

California Baseball Umpires Association Policies and Procedures Manual

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Table of Contents

Section 1. Member Unit classification policy:	4
Section 2. Conflict of Interests	4
Section 3. Dress Code	5
Section 4. Grievance	7
Section 5. D & O Insurance Policy	7
Section 6. CIF Finals Playoff Policy	7
Section 7. Association records and Reports-Inspections	7
Section 8. Umpire Game Fees	8
Section 9. Unit Dues	8
Section 10. Social Media Code of Ethics	8
Section 11. Stipend Policy for Secretary/Treasurer and Instructional Chair	9
Secretary/Treasurer	9
Instructional Chair	9
Section 12. Salaries	9
Section 1. Officers, Instructors, and Assistants	9
Section 2. Executive Council Representatives	9
Section 3. Outside Services	9
Section 13. Association Records and Report - Inspections	10
Section 1. Maintenance and Inspection of Bylaws	10
Section 2. Maintenance and Inspection of Records	10
Section 3. Inspection by Unit Representatives	10
Section 14. Discipline of Units	11
Section 1. Grounds for Discipline	11
Section 2. Notification of Charges	11
Section 3. Right of Hearing	11
Section 4. Appeal	12
Section 5. Disciplinary Action – Meeting Attendance	12
Section 6. Moral Turpitude	13

Section 15. Committees	13
Section 1. Audit Committee	13
Section 2. Judicial Committee	13
Section 3. Communications Committee	14
Section 4. Bylaws Committee	14
Section 5. Media and Public Relations Committee	15
Section 6. Special Committees	15
Section 16. Miscellaneous Policies	15
Section 1. Depositories	15
Section 2. Checks, Drafts and Notes	15
Section 3. Contracts and Other Instruments	16
Section 4. Gifts	16
Section 5. Assignments	16
Section 6. Dues and Fees	16
Section 17. Code of Ethics	17
Appendix A - Uniform Example Pictures	19
Appendix B - CBUA Board & Audit/Budget Committee Financial Procedures Summary	23

Policies and Procedures CBUA

Section 1. Member Unit classification policy:

CBUA is made up of 11 Units in Southern California:

- 1) Channel Coast
- 2) Coachella Valley
- 3) Foothill-Citrus
- 4) Inland Empire
- 5) Long Beach
- 6) Mojave Desert
- 7) Orange County
- 8) San Fernando Valley
- 9) San Gabriel Valley
- 10) South Bay
- 11) Victor Valley-Barstow

Member Units in good standing are Units who have met the membership requirements of the CBUA, timely paid the dues, timely paid any fines, penalties, and assessments. Has observed and complied with the Bylaws and Policies and Procedures of the CBUA, and all other requirements established by the CBUA.

Section 2. Conflict of Interests

- 2.1) Officials who are employees of a school will not be assigned to work games involving that school.
- 2.2) Officials who coach a sport at a school will not be assigned to work games involving that school or any schools in that league.
- 2.3) Officials who coach AAU or club teams (Grades 7-12) will not be assigned to work games at county schools where the majority of the players reside.
- 2.4) Officials who are part of the booster program will not be assigned to work games involving that school.
- 2.5) Officials who played varsity sport(s) at a school within the past 5 years will not be assigned to work games for that school.
- 2.6) Officials who played a varsity sport(s) for a coach will not be assigned to work games for that school/coach.

- 2.7) Officials who have immediate family members playing baseball at a school within the past 5 years will not be assigned to work games at that school.
- 2.8) Officials who are an elected government official in a city where the school is located will not be assigned to work games at that school.

Section 3. Dress Code

The following standards must be met by umpires working National Federation of State High School Associations (NFHS) baseball games assigned by Units affiliated with California Baseball Umpires Association (CBUA).

Individual Units within the CBUA may specify more stringent standards but are NOT authorized to relax or change any standard without prior written approval. Such approval must be requested through the CBUA President and received from the CBUA Secretary. The request and approval may be made via email.

One key to being a successful umpire is to first look like an umpire. A pleasing personal appearance is invaluable to an umpire. A poorly dressed umpire suffers a loss of credibility the moment he/she walks on the field.

Your uniform should always be cleaned and pressed. The cap of the plate umpire may be either a short or medium bill cap with the cap of the base umpire having a longer bill. For a more professional appearance, it is required that umpires wear fitted, rather than adjustable, caps.

