an Active member in good standing with CHSSUA and is not involved as a League or District Assignor or other position that may cause a conflict of interest within the Executive Committee and their required duties.

The Executive Committee shall consist of the President, President Elect, Secretary-Treasurer, Immediate Past President, Area Directors and Rules Interpreter.

Section 4 – Quorum

A quorum shall consist of one-half of the total membership of the Executive Committee.

Section 5 - Members

The Executive Committee shall consist of the President, President-Elect, Secretary-Treasurer, Immediate Past President and the Area Directors.

Section 6 - Voting

Each member of the Executive Committee shall be entitled to one vote. Written proxy may represent a member.

Section 7 - Terms of Membership

Terms of membership on the Executive Committee shall be for a period of two (2) years. Exception: Rules Interpreter will be a minimum of five (5) years.

Section 8 - Required Meetings

Members of the Executive Committee shall meet prior to the annual Master Clinic and at such other times as determined by the Executive Committee for the purpose of determining policies, rules, regulations and acting upon such other business as may be properly brought before the Executive Committee. CHSSUA, per Article III, Section 2 of the By-Laws, will reimburse representatives from each Area for expenses to attend mandated meetings.

Section 9 - Area Meetings

Each Area shall conduct a minimum of four (4) meetings during a season, one of which may include the three (3) person clinic. At least one of these meetings shall be devoted to rules study and officiating procedures.

Section 10 - Training Programs (Clinics)

A Field Clinic will be conducted prior to the season. Each Area shall establish a training program, which includes Clinics, for applicants and members.

ARTICLE V – DUTIES OF THE EXECUTIVE COMMITTEE

Section 1 – General Duties

The Executive Committee shall handle all business of CHSSUA occurring between the annual or other meetings of CHSSUA; shall be responsible for the financial administration of CHSSUA; shall arrange for an annual audit of accounts; and shall arrange the annual meeting of the Executive Committee and the annual Master Clinic; the Executive Committee may authorize sub-committees as desired; however, the Chairman of any such sub-committee shall be a current and Active member of CHSSUA.

Section 2 - Review Unethical and Unprofessional Conduct

Review unethical and unprofessional conduct of members and take appropriate action deemed necessary.

Section 3 - Appoint a Rules Interpreter

The Executive Committee shall appoint the position of Rules Interpreter every five (5) years. The Rules Interpreter must be a current and Active member of CHSSUA during their appointment as they serve as a member of the Executive Committee. If the Rules Interpreter cannot fulfill the term obligation, (s)he shall inform the President in writing. Once accepted, the Rules Interpreter's vacancy will be filled per Article VI, Section 6 of the CHSSUA Constitution.

Section 4 - Election Ballots

The Executive Committee shall prepare all necessary ballots as well as make nominations for the positions of President, President-Elect and members of the Executive Committee.

ARTICLE VI - OFFICERS

Section 1 - Titles

The officers of CHSSUA shall be the President, President-Elect, Secretary-Treasurer and Immediate Past President.

Section 2 - Term of Office

The term of office of the President and the President-Elect shall be for a period of two years. When the President has served his two-year term, or if he should not be able to complete such term, he shall be succeeded by the President-Elect. Each such officer shall not have the right to succeed himself in that office for a period of four years thereafter. The Secretary-Treasurer and Rules Interpreter shall be appointed and serve at the pleasure of the Executive Committee.

Section 3 - Nominations

The Executive Committee shall nominate candidates for the office of President and President-Elect.

Section 4 - Election

The election of the President-Elect and members of the Executive Committee shall be electronically submitted via an approved CHSAA website by the Active members registered on April 1st of the election year and a plurality vote shall elect. If an eligible member cannot perform on-line voting due to technical reasons beyond their control, they may mail or email their selection to CHSAA Officials Administrative Assistant. Ballots shall be submitted during the voting session and will not be accepted either electronically or post marked after midnight April 1st of the election year. Ballots that are received after midnight or post mark after April 1st shall not be counted and will be rendered null and void. In the case of tie for any of the above positions, the Executive Committee shall break the tie. The Secretary-Treasurer shall inform CHSAA Officials Administrative Assistant of the nominated candidates, request to have the candidates ballots placed on-line and inform the eligible membership of the elections before March 1st of an election year.

