

**FOOTHILL-CITRUS BASEBALL UMPIRES ASSOCIATION  
BY-LAWS**

**ARTICLE I  
NAME**

**Section I Name** The name of this organization is the Foothill-Citrus Baseball Umpires Association (FCBUA)

**ARTICLE II  
STATEMENT OF PURPOSE AND POLICY**

**Section I Purpose**

The Association is organized and operated to provide training for baseball umpires in the mechanics and rules related to amateur baseball.

Members will receive game assignments without regards to race, age, national origin, religion, or any other factor unrelated to the ability to perform officiating duties.

Members will be entitled to process as hereinafter set forth, when subject to any disciplinary to termination proceedings by FCBUA.

**Section II Classification**

There shall be four (4) classes of membership in the Association: Certified, Probationary, New Members, and Honorary Members.

A. The **Certified Members** of the Association shall be those who:

Reach the age of eighteen (18) years of age.

Receive an evaluation from the rating committee classifying the umpire as certified.

Officiate in the organization for two (2) years, unless the Instructional Chairman, in conjunction with the staff of instructors, and the Board of Directors determine that a probationary member has evidenced exceptional qualifications to officiate varsity level contests as memorialized by FCBUA minutes.

Take and achieve at least an 80% grade on the Study Guide examination.

Score at least 80% on all other required examinations. **Note:** Exceptions for 4 & 5 are when excused by the Instructional Chairman and confirmed by the Board of Directors.

Meet the financial obligations imposed by the Association in a timely manner.

Attend all required instructional meetings as determined by the Board of Directors. Make-up meeting requirements will be determined by the Board of Directors.

Fulfill all game assignments that have been accepted.

Engage: in professional conduct which is neither detrimental nor demeaning to the welfare of the Organization as determined by a majority vote of the Board of Directors. Attend the annual field clinic and satisfactorily participate.

Attend the annual scrimmage and satisfactorily participate. **Note:** Exceptions to 10 & 11 must be pre-approved by the Instructional Chairman and confirmed by the Board of Directors.

B. The **Probationary Members** of the Association shall be those who:

Reach the age of eighteen (18) years of age.

Successfully completed the New Members class curriculum, and;

Officiate in the organization for less than three (3) years, or are placed in the probationary category by independent action of the Board of Directors. Violations subjecting the member to the probationary category include but are not limited to:

Does not take or achieve less than an 80% grade on the Study Guide examination.

Scores less than an 80% on all other required examinations.

Does not meet the financial obligations imposed by the Association in a timely manner.

Fails to attend all required instructional meetings, or satisfies make-up requirements as hereinafter described.

Fails to fulfill previously accepted game assignments, without said failure being excused.

Engages in professional conduct that is detrimental or demeaning to the welfare of the Organization as determined by a majority vote of the Board of Directors.

Fails to attend the annual field clinic and satisfactorily participate.

C. The **New Members** of the Association shall be those who:

Reach the age of eighteen (18) years.

Are in their first year with FCBUA.

Meets the financial obligations imposed by the Association in a timely manner.

D. The **Honorary Members** of the Association shall be those who:

1. Nominated by the Board of Directors and approved by a plurality of the General Membership who:

(a) Has shown exemplary loyalty and made outstanding contributions to FCBUA.

Is considered essential to the group even though no longer active.

Has been a member in good standing for twenty-five (25) years or more.

### **Section III Rights and Membership**

- A. Certified members of the Association shall have the right to vote, to hold office, to air grievances, and to receive game assignments and to enjoy all other privileges and benefits of membership in the Organization.

For purposes reasonably related to the member's interest in the Organization, any member may, upon written request demand in a reasonable time, receive a copy of the current roster of names and addresses of membership, review the ballots from the recent election of Vice President, Secretary, Treasurer and Director At Large. Any member may also review the accounting books and records, receive a copy of the minutes of the meetings of the Board of Directors, review the record of business transacted by the membership and receive a copy of these By-Laws as amended to date.

- B. Probationary members will have all rights as certified members of the Association except:

The right to hold office.

Be assigned Varsity contests as determined by the Board of Directors.

- C. New members will be any official that has paid all their dues and has no proof of previously working in any approved high school or collegiate baseball umpires Association. Also, New Members will have no voting rights for or the ability to run for office within the Association. They may vote on all other matters.

- D. Honorary Members will pay no dues and will have no voting privileges.