The plate umpire needs to have, and use: a ball and strike indicator, a plate brush, a protective supporter and cup, a chest protector, shin guards, and a sturdy mask in either the traditional (skull cap optional) or hockey style, preferably with an extension or throat protector.

A watch should only be on the field for game management purposes (e.g., time limits for tournament and non- varsity games), have it in your pocket; do not wear it (for obvious reasons). A cell phone is not an acceptable time keeping device for game management purposes and should never be on the field.

Jewelry should be consistent with rules for players. It should not be flashy, excessive, dangling or distracting. If you are not sure, leave it locked up in a car or dressing room.

1. Regarding shirts and jackets/coats:
 - a. If the plate umpire wears a shirt, the base umpire may wear a matching shirt or a black

jacket/coat.

- b. If the plate umpire wears a shirt and the base umpire wears a shirt, the shirts shall be the same color and style shirt, including sleeve length and piping.
 - c. If the plate umpire wears a jacket/coat, the base umpire shall wear a matching jacket/coat.
 - d. If a short sleeve shirt is worn, a long sleeve undershirt shall **not** be worn.
2. Shirts shall be either of the three (3) acceptable styles shown below in Appendix A. The CBUA patch is no longer required during the regular season, playoffs or finals. There shall be no other insignias, patches, memorials or numbers worn. Exception: American flags may be worn. If worn, they shall be worn on the upper back middle of the outer garment. The flag should be 2” by 3 1/4” which is the standard size for flags worn on umpire uniforms and be trimmed in gold or white. Not all umpires on a crew are required to wear an American flag.
 3. Multiple base umpires (e.g., 3 or 4-man crew) shall all wear the same color undershirt (white or black).
 4. Umpires are required to wear Charcoal Gray pants. Members of a crew must match color as closely as possible.
 5. A 4 or 6 stitch hat is required. A fitted or flex fit hat is acceptable. An adjustable, one-size-fits-all hat is not acceptable.
Exception: If a hockey style mask is used, a hat need not be worn.
 6. A 2-stitch hat shall not be used.
 7. The belt is required to be 1.75 inches in width. A patent leather belt is acceptable.
 8. Socks shall be black and at least calf length and shall cover all visible area under the pant leg. A longer sock is acceptable. Ankle socks are not acceptable.
 9. All umpires are required to wear Umpire shoes during the regular season and at any level of the CIF-SS playoffs. Umpire shoes are defined to be a field or plate umpire shoe that is sold by a reputable umpire supply company. Shoes worn while working the plate shall be of the safety variety with a hard toe. If you have any questions regarding a specific shoe, please email pictures to the respective Unit’s Instructional Chair.
 10. Umpire crews working CIF-SS semi-final and final games are required to wear black outer garments (shirts or jackets), hats, belts and ball bags. The piping color and style must match for the entire crew.

Uniform Examples can be seen in Appendix A.

Section 4. Grievance

A member unit charged with any violation shall have the right to be heard in person or by a written statement made by the unit in their own defense before the Judicial Committee. Such right shall be afforded prior to the imposition of any fine, penalty or other disciplinary action.

The unit may seek a personal hearing if requested by written notice to the President within fourteen (14) days of the date of notice of the charges. At the hearing, the person or entity bringing the charges shall be present and both sides may present any information or documents.

Each party may ask questions of the other party and the other party's witnesses. Legal counsel, for each party, may be present and fully participate. The hearing shall be audio recorded and all documents retained.

A written decision shall be made and sent to both parties by certified mail, return receipt requested, within thirty (30) days of the hearing date. A majority vote of the members of the Judicial Committee shall determine its decision. Appeal: Any member unit fined, placed on probation, suspended, or expelled by the Judicial Committee shall have the right of appeal by giving the President of the Council, written notice within seven (7) days of the receipt of the decision.

Section 5. D & O Insurance Policy

CBUA will maintain insurance each year for all Executive Board Members.

The President of CBUA will instruct the Secretary/Treasurer to purchase Insurance each year with Board approval.

Section 6. CIF Finals Playoff Policy

The CIF requests the top 5 Officials, from each member Unit in good standing, to represent the CIF-SS in the HS Baseball Finals. The CIF-SS will evaluate these top Officials, based on the reports and evaluations of those involved in the selection process. The CIF-SS will directly notify each Official of their assignment to a Final. CBUA is not involved in the playoff selection procedure.