Section 5 - Assuming Duties

The newly elected officers shall assume office on April 15 following their election.

Section 6 - Vacancy

The Executive Committee shall have the power to fill a vacancy in any office, except President and President-Elect, between the annual mail ballot. When the Executive Committee makes an appointment to fill a vacancy, such appointment will be until the first annual meeting following such appointment. In case there is a vacancy in the office of President, the President-Elect shall become President. Should the office of President-Elect become vacant, it shall remain so until it can be filled by the next annual mail ballot following the creation of the vacancy.

ARTICLE VII - DUTIES OF OFFICERS

Section 1 - Duties of President

The President shall preside at all meetings of the Executive Committee and shall supervise the activity. In consultation with the Executive Committee, he shall set the exact date, time and place of the annual meeting of the Master Clinic and Executive Committee meetings. The President or his designee shall be present at the draw.

Section 2 - Duties of Secretary-Treasurer

The duties shall be as follows:

- (a) Shall keep complete and accurate records of all monies received and disbursed and he shall disburse all monies under the direction of the Executive Committee and submit written reports of the treasury at each annual meeting;
- (b) Shall act as Secretary at all proceedings of the Board of Directors and the Executive Committee; and
- (c) Shall answer all correspondence promptly and maintain a correspondence file of CHSSUA; and
- (d) May, with the permission of the Executive Committee, utilize the services of such additional help as may be needed to meet the responsibilities of the office.

Section 3 - Duties of Assistant Secretary-Treasurer

This is a representative from the Colorado High School Activities Association.

The duties shall be as follows:

- (a) Shall assist the Secretary-Treasurer in maintaining precise and accurate records of the treasury and membership of CHSSUA.
- (b) Shall keep complete and accurate records of membership and shall see that a directory is made available to every member by the start of the Softball season.

Section 4 - Duties of Immediate Past President

Shall serve on the Executive Committee and serve as an advisor to the President.

Section 5 – Duties of the President-Elect

Shall serve on the Executive Committee as an understudy of the President, to learn the position of President. They will serve as an advisor to the President when necessary. They will assume the position of President if the current President is incapacitated or unable to fulfill their term.

ARTICLE VIII - MEETINGS

Section 1 - Annual Master Clinic and Executive Committee Meetings

A meeting of the Executive Committee shall be held at minimum three times per year, in March, prior to the annual Master Clinic and October. The Executive Committee shall meet in March of each year for the purpose closing issues from the October meeting and preparing plans for the Master Clinic. The March meeting may be held in person or via video/tele-conference. A meeting prior to the Master Clinic, either by tele-conference, email(s) or the morning of, will be to finalize plans for the annual meeting and the Master Clinic. The October meeting will be held on the Friday evening following the first round of State Softball Championships in person by all members of the Executive Committee and, when possible, a CHSAA representative. It is recommended that the State Rules Interpreter attend so that any rule issues could be discussed. Other meetings may be held as deemed necessary by the President or a majority of the Executive Committee.

Section 2 - Special Meetings

Special meetings may be called by the President or upon the request of a majority of the Executive Committee.

Section 3 - Order of Business

The order of business and the agenda for the annual meeting of the Executive Committee shall be prepared by the Secretary-Treasurer following consultation with the President.

ARTICLE IX - INTERPRETATION

The Secretary-Treasurer, with approval of the President, shall have authority between meetings of the Executive Committee to make interpretations of items in this Constitution.

ARTICLE X - AMENDMENTS

Amendments to this Constitution may be made by a two-thirds vote of the Executive Committee provided such proposed amendments are presented to members in writing by the Secretary-Treasurer at least one week prior to the time a vote is taken.