### **Section IV Membership Dues**

Each Certified and Probationary member shall pay a membership fee in the form of annual dues in such amounts as shall be determined by the Board of Directors and ratified by the membership. Dues will be determined by cost of instructional materials, but not limited to, assigning, Instructional Chairmanship, and the cost and expenses of the Secretary/Treasurer position. The dues for new members will not include the cost of assigning.

### **Section V Terms of Membership**

Certified, Probationary, and New Memberships expire on the first day of July and are automatically renewed upon payment of dues applicable to the new year, July 1<sup>st</sup> through June 30<sup>th</sup>. The automatic renewal is deemed to commence on the first day of July on the condition that payment of dues is not made later than that date. If payment of the dues is not paid by that time, the particular membership is not subject to automatic renewal and expires. Such expiration of the membership is not deemed a suspension or expulsion of the member.

### **Section VI Transfer of Members**

The Board of Directors shall determine if a transferee meets requirements of a FCBUA certified member.

### **Section VII Sanction of Membership Rights**

Termination of Membership Rights

The Board of Directors by a two-thirds (2/3) vote, may instigate expulsion of any member for conduct which the Board deems detrimental to the best interest of the Association including, but

not limited to, the flagrant violation of any provision of these By-Laws, the unjustified failure to satisfy the requirements set forth for his class of membership, continuous failure to follow Association policies both on and off the field or the repeated demonstration of a lack of fundamental ability to officiate amateur baseball at any level.

#### Specific Term Sanction of Membership Rights

The Board of Directors may initiate any sanction the Board deems appropriate short of expulsion for conduct deemed detrimental to the best interest of the Association including, but not limited to, the flagrant violation of any provision of these By-Laws, the unjustified failure to satisfy the requirements set forth for his class of membership, or the repeated demonstration of a lack of fundamental ability to officiate amateur baseball at any level.

#### Disciplinary Procedures

**Notice:** The Secretary/Treasurer shall give the subject member ten (10) days written notice, return receipt requested and normal first class mail, of the expulsion hearing and the specific allegations that form the basis of the proposed expulsion action.

**Members right to submit position:** The subject member has the right to submit a written statement to the Board regarding expulsion, five (5) days prior to the date set for the expulsion hearing.

**Required vote:** All expulsions must be confirmed with a 2/3 vote of the Board of Directors after a hearing is conducted.

**Special Prosecutor:** The Association shall prosecute the expulsion by the nomination and election of a Member-At-Large who shall act as a special prosecutor, independent of the Board.

**Closed Hearing:** The hearing shall be conducted in closed session with a transcript of all proceedings to be published subsequent to the hearing date. The publication of the hearing transcript shall be at the option of the subject member.

**Informal Manner:** The hearing shall be conducted in an informal manner, chaired by the President of the Board, or if a conflict exists, by the President Elect, or if a conflict exists, the past President, or if a conflict exists, then by a Member-At-Large, which is selected by a 2/3 vote of the Board.

**Conflict:** The issue of conflict may be raised by a request of a particular Board Member or a challenge by the subject matter in writing, personally delivered to the Secretary/Treasurer five (5) days prior to the meeting date. The request shall be the first order of business and shall be determined by a 2/3 vote of the remaining members. Only one member may be requested at the request of the subject member.

**Date of Hearing:** The hearing must be conducted on a separate date from a required general membership meeting. There shall be no reference or discussion in any instructional meeting relating to the sanctioning of members.

**Notification:** The Board shall then determine a proper course of action, and after deliberation, on a recorded vote, shall inform the subject member, the Area Assigner, CIF Liaison and the CIF Headquarters of the decision in writing.

**Decision Is Final:** The decision of the Board is final and not subject to appeal.

**Section VIII Playoff Eligibility**

- A. Members will be considered by the Playoff Evaluation Committee for the first round (including the wild card games) CIF games if:
1. Three (3) consecutive years have been completed as a varsity qualified umpire with the FCBUA, or unless qualification is waived by the Board of Directors.  
  
Have attended prescribed meetings and field clinics.  
  
Have passed the Study Guide and Classification Test (80%) or equivalent.  
  
Have maintained perfect attendance to assigned games.  
  
Are members who have transferred in, and have one (1) year of good standing (A-C) in the Foothill-Citrus unit and shows proof of two (2) years of good standing as a varsity umpire from the previous high school umpire Association.  
  
A one (1) year leave of absence (approved by the Board) will not count against any consecutive years in standing, but will not count as a year of good standing.  
  