Section 7. Association records and Reports- Inspections

Every unit representative shall have the absolute right at any reasonable time to inspect all books,

records, and documents of every kind of the Association. This inspection by a unit representative includes the right to copy & make extracts of documents.

Section 8. Umpire Game Fees

School Year	2-Umpire Varsity	1-Umpire Varsity	2-Umpires Frosh/JV	1-Umpire Frosh/JV	Playoffs	Finals
2025/26	\$111.00	\$167.00	\$91.00	\$99.00	\$117.00	\$122.00

Section 9. Unit Dues

Year	Amount per Member
2025	\$10.00

Section 10. Social Media Code of Ethics

1. You represent the officiating industry, your associations, your assignors and your partners. Act accordingly.
2. Promote officiating in a positive light and with a general feeling of pride and professionalism. You are an ambassador for officiating.
3. You have a unique access to information. The same ethical restrictions that apply to any form of public speech also apply to social media. It is inappropriate to communicate specifics about your assignments, other officials, conferences/schools, coaches, players or any related personnel.
4. Do not engage in specific play and or ruling evaluation/commentary, whether it be of a game you worked, one that you witnessed or in general about the impact of officials in any sporting event.
5. Communications among officials for learning purposes should be done privately and not using social media. Be mindful that email and other forms of direct communication can be made public.
6. Be very sparing in the sharing of your personal information, including photos. Adjust security settings accordingly. Report fake profiles or posts to the appropriate authorities/governing

bodies in a timely fashion.

7. Follow specific conference, school and/or governing body social media policies.

Section 11. Stipend Policy for Secretary/Treasurer and Instructional Chair

Secretary/Treasurer

Year	Amount per Fiscal Year
2025	\$2,400.00

Instructional Chair

Year	Amount per Fiscal Year
2025	\$2,100.00

Section 12. Salaries

Section 1. Officers, Instructors, and Assistants

The Secretary-Treasurer and the Instructional Chair shall receive remuneration for his/her services. Any assistants to the Secretary-Treasurer and the Instructional Chair, from time to time, with approval of the Executive Board, may receive remuneration for their services. The amounts of these remunerations and who shall receive them shall be determined by the Executive Board at the Spring meeting each year. A majority vote of the Executive Board shall determine receipt and in what amount.

Section 2. Executive Council Representatives

Unit representatives to the Executive Council shall not receive any remuneration for their service

Section 3. Outside Services

Additional reimbursement may be arranged for other services such as mileage for attending meetings and other matters as may be determined by the Executive Board.

Section 13. Association Records and Report - Inspections

Section 1. *Maintenance and Inspection of Bylaws*

The Association shall keep at the residence of the Secretary-Treasurer the original or a copy of the Bylaws as amended to date, which shall be open to inspection by the Executive Council representatives. The Association's Secretary-Treasurer shall provide to each member units Secretary-Treasurer an updated version of these Bylaws and a copy to any new member units Secretary-Treasurer. The Chairman of the Bylaws Committee shall also have a copy as well as the Association's website.

Section 2. *Maintenance and Inspection of Records*

The record and minutes of proceedings of the Association, the Executive Board, the Executive Council and any committees of the Association shall be kept at such place or places designated by the Executive Council. The minutes shall be kept in written form. The minutes and records shall be open to inspection upon the written demand of any member of any member unit at any reasonable time. The minutes and records shall be open to inspection upon written demand of any member of any unit at any reasonable time. Upon leaving office, the incumbent Secretary- Treasurer shall see that all of these minutes and records are passed to the incoming Secretary- Treasurer.

Section 3. *Inspection by Unit Representatives*

Every unit representative shall have the absolute right at any reasonable time to inspect all books, records, and documents of every kind of the Association. This inspection by a unit representative includes the right to copy and make extracts of documents.

Section 14. Discipline of Units

Section 1. *Grounds for Discipline*

For failure to comply with these Bylaws, and the established authority or regulations of this Association, or for delinquency in payment of authorized dues, fines, penalties or assessments, or for any other conduct conclusively established to the contrary to the best interests of the Association, a member unit may be fined, placed on probation or suspended for not more than one year, or may be expelled. The Judicial Committee shall review the charges brought against any Member Unit.