**BY-LAWS
OF
COLORADO HIGH SCHOOL SOFTBALL UMPIRES ASSOCIATION**

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ARTICLE I - QUALIFICATION OF MEMBERSHIP

Section 1 - Who May Apply

Anyone who desires to officiate softball under the jurisdiction of CHSSUA.

Section 2 - How to Apply

Apply with the Secretary-Treasurer at the time the National Federation of High School Sports (NFHS) examination is available, complete the written examination and pay the required dues.

Section 3 - Requirements for Active Membership

Meet all requirements for membership in CHSSUA as listed in Article III, Section 1 of the Constitution.

Section 4 - Requirements for Provisional Membership

Each applicant shall complete the steps outlined in Article I, Section 2 of these By-Laws. The Executive Committee shall decide the minimum score on the NFHS examination acceptable for admittance as a Provisional member of CHSSUA. Such member has all the rights of an Active member for one year with the following exceptions:

- (1) May not hold office in CHSSUA;
- (2) May not officiate any playoff games or State tournament games; and
- (3) May not vote.

Provisional membership terminates on June 10 following the date of application.

Section 5 - Term of Membership

Subsequently, and as long as such member remains in good standing, member shall be entitled to rights and privileges of membership and shall be bound by the rules expressed herein by the Constitution and By-Laws of CHSSUA.

Section 6 - Examination

- (a) Every registered softball umpire is required to take an annual examination. The examination shall be the NFHS examination. All NFHS tests results will be forwarded to the CHSSUA President.
- (b) Umpires will complete the test online, by the cutoff date published in the annual umpires' handbook. The test will be available for a minimum of five weeks. If problems exist with the online testing service, extensions to the cutoff date may only be granted by the CHSSUA President.
- (c) Umpires who fail to take or obtain a minimum score of 80% on the NFHS examination in the preceding year, will not be allowed to work any contests for the following softball season until all requirements of active membership are achieved. Umpires who fail to obtain an 80% or better in the current year on the NFHS examination, will not be eligible to work varsity or post-season games that year, and will be removed from any assigned varsity games immediately.

ARTICLE II - FEES, DUES AND ASSESSMENTS

Section 1 - CHSSUA Fees

The annual fee which includes the annual NFHS renewal membership fee, shall be set by the Executive Committee. The fee must be paid by the date determined by the Executive Committee. Should the annual renewal fee not be paid prior to the established date, the member will be declared delinquent and not qualified to accept officiating assignments. Changes in the annual fee shall be recommended by the Executive Committee who will have final authority. A two-thirds approval of those present and voting will determine the approval.

Section 2 - Registration Fee

A prospective member shall pay the appropriate fee at the time of registration to take the examination for membership.

Section 3 - Special Membership Fees

Honorary members selected by the Executive Committee will be listed in the Handbook without a fee.

ARTICLE III - RULES OF PROCEDURE

Section 1 - Quorum

A quorum for the transaction of business shall be one-half of the total membership of the Executive Committee or their proxy.

Section 2 - Expenses

Approved expenses of CHSSUA members who have been duly authorized to attend meetings of the Executive Committee or to otherwise travel on Executive Committee or CHSSUA business shall be paid from the funds of CHSSUA at a rate per mile as determined annually by the committee and in addition be allowed meals and room expenses directly incurred with that business.

ARTICLE IV - OFFICIATING PRIVILEGES AND RESPONSIBILITIES

Section 1 - Area Restrictions

There are no restrictions upon members as to where they may officiate.

Section 2 - Types of Games

Members may officiate at any level of softball they choose.

Section 3 - Official Uniform and Umpire Field Mechanics

Members shall wear the official uniform of CHSSUA while officiating games that come under the jurisdiction of the Colorado High School Activities Association. It is recommended, but not required, that umpires be dressed alike. Umpire undergarments shall not be exposed other than an open neckline.