Has complied with the provisions of the rating system as established by the board. Has followed Association policies both on and off the field.
  2. Be selected to the playoff qualified grouping by the Playoff Evaluation Committee. Qualifications to be considered by the Committee will include, but are not restricted to:  
  
Years of experience umpiring high school and other levels of baseball.  
  
Total number of games worked the proceeding and current year.  
  
Number of Varsity level games worked in the current year.  
  
Previous playoff experience
  3. Mandatory attendance of the playoff mechanics and assignment meeting. Note: Meeting is suggested for the first Monday after the group's banquet.
- B. Members will be considered by the Playoff Evaluation Committee for the second round CIF playoff games if:
- All criteria from Article III, Section 8, Clause A are met.
- The member has umpired a first round playoff contest within the last two (2) seasons, not including the current season.
- Transfer members may be considered for second round or higher by showing proof of second round playoff experience.

C. Members will be considered by the Playoff Evaluation Committee for the third and fourth round of CIF playoff games if:

All criteria from Article III, Section 8, Clause A are met.

The member has umpired a second round or higher playoff contest within the last three (3) seasons, not including the current season.

At least one-quarter (1/4) of the fourth round crew shall be a member who has not worked fourth round previously.

D. Members will be considered by the Playoff Evaluation Committee for the finals of CIF if:

All criteria from Article III, Section 8, Clause A are met.

The member has umpired a third round playoff contest within the last four (4) seasons, not including the current Season.

The member has demonstrated satisfactory mobility to perform his on field duties.

E. The Playoff Selection Committee can waive by a 2/3 vote the requirements for any round of playoffs for a member.

### **ARTICLE III** **BOARD OF DIRECTORS**

#### **Section I Powers and Duties**

The governing body of the Association shall be a Board of Directors, composed of nine (9) members, three elected Directors, the President Elect, the President and Past President, the Secretary/Treasurer, Instructional Chairman, and the Area Assigner. The Instructional Chairman and the Area Assigner shall be approved by the Board of Directors and a plurality vote of the General Membership, and they can also vote. The Board of Directors shall have the following powers and duties:

To exercise general supervision, direction, and control of all officers and committees of the Association.

To conduct, manage, and control the affairs and activities of the Organization in conformance with these By-Laws.

To delegate management of the specified activities of the Association to committees or members, provided that such specified activities be under the ultimate direction of the Board.

To govern the expenditures of funds in conjunction with the Secretary/Treasurer.

To request an accounting of all receipts, disbursements, and transactions of the Association from the Secretary/  
Treasurer.

To set the amount of dues paid by the members of the Organization.

To appoint and confirm the Instructional Chairman of the Association, who is then a voting member of the Board.

To appoint and confirm the Area Assigner of the Association, who is then a voting member of the Board.

To approve the amount of fees or compensation paid to Officers, Instructors and Observers of the Organization.

To affirm the selections of the Instructional Chairman for the positions of Instructors and Observers.

To remove any Instructors or Observers, upon the recommendation of the Instructional Chairman or upon the recommendation of any three (3) Board Members who fails to fulfill his assigned responsibilities.

- L. To adopt a fair and equitable system of rating the officiating performance of members of the Organization.
- M. To hear and re-dress grievances of members of the Organization.
- N. To institute and enforce sanctions including, but not limited to, the revocation of game assignments from members who fail to participate in the system of rating the officiating performance of fellow members or who fail to fulfill any previously accepted game assignments without arranging replacements (notifying and getting the approval of the Area Assigner.)
- O. To provide for the transfer of members from other baseball Organizations to this Organization.

To suspend or expel any member for conduct which is deemed detrimental to the best interest of the Association.

To exercise such other powers and duties as these By-Laws may prescribe.

## **Section II Composition**

The Board of Directors shall consist of the President, Vice President/President Elect, immediate Past President, Secretary/Treasurer, three (3) Directors At Large, Instructional Chairman and Area Assigner. No member of the Board of Directors shall hold more than one position on the Board at any one time.

## **Section III Selection of Directors**

One Director-At-Large shall be elected annually, from the current roster of certified members, by a plurality vote of the membership. His term as a Director shall commence on the 1<sup>st</sup> day of July subsequent to his election and shall be three (3) years, unless the position is earlier vacated by removal, resignation, or the inability to act. The terms of the Directors shall be staggered so that one Director will end his term each year.