The President may suspend any member unit, pending investigation, with approval of the Executive Board.

Section 2. *Notification of Charges*

A charged unit, as agreed upon by majority vote of the Judicial Committee, shall receive written notice, from the Judicial Committee, by certified mail, return receipt requested, of the charges against the unit. This notice shall indicate the alleged violation with the specific reference to the provision, rule, or regulation it has allegedly violated. All information relative to the conduct of the unit shall be included at this time. The unit shall also be provided with information and referred to sub-section 3 of this section with respect to their procedural rights.

Section 3. *Right of Hearing*

A member unit charged with any violation shall have the right to be heard in person or by a written statement made by the unit in their own defense before the Judicial Committee (as defined in this Policy and Procedure manual). Such right shall be afforded prior to the imposition of any fine, penalty or other disciplinary action.

The unit may seek a personal hearing if requested by written notice to the President within fourteen (14) business days of the date of notice of the charges. At the hearing, the person or entity bringing the charges shall be present and both sides may present any information or documents.

Each party may ask questions of the other party and the other party's witnesses. Legal counsel may be present and fully participate if the Association is notified at least thirty (30) business days prior to the date of the hearing so it can have its legal counsel present. The hearing shall be audio recorded and all documents retained.

A written decision shall be made and sent to both parties by certified mail, return receipt requested, within thirty (30) days of the hearing date. A majority vote of the members of the Judicial Committee shall determine its decision and inform the executive council of its decision.

Section 4. *Appeal*

Any member unit fined, placed on probation, suspended, or expelled by the Judicial Committee shall have the right of appeal by giving the President of the Council, written notice within seven (7) days of the receipt of the decision.

A quorum of the Executive Council, at a duly called special meeting or at one of the regular meetings, shall decide on appeal on the record and on its review of any further written arguments to be submitted by both parties and received by the President no later than forty-five (45) days before the date of the oral argument. Legal counsel may participate.

A written decision shall then be made by a majority vote of the quorum of the Executive Council hearing the appeal and sent by certified mail, return receipt requested, within thirty (30) days of the date on which oral argument was heard.

Section 5. *Disciplinary Action – Meeting Attendance*

Units failing to attend the biannual meeting shall be placed upon probation for one year (one year is defined as a period which covers two biannual meetings) and notified as described in this Policy and Procedure Manual. The matter shall be referred to the Judicial Committee for review to determine whether any additional action or if an assessment of fines is necessary. Fines imposed because of a unit's attendance record, if any, shall not exceed \$2.00 for each member kit distributed to that unit or membership dues paid to the Association.

Units failing to attend a biannual meeting while on probation shall be subject to immediate review by the Judicial Committee to determine whether the unit should be fined, suspended, or expelled. If the committee recommends suspension or expulsion, because of the unit's attendance record, then the decision will automatically be appealed to the next regular meeting of the Executive Council. The appeal shall be decided as described in this Policy and Procedure Manual.

A unit will be fined a minimum of \$1000.00 for failing to conduct the on-field clinic as required in Article III Section 3.7 of the Bylaws. For twice failing to conduct this clinic, a member unit may be expelled from the Membership.

A member's unit's disciplinary action that violates these Bylaws or the Association's prescribed policies and procedures may lose the right and opportunity to officiate CIF Southern Section playoff games, up to and including Section semi-finals and finals contests.

Section 6. *Moral Turpitude*

If any unit representative or officer of this Association is found guilty of a crime involving moral turpitude or any other criminal act that reflects unfavorably upon this Association, the Association may take disciplinary action against said party.

Section 15. Committees

Section 1. *Audit Committee*

The President shall appoint unit representatives to serve as the Audit Committee. They shall meet with the Secretary-Treasurer of the Association at the end of the fiscal year to review the closing financial statement of the Association as compiled by the Secretary-Treasurer.

This committee, by its signature confirming review, shall make a recommendation to the Executive Council at the first meeting to accept or reject the closing financial statement of the Association. Committee members shall serve a one-year term and may be appointed for successive terms.

Section 2. *Judicial Committee*

The President shall appoint three (3) member unit officers to serve as the Judicial Committee. These appointments shall be made at the start of the current season as at the first meeting. This committee shall hear and decide all charges brought against any member unit. The committee shall choose its own chairperson. The Association's Secretary shall record the proceedings but shall not be involved in the hearing. Committee members shall serve a one-year term and may be appointed continuously.