1. Blue hat - no markings;
2. Powder blue pullover shirt with navy and white piping on the collar and sleeves (wearing a long sleeve turtleneck under the short sleeve shirt as the outer garment is not acceptable);
3. White t-shirt (if worn);
4. Navy-blue or white turtleneck (if worn);
5. Navy-blue jacket with powder-blue piping on the shoulders with no patches (if worn);
6. Predominantly black gloves (if worn);
7. Black belt;
8. Heather-gray trousers;
9. Polished shoes, predominately black but white trim or markings permissible;
10. Navy-blue or black socks; and
11. One or two navy-blue or gray ball bag(s).

The following are optional items that may be substituted or worn in addition to the official uniform:

1. Navy-blue pullover shirt (short or long sleeve) with red and white piping on the collar and sleeves (Regular Season Only)
2. Pink wristbands to support breast cancer awareness. All members of the umpire crew do not have to wear wristbands during a game
3. Navy-blue t-shirt under a navy-blue pullover shirt (short or long sleeve) with red and white piping on the collar and sleeves only (Regular Season Only)

NOTES

1. Wearing a long sleeve turtleneck under the short sleeve shirt as the outer garment is not acceptable;
2. The sleeve lengths of the shirts worn by an umpire crew do not have to match.

For the purpose of movement and communication during a game between umpires, CHSSUA adopts the following sections of the Collegiate Commissioners Association (CCA) Manual:

1. Signals: Section 6 of the CCA Manual
2. Field Mechanics: Sections 5, 7 and 8 of the CCA Manual

Section 4 - Dress Code

A member shall be neatly groomed. Specific recommendations may be adopted by the Executive Committee.

Section 5 – Discrimination

CHSSUA prohibits unlawful discrimination or harassment because of race, color, creed, religion, national origin, citizenship, sex, age or physical or mental disability.

Section 6 – Sexual Harassment, Intimidation and Violence

CHSSUA prohibits sexual harassment, intimidation and/or violence. The adopted definitions are:

Sexual harassment is a form of sex discrimination that violates federal law. Sexual harassment is illegal. Sexual harassment includes requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature.

Sexual intimidation is conduct that subjects members of either gender to humiliation, embarrassment or discomfort. Sexual intimidation can be verbal or non-verbal.

Sexual Violence is any act of physical aggression that includes a sexual act or sexual intent. Sexual violence could include, but is not limited to, touching, grabbing, or patting another person's intimate body parts, coercive sexual touching or coercive sexual intercourse. Using force or the threat of force to engage in sexual touching or sexual intercourse also constitutes sexual violence.

Section 7 - Ejections

All ejection of coaches or players must be reported to CHSAA the following work day by telephone and in writing within seven (7) days after the incident.

ARTICLE V – DISCIPLINE OF MEMBERS

Section 1 – Philosophy

CHSSUA believes that all of its members should strive to provide a healthy, safe and appropriate environment for athletic competition. This philosophy dictates that each individual involved with interscholastic competition be treated with dignity and respect. An integral part of an official's role is awareness of what behaviors or practices are considered unacceptable; hence, it behooves each and every official to be fully knowledgeable of the responsibilities promulgated in Article IV of these By-Laws.

Section 2 – Grounds for Discipline

A member may be placed on probation, suspended for not more than one year or may be expelled for failure to comply with the established authority or regulations of CHSSUA Areas, or Executive Committee or for delinquency in payment of authorized charges, or for any other conduct conclusively established to be contrary to the best interests of softball.

Section 3 – Right of Hearing

A member may not be placed on probation, suspended or face expulsion until afforded the right to be heard in person or by a written statement presented on member's behalf. The member shall be notified of pending disciplinary proceedings by Certified Mail, Return Receipt Requested, and shall be afforded a minimum of ten days to respond thereto. However, the Executive Committee is empowered to enforce temporary suspension of members under extreme circumstances where the ultimate best interests of the organization appear in jeopardy.