## **Section IV Removal and Resignation**

Any Director-At-Large may be removed by the membership if he becomes a suspended or expelled member, if his membership expires without renewal, or if he fails to attend three (3) consecutive meetings of the Board. Any Director-At-Large may resign at any time by giving written notice to the membership through the President or Secretary/Treasurer. The resignation shall take effect the date of receipt of the written notice or any time specified therein.

## **Section V Vacancies**

A vacancy in any position on the Board of Directors for any cause shall be filled by appointment of the Board of Directors. Said appointment will last until the next general membership meeting, where a general election for the

vacancy will be held. If more than one Director-At-Large position is vacated, the candidate with the second-most votes in that election, shall fill the position of the second Director whose term has not expired.

## **ARTICLE IV** **OFFICERS**

### **Section I Generally**

The officers of the Association shall be a President, Vice President (who shall be the President Elect), immediate Past President, Secretary/Treasurer, three (3) Directors-At-Large, Instructional Chairman, and Area Assigner. No member shall hold more than one office at a time.

### **Section II Election of Officers**

The Vice President of the Association shall be elected every two (2) years; the Secretary/Treasurer, every three (3) years; the Directors-At-Large, once each year from the current roster of certified and probationary members, by a plurality vote of the membership. The term of office shall commence on the 1<sup>st</sup> day of July, and will last for the above-specified term of office, unless the office is earlier vacated by removal, resignation or the inability to act. Upon the expiration of the term of office, the Vice President shall succeed to the office of President. The term of office as President shall commence on the 1<sup>st</sup> day of July subsequent to the election that year and shall be two (2) years, unless the office is earlier vacated by removal, resignation or the inability to act.

### **Section III Selection of Appointed Officers**

The Instructional Chairman and the Area Assigner of the Association shall be appointed annually. The term of office shall commence on the 1<sup>st</sup> day of July subsequent to their appointment and shall be one (1) year unless the respective office is earlier vacated by removal, resignation, or the inability to act.

### **Section IV Removal and Resignation**

Any officer may be removed by the Board of Directors if he becomes a suspended or expelled member, if his membership expires without renewal, or if as an appointed officer he is recalled by a majority vote of the Board. Any officer may resign at any time by giving written notice to the Board of directors. The resignation shall take effect the date of receipt of the written notice or at any later time specified therein.

### **Section V Vacancies**

A vacancy in any office caused by removal, resignation or the inability to act shall be filled in the manner prescribed by these By-Laws for succession, election, or appointment to such office, except that such vacancy shall be filled as soon as practicable after it occurs and not on an annual basis.

### **Section VI Powers and Duties**

The following provisions shall govern the powers and duties of the officers of the Association.

The President is the Chief Executive Officer of the Association and has, subject to the control of the Board of Directors, general supervision, direction and control of the business of the Association. The President shall preside at all meetings of the Board of Directors, of the Instructors and the members of the Organization, except those portions of meetings relating to the instruction or rating of members of the Organization. He may establish committees to further the purposes of the Organization, appoint chairmen thereof and he may request that these By-Laws be revised or amended and appoint a committee to recommend such revisions or amendments. The President shall execute the will of the Organization and shall be vested with such other powers and duties as these By-Laws or the Board of Directors may prescribe.

The Vice President/President Elect shall spend his first year in office observing and learning the duties and obligations of the President, and performing any duties the President or Board of Directors appoints to him. In the second year in office, the Vice-President shall, in the event of the President's absence at any meeting, assume the position of President, and shall have all the powers and shall be subject to all the restrictions of the President's office. However, in either the first or second year, if the President vacates his office, by removal, resignation or the inability to act, the Vice-President shall immediately assume the office of President. The Vice-President shall be responsible for the planning and execution of the annual banquet in both years of his term. The Vice-President shall be vested with such powers and duties as these By-Laws or the Board of Directors, may prescribe.

The Immediate Past President shall have a term of two (2) years. In the first year he shall act as President with full authority and restrictions of the President when the President is absent from a meeting. In the second year, the Past President shall perform whatever duties the President or Board of Directors shall require of him. In each year of his term, he shall serve as the Chairman of the Nominating Committee. He shall be vested with such powers as these By-Laws or the Board of Directors prescribe. He shall Chair any/meeting the Vice President and/or President are absent, with the President's full powers and restrictions.