The Judicial Committee shall also serve as the Association's Ethics and Grievance Committee and may hear from time to time any possible breach in ethics by a member unit in the Association, member units' officers, the Association and its officers by any member unit or member of any unit in good standing.

This Committee shall also hear any grievances against a member unit in the Association, member unit's officers, the Association and its officers by any member unit or member of any unit in good standing.

The President shall not appoint any member unit which is involved in a hearing. The Secretary-Treasurer shall be replaced if his unit is involved in the hearing.

Section 3. *Communications Committee*

This committee shall serve as a liaison between the CIF offices and the Executive Council, acting as the on and off-season link to information relevant to pending negotiations or matters under discussion between the CIF and the Executive Council. The committee shall also act as a forwarding agent for the member units for relaying information on local or Council level subjects that the unit desires to communicate with the CIF. This committee does not replace each member unit's right to communicate on their own with the CIF or any other agency.

The President shall appoint members in good standing from separate units to serve on this committee. Geographical representation shall be given consideration when choosing members for this committee. Members may or may not be Executive Council Unit Representatives and may serve continuously.

Section 4. *Bylaws Committee*

This committee shall serve in an advisory capacity to the Executive Council for the purpose of analyzing and/or reviewing any and all proposed amendments or proposed new Articles and Sections to these Bylaws., In addition, if requested by the President, the Executive Council, or a member unit; the Committee shall, for conformity to these Corporate Bylaws, review any and all bylaws, rules, and regulations of any member unit.

In the case of proposed amendments or new Articles and Sections to be added to these Bylaws, the Committee shall present to the Executive Council all such proposed amendments or new Articles and Sections with or without recommendation.

In the case of review for conformity of a Member Unit's Constitution and Bylaws, or regulations, the Committee shall present their opinion after such a review to the President of the Association in writing. A copy of the finding shall be sent to the member unit. Should there be a conflict in conformance with the Corporate Bylaws; the President shall cause each member unit to be so notified of the potential conflict. If not resolved by the member unit regarding the findings of the Bylaws Committee, the matter shall be set for discussion by the Executive Council at the next regularly scheduled meeting, or if deemed necessary, a special meeting may be called. Article IV, Section 2 of the Bylaws may be invoked if necessary.

The chairman of this committee shall be appointed by the President and shall be selected from any member unit. Together with the recommendations from the Chairperson, the President shall then appoint other members to this committee. Committee members shall be members in good standing and shall serve a one-year term. They may be appointed for successive terms.

Section 5. *Media and Public Relations Committee*

This committee shall serve the Association and the member units in dealing with the media and shall help recruit officials by using the various media at their disposal. This committee shall also help serve as a focal point for those that are interested in officiating baseball and direct them to the appropriate member unit.

The President or an official designate shall be the official spokesperson for the Association. The Instructional Chairman, or official designate, may also serve as an official spokesperson on questions and comments concerning rules and mechanics and on-field situations that may from time to time need to be addressed.

The chairperson of this committee shall be appointed by the President and shall be selected from any member unit. Together with the recommendations from the Chairman, the President shall then appoint other members to this committee. Committee members shall be members in good standing and shall serve a one-year term. They may be appointed for successive terms.

Section 6. *Special Committees*

The President shall appoint such committees, sub-committees, or task forces as are necessary and which are not in conflict with other provisions of the Bylaws.

Section 16. Miscellaneous Policies

Section 1. *Depositories*

The Executive Board shall appoint banks, trust companies, credit unions or other depositories in which shall be deposited from time to time the money or securities of the Association.

Section 2. *Checks, Drafts and Notes*

All checks, drafts, or other orders for payment of money, and all notes or other evidence of indebtedness issued in the name of the Association shall be signed by such officer or officers or agent as shall from time to time be designated by resolution of the Executive Board.

Section 3. *Contracts and Other Instruments*

Except for otherwise provided in the Bylaws, the Executive Board may authorize any officer, agent, or agents to enter into any contract or execute and deliver any instrument in the name and on behalf of the Association and such authority may be general or confined to specific instances.