Section 4 – Notice of Discipline

When a member is placed on probation, suspended or expelled, the Executive Committee shall notify all concerned that such member is no longer able to accept assignments or officiate as a member of CHSSUA. No member shall knowingly officiate with a member who is in a disciplinary status.

Section 5 – Appeal

Any member who has been placed on probation, suspended or expelled may appeal such sanctions by written notification to the Executive Committee of CHSSUA. Such appeal must be postmarked, or hand delivered to the Executive Committee within ten days and the resulting decision of the Executive Committee will be final.

Section 6 – Jurisdiction

If an Area shall fail to act under any of the causes set forth in Section 2, the Executive Committee may take jurisdiction and administer probation, suspension or expulsion.

Section 7 – Code of Ethics

CHSAA game officials are expected to abide by the code of ethics for their respective associations, including proper, accepted social conduct. Violations of this by-law will be investigated and, if substantiated, the official may be suspended from the officials' association and CHSAA contests for a specific period.

Any official who has been suspended or expelled may appeal the action by an appearance before the CHSAA Executive Committee. The decision of the CHSAA Executive Committee shall be final.

This by-law allows the Association and officials' organizations to discipline officials who have been arrested or convicted of crimes. It allows the Association and officials' organizations to remove the offending official for conduct detrimental to interscholastic athletics and activities. All officials' organizations are required to place this by-law in their organization's constitution.

At the January 21, 1999, Board of Control meeting the board voted 54-0 to adopt Proposal S-1- Officials' Conduct. Athletic By-laws, Article 27, Rule 2760 to read:

OFFICIALS' CONDUCT

Any official who has been registered by his/her parent officials' group may be suspended and/or banned from the CHSAA registered list of officials for a specified amount of time (including a lifetime ban) by action of the officials' organizations' governing board, when:

- 1) It has been shown that the official is guilty of unethical conduct; or
- 2) The official refuses to promptly file reports requested by the Commissioner's office and such reports are deemed pertinent to the conduct of coach, contestant, official or school competing under the jurisdiction of the CHSAA; or
- 3) If the official, as an adult, has been convicted of or has pleaded "guilty" or "no contest" to any criminal charge due to conduct that adversely affects the ability or appropriateness of the official to perform officiating duties in interscholastic athletics or activities; or
- 4) If the official has engaged in any illegal, unethical, or immoral conduct that adversely affects the ability or appropriateness of the official to perform officiating duties in interscholastic athletics or activities; or
- 5) It is deemed that the official's conduct is detrimental to interscholastic athletics and activities.

ARTICLE VI - OFFICIATING FEES

A recommended schedule of fees for officiating games which come under the jurisdiction of the Colorado High School Activities Association shall be developed through cooperative action of the Executive Committee of CHSSUA and the Colorado High School Activities Association. Establishment of such a fee schedule shall have no bearing on games that are not governed by the Colorado High School Activities Association. A member may officiate for a lesser amount or gratis in games sponsored by those unable to pay the recommended fee and where the official renders his services for the good of the game. However, at no time shall a member accept a fee for a Colorado High School Activities Association governed game that is in excess of the recommended schedule.

ARTICLE VII - INTERPRETATION

The Secretary-Treasurer, with approval of the President, shall have authority between meetings of the Executive Committee to make interpretations of items in these By-Laws.

ARTICLE VIII - AMENDMENTS

These By-Laws may be amended by a two-third vote of the Executive Committee or their proxy present at any regular meeting provided such proposed amendment is presented to the members in writing by the Secretary-Treasurer at least one week prior to the time a vote is taken.

ARTICLE IX - PROXY VOTES

Proxy votes must be written and signed by the member submitting the proxy unless they are presumed to have the proxy of a member from their Area not in attendance at the meeting.

Adopted: January 1988
As Amended: October 2018