The Secretary/Treasurer shall keep a book of minutes of all meetings of the Board of Directors as well as a record of business transacted by the membership; he shall keep the original or a copy of the corporation's Articles & By-Laws as amended to date and he shall maintain a current roster listing of all names and addresses and phone numbers. He shall issue all correspondence and notices on behalf of the Board of Directors and the membership. The Secretary/Treasurer is the Chief Financial Officer of the Association. He shall keep and maintain adequate and correct accounts of the funds and business transactions of the Association. He shall deposit or hold, in trust, all funds received by him on behalf of the Organization, furnishing the requisite report

and accounting for such funds to the Board of Directors at least once annually and in any event, upon the request of the Board. He shall disburse such funds for the benefits of the Organization as may be directed by the Board. All checks shall have two (2) approved signatures. The Secretary/Treasurer shall be vested with such other powers and duties as these By-Laws or the Board of Directors may prescribe. He is entitled to receive compensation from the Association for his services.

E. The Instructional Chairman shall direct and supervise the program of instruction for the members of the Association. He shall prepare, organize, and disseminate, in conjunction with the Secretary/Treasurer, all study and testing material relating to the rules of the game of baseball, as well as actual and hypothetical cases, and relating to the mechanics of baseball officiating. He shall prescribe, administer and grade the Study Guide Examination. The Instructional Chairman shall appoint instructors and may appoint Observers to aid him in regulation, educating and evaluating members of the Organization both in the classroom and during all tests. All appointments are subject to the approval of the Board of Directors. With

his Instructors and Observers, he shall recommend a fair and equitable system of rating the officiating performance of members of the Organization. He shall preside over all portions of Organization relating to the instruction or rating of the members of the Organization. He is entitled to receive compensation from the Association for his services. He shall be in charge of the CIF required filed clinic, and be responsible for administering it, and verifying attendance of all the members in it.

Area Assigner is an independent contractor, he shall at the Direction of the Board, do all assignment responsibilities for the Foothill-Citrus Baseball Umpires Association (FCBUA), for the term of office. He is entitled to receive compensation from the Association for his services. Responsibilities of the Area Assigner shall include but not be restricted to:

Develop and collect availability information from every paid member of FCBUA on or before the first meeting.

Make all assignments for the entire year of all CIF sanctioned baseball contests within the responsibility of FCBUA.

Disseminate to all members of the Association a master schedule that shows all games assigned within the area. This may be done in a two-part system if desired. Schedule the 1<sup>st</sup> half by start of the season, complete the schedule by Easter Break or April 1<sup>st</sup> of the current year.

Make any changes to the master schedule that is requested by a member of the school or a member of the Association.

Receive from CIF the playoff schedule and with the aid and direction of the Playoff Selection Committee, make the umpire assignment for these games. In accordance with the playoff list furnished by the Playoff Selection Committee.

## **ARTICLE V**

### **ELECTION OF OFFICERS AND DIRECTORS**

#### **Section I Nominations**

Nominations shall be made by the membership at large. Beginning with June 1, 1990, no instructor can hold an elected position in the Association, so as to involve as many members in the administration of the Association as possible. Unless by July 1<sup>st</sup> of each year there are less than eighty (80) paid members.

#### **Section II Ballots**

The President and the Secretary/Treasurer, in conjunction with the Nomination Committee shall prepare a written ballot containing in alphabetical order, the names of all qualified candidates who are nominated for the office of Vice President and the position of Director-At-Large and Secretary/Treasurer (write-in candidates are acceptable). The ballots shall be distributed to all members qualified to vote at the last regular membership meeting before the annual banquet, at which time voting shall be held by secret ballot.

#### **Section III Voting**

Each member qualified to vote shall have one (1) vote, which may only be exercised in person.

#### **Section IV Tabulation of Ballots**

The President shall select a committee of three (3) members from the current membership who will count ballots with the President to preside. The votes are to be counted at the time that the ballots are collected, and given to the Secretary/Treasurer.

#### **Section V Announcement of Results**

The results of the annual election shall thereafter be announced to the membership at the annual banquet.

#### **Section VI Maintenance of Ballots**

The ballots shall be maintained in the custody of the Secretary/Treasurer for not less than one (1) year after the annual banquet.

#### **Section VII Installation**

Installation of the regularly elected Vice President, Director-At-Large and/or Secretary/Treasurer shall be self-executing on the 1<sup>st</sup> day of July following the regular election.