Section 4. *Gifts*

The Executive Council and Executive Board may accept on behalf of the Association any contribution, gift, bequest or device for the general purposes or for any special purpose of the Association.

Section 5. *Assignments*

Member units of this Association that do contract with Commissioners employed by one or more of the Sections in the California Interscholastic Federation (CIF) for high school assignments, that assignment commissioner is solely responsible for developing the procedure to which he or she uses to assign umpires to games.

This Association, the unit representatives and officers are not responsible for the procedure adopted by these assignors or the individual selection to each game. The member units will provide to the assignor the names of those officials who are eligible to officiate high school baseball contests as defined in that units Constitution and/or Bylaws, or Rules and Regulations regarding eligibility. It is the sole responsibility of the CIF assigner for game placement.

Units using assignment coordinators who are not employed by the CIF, but in fact are compensated from that unit or its individual members, shall be responsible for the procedures to be used by such assignors. This Association, the unit representatives and officers are not responsible for the procedures adopted by the units for use by these assignors included, but not limited to, game selection.

NCAA, NAIA, Community College and/or any other type of league assignments are likewise, not the responsibility of this Association, its officers or unit representatives.

Section 6. *Dues and Fees*

The dues for membership in the Association shall be established by the Secretary-Treasurer and shall be approved by the Executive Board at the first meeting of the year.

No member unit shall assess a fee to a non-unit member in order to accept out of unit assignments.

Section 17. Code of Ethics

Member units shall, always adhere to high standards by conducting themselves in a manner which will bring credit to the Association and avoid any action which would discredit the Association.

Appendix A - Uniform Example Pictures





RQUIRED



ACCEPTABLE

Shirts with the black and gray panel are the only shirts to be worn for regular season and CIF playoffs, quarter-finals, semi-finals and finals.



ACCEPTABLE



ACCEPTABLE

Shirts with the black and white pipe are the only acceptable during regular season and round 1 and round 2 playoff games.

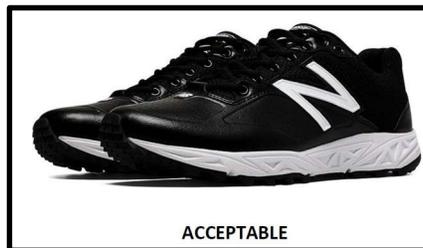
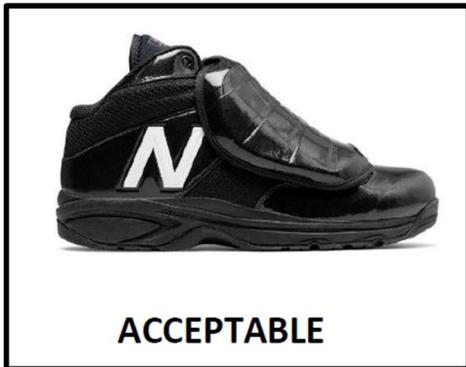


ACCEPTABLE



ACCEPTABLE

Shirts with the blue or black placket are the only acceptable during regular season and round 1 and round 2 playoff games.



Appendix B - CBUA Board & Audit/Budget Committee Financial Procedures Summary

CBUA FINANCIAL POLICIES & PROCEDURES

Based on the Committee's current and past audit findings, the following financial policies and procedures are necessary to protect the Association's assets and to provide adequate visibility/transparency of its finances and spending. The CBUA Board approved and implemented all of the policies below, as previously recommended by the Committee beginning January 1, 2021 and updated in 2022 & 2023.

1) BANK ACCOUNT -

- The CBUA checking account must have a minimum of 2 authorized signers
 - Unless there are extenuating circumstances, the signers shall be the Secretary/Treasurer ("S/T") and the President.
- Check signers shall NOT be permitted to write checks payable to themselves.
 - Any reimbursement checks written to the S/T must be signed by the President and vice versa. Backup documents (receipts, invoices, etc.) for such reimbursements must be approved by the President or a member of the Audit Committee before such reimb payments are approved.
- Cash expenditures shall be eliminated.
 - For purposes of thorough and complete record keeping, all Association transactions shall be paid directly from the Association checking account whenever possible. Reimbursements to Association board or officers are permissible where necessary and appropriate, but are discouraged where a direct payment option is available. The preferred direct payments options are via Association check or EFT whenever possible. Transactions where such direct payment options are not practical should be made either by:
 - CBUA debit card (for mandatory expenditures) or
 - Officer's Personal credit card (for discretionary expenditures).
 - *See detail on "Expense Reports" and reimbursement below.*
- Checks must be written in order and distributed promptly upon being written.
- Each season's expenses, including officer stipends, should be cleared out and paid prior to June 30. That allows all expenses to be properly matched to the correct Fiscal Year.
- The S/T shall maintain a Check Register report accounting for all checks written or voided, in check number and/or date order. The Report shall track the date written, payee, expenditure purpose and expense category. The Committee further recommends that the check register should make note of Check Numbers written, but not cashed prior to year end.

- Voided checks shall be defaced and filed in the annual document Notebook.
- Association expenses in excess of **\$500** are to be approved by the Board in advance, unless such expenditure was specifically provided for in the Association's current year approved operating Budget.
- Officer stipend payments should be documented via memo or email and approved by the Association President. S/T and Instructional Chairman stipends may be paid semi-annually (December & May preferred); others may be paid in total prior to the end of the fiscal year.

2) NON-CHECK TRANSACTIONS -

The Debit Card procedures shall be utilized for mandatory transactions where writing a Check or sending an EFT is impossible or impractical (*EFT transactions are acceptable to negate the security risk of posting checks through the USPS mail*):

- Debit Card transactions -
 - Use the Assoc's bank account Debit card for "mandatory" transactions. Mandatory expenditures are those that have been specifically approved by the Board or deemed necessary to the operation of the Association.
 - Examples of "mandatory" expenditures:
 - Purchasing the Association's insurance or instructional materials on-line where writing a check would be impractical
- Expense Reports/Personal Credit card transactions are appropriate for "discretionary" transactions -
 - An Association Officer who is authorized to spend on "discretionary" items shall use his own personal Credit Card for such transactions and submit a request for reimbursement to the President using an Expense Report form.
 - Expense Reports, along with itemized receipts should be submitted within 30 days of expenditure for reimbursement approval.
 - Discretionary expenses in excess of \$100 should be approved in advance of expenditure.
 - Examples of "discretionary" expenditures:
 - Entertainment or Travel expenses (meals, hotels, gas, gift cards, etc)

3) RECORD KEEPING -

- The S/T shall maintain an **annual File** storing all CBUA financial records for each Fiscal Year. The File or notebook shall include the following:
 - Primary Worksheets / yearly reports -
 - **Check Register** report (see detail above)

- **Revenue reports:** Dues collected & Materials sold detail breaking down payments collected from each Member Unit.
- Supplemental detail –
 - **Bank Statements;** or annual summary of all bank account transactions for the fiscal year
 - **Receipts, Invoices & Backup documents** substantiating all payments that cleared the bank during the period
 - Originals of **Voided Checks**, if any
 - Copies of **Cancelled Check** for all cleared transactions
 - **Deposit summary**
- The S/T shall deliver the complete annual File to the Audit/Budget committee no later than 30 days from the end of the Fiscal year or **July 31st of each year.**

4) FINANCIAL REPORTING -

- **REPORTING to the BOARD –**

The S/T shall provide an interim Check Register report along with bank statements and cancelled checks to the Executive Board and the Audit Committee Chairman (if not a Board member) at each meeting Board meeting and at least Quarterly via email: Such reports are due no later than **Sept 30th, Dec 31st, March 31st, and June 30th** of each year.

- If any material variances to the approved Budget materialize throughout the year, that should be reported as soon as possible.

- **REPORTING to the EXECUTIVE COUNCIL/MEMBERSHIP –**

The Sec/Treas shall generate an annual Financial Report package at the end of each Fiscal Year:

- The Financial package shall be delivered to the Executive Council (the S/T & the President of each Member Unit, at minimum) prior to the Winter E.C. annual meeting.
- The “Financial package” includes the key financial reports covering the Fiscal year ended the prior June 30th and the approved Budget for the current Fiscal year.

Minimum contents for the Financial package shall include:

- Secretary/Treasurer’s year-end report, summarizing the Association’s previous year Revenue, Expenses, and Variances to the approved Budget.
- Previous fiscal year’s final (audited) Financial Statements,
- Current year Budget Report and cash reserve forecast, and

- Member Dues invoiced for the current year, and status of Dues paid/unpaid by each Member Unit for the current year.