### **ARTICLE VI INSTRUCTORS AND OBSERVERS**

#### **Section I Instructors**

The Instructors shall be responsible for executing educational, instructional and rating programs to increase the competency and proficiency of members to officiate amateur baseball games. The Instructors, under the direction of the Instructional Chairman, shall have the power to decide all matters relating to the interpretation of rules, the correct officiating decisions in game situations, the appropriate uniform and demeanor of game officials and the proper mechanics of baseball officiating. They shall prescribe, administer and grade all required examinations other than the study guide examination, which they and the Instructional Chairman deem necessary and appropriate for instructional purposes. The Instructors shall conduct and evaluate a field clinic for all members each year. The Instructors shall be selected by the Instructional Chairman from the current roster of certified members. Such selections shall then be affirmed by the Board of Directors. An Instructor shall serve for a period of one (1) year.

### **ARTICLE VII MEETINGS OF THE INSTRUCTORS**

## **Section I Regular Meetings**

Regular meetings of the Instructors shall be held without call or notice prior to and at the place of every regular meeting of the membership in order to plan and organize the program of instruction for members and in order to discuss any other related business.

## **Section II Joint Annual Meeting**

The Instructors and the Board of Directors shall hold three (3) annual meetings: the Playoff Selection Meeting, the Rating Meeting, and the Group Evaluation Meeting.

## **Section III Quorum**

Two Thirds (2/3) of the collective number of Instructors and members of the Board of Directors shall be necessary to constitute a quorum for the transaction of business at the Rating and Playoff Selection Meetings.

## **Section IV Voting**

Each Instructor, appointed Observer, and member of the Board of Directors, shall have one (1) vote which may only be exercised in person, except that the Instructional Chairman shall only have the right to exercise his vote in order to break a voting deadlock.

## **Section V Administration of Meeting**

The Instructional Chairman shall preside at the Rating and Playoff Selection Meetings

## **Section VI Playoff Selection Committee**

The Playoff Selection Committee will consist of the Instructional Chairman, Instructors, Board Members, Area Assigner and one (1) appointed Certified Member in good standing. The Instructional Chairman shall Chair this meeting, or appoint his assistant to take his place. The Instructional Chairman will appoint the Certified Member from the general membership and this member will act in an advisory capacity to help formulate the playoff crew make-ups and will act as the membership Representative.

# **ARTICLE VII MEETINGS OF THE BOARD OF DIRECTORS**

## **Section I Place of Meetings**

Meetings of the Board of Directors shall be held at any place which has been designated by the President and/or the Secretary/Treasurer. All Board Members must be notified of all meetings at least one (1) week prior to the meeting, unless an emergency exists and notification of one (1) week would be impossible.

## **Section II Quorum**

A majority of the members of the Board of Directors shall be necessary to constitute a quorum of the Board for the transaction of business. A vote by a quorum of only five members must be unanimous in order for that

vote to be regarded as the act of decision of the Board of Directors

**Section III Voting**

Each member of the Board of Directors shall have one (1) vote which may only be exercised in person, except that the President shall only have the right to exercise his vote in order to create or break a voting deadlock of the Board, or for the purpose of establishing a quorum.

**Section IV Administration of Meetings**

The President shall preside at all meetings of the Board of Directors, except for those portions of meetings relating to the instruction or rating of members of the Organization.

**ARTICLE IX  
MEMBERSHIP MEETINGS**

**Section I Generally**

The members of the Association shall meet prior to and during the baseball season in order to further the purpose and policy of the Association. The dates and locations of the meetings shall be determined by the Instructional Chairman who, through the Secretary/Treasurer, shall give written notice thereof to all Certified and Probationary Members not less than ten (10), nor more than ninety (90) days prior to the first membership meeting of the respective baseball season.

**Section II Voting**

Each member qualified to vote shall have one (1) vote which may only be exercised in person. Voting rights may not be exercised by proxy.

**Section III Administration of Meetings**

The President shall preside at all membership meetings, except for those portions relating to the instruction or rating of members of the Organization. He shall conduct each meeting in a businesslike and fair manner, but shall not be obligated to follow any technical, formal, or parliamentary rules or principles of procedure. The instructional Chairman shall in, like manner, preside over all portions of the meeting relating to the instruction or rating of members of the Organization.

**ARTICLE X  
AMENDMENTS**

**Section I Generally**

These By-Laws may be amended only by a two-thirds (2/3) vote of the members at any membership meeting at which a quorum is present, provided that written notice of the proposed amendment has been made available to each member qualified to vote at least two (2) meetings in advance. This provision may be waived, with the approval of the Board, if the President believes the membership has

been given adequate notice of proposed changes.

**As amended: April 11, 2011**