

Capital District Senior Softball League

CONSTITUTION

and

BY-LAWS

CONSTITUTION

ARTICLE I: NAME and PURPOSE

SECTION 1:

The name of the organization shall be the CAPITAL DISTRICT SENIOR SOFTBALL LEAGUE , hereinafter referred to as the League.

SECTION 2:

The purpose of the League shall be to promote the physical and recreational welfare of its members by providing competitive softball games:

- played with special rules that are aimed at the avoidance of injury
- played with the full participation of all members present at the games
- played with the spirit of friendliness and good sportsmanship.

ARTICLE II: MEMBERSHIP

SECTION 1: Those eligible:

- any person who was a member of the League during the previous season
- any person who attains at least fifty-five (55) years of age during the calendar year and who has been selected by one of the teams subsequent to Spring tryouts. Those not selected have the option of going on a reserve list

SECTION 2:

Each candidate shall complete an application form and an injury waiver form prior to Spring tryouts and shall transmit the forms to the Secretary. For any candidate with a health challenge, a disclosure form shall be completed and transmitted to the Secretary, thereby informing the League of the candidate's health situation.

SECTION 3: The annual membership fee shall be established by the Board of Directors and must be paid in full by each applicant by check or money order (payable to CDSSL) and transmitted to the Treasurer not later than the first league game of the season. Failure to comply will result in the rejection of the application

ARTICLE III: OFFICERS and BOARD of DIRECTORS

SECTION 1: The officers of the League shall consist of a President, Vice-President, Secretary, and Treasurer. Each officer shall serve a two (2) year term. All elections shall be by secret ballot and shall be held during the playing season.

SECTION 2: The Board of Directors shall consist of the League officers and each team manager or a player representative from each team. For voting purposes, only one (1) vote per team is permitted. The President will vote only to break a tie vote.

SECTION 3 Division Representatives, Team Managers, and Player Representatives.

Division Representatives, selected by each individual Divisions existing managers. Responsible for coordinating each Division's activities.

Team Managers, approved by each Division's existing managers. Responsible for managing team to which they are assigned.

Player Representatives, selected by each Division's team managers to assist with team & Board operations.

In any situation where any of these individuals become difficult to deal with, and there is a consensus among the managers, that individual can be relieved of their position.

SECTION 4: Newly elected officers shall assume their duties after installation at the annual banquet (usually held within six[6] weeks after conclusion of the playoffs).

SECTION 5: Past Presidents of the League will be honorary members of the Board of Directors unless they are serving as their team's player representatives. As honorary members they will serve in an advisory capacity and will not participate in the voting.

ARTICLE IV: MEETINGS

SECTION 1: Meetings of the Board of Directors shall be held each year during February, May, August, and November (after installation of new officers).

SECTION 2: The President may call a special meeting of the Board of Directors at any time, providing at least forty-eight (48) hours notice has been given to each member of the Board.

SECTION 3: The President is required to call a special meeting of the Board of Directors upon the petition of a majority of the Board. The forty-eight (48) hours notice proviso applies.

SECTION 4: If a team manager and the player representative cannot attend a Board meeting another team member selected by the manager may cast the team votes at the Board meeting.

ARTICLE V: BY-LAWS

SECTION 1: By-Laws for governing the League shall be made by a majority vote of the Board of Directors.

SECTION 2: By-Laws shall not be suspended except by a two-thirds (2/3) vote of the Board of Directors.

ARTICLE VI: AMENDMENTS

SECTION 1: An amendment to the Constitution or the By-Laws shall be proposed by a majority vote of the Board of Directors.

SECTION 2: After an amendment has been duly proposed, the President shall provide for a secret ballot vote by the Board of Directors within thirty (30) days following the date of receipt of the proposal. The proposed amendment shall be published and in the hands of the Board Members ten (10) days in advance of balloting.

SECTION 3: A two-thirds (2/3) vote of the Board shall be required for the adoption of an amendment to the Constitution. A majority vote shall be required for the adoption of an amendment to the By-Laws.

BY-LAWS

ARTICLE I: DUTIES OF OFFICERS

SECTION 1: PRESIDENT

- presides at all the meetings
- appoints all committee members, and notifies each of their appointment
- serves as an ex-officio member of all committees
- casts the deciding vote in case of a tie at a Board of Directors meeting.

SECTION 2: VICE-PRESIDENT

- assists the President in conducting all meetings and related activities
- conducts meetings in the absence of the President
- in the absence of the President, is invested with all the prerogatives of that office.

SECTION 3: SECRETARY

- keeps accurate minutes of all meetings
- provides a copy of meeting minutes to each team manager, player representative, division representative, and to the Web Site representative for publication within thirty (30) days after each meeting
- submits meeting minutes for approval at each succeeding meeting
- notifies members of their elections, suspensions, or expulsions
- maintains the correspondence of the League.

SECTION 4: TREASURER

- receives annual fees from all members, and league sponsors
- maintains an accurate list of those members who have paid fees
- provides to each team manager a list of fee-delinquent players at least one (1) week before the first league game of the season
- provides custody of all money belonging to the League
- deposits funds in any local bank agreed to by the Board of Directors
- disburses funds only by check
- maintains accurate accounts of all receipts and disbursements

- submits the League financial condition for approval and entry in the minutes of each Board of Directors meeting.

SECTION 5: BOARD OF DIRECTORS

- provides general supervision of the affairs of the League
- votes on the recommendations of all committees with a majority required for approval.

ARTICLE II: DUTIES OF COMMITTEES

SECTION 1: PLAYER PERSONNEL

- consists of three (3) members, one from each Division
- conducts the annual Spring tryouts of new players
- provides a list of new players and their playing positions to each team manager prior to or at the first Spring tryout
- makes recommendations to the Board of Directors concerning team/player reassignments, methods to improve weaker teams, etc.
- maintains an alphabetical listing of all players with addresses, phone numbers, and team assignments for distribution to team managers
- maintains a listing of teams with players assigned
- maintains the player waiting list by date of application.

SECTION 2: AUDIT

- consists of three (3) members, one from each Division
- examines the accounts of the Treasurer after the annual banquet and before the February Board of Directors meeting
- submits a report for approval and entry in the minutes of the February Board of Directors meeting.

SECTION 3: PUBLICITY

- consists of three (3) members, one from each Division
- advertises in the local media for new players prior to Spring tryouts
- promotes the League through media opportunities
- makes recommendations to the Board of Directors concerning other methods of promoting the League.

SECTION 4: ELECTION

- consists of three (3) members, one from each Division
- selects at least two (2) experienced (more than one [1] year as a League member) candidates for each office, if 2 or more are available
- recommends date of election during the playing season
- provides the secret ballots for voting to all members
- tabulates the returned ballots
- notifies the Secretary of the election results for subsequent notification of those candidates who were elected.

SECTION 5: RULES AND UMPIRES

- consists of three (3) members, one from each Division
- recommends revisions or additions to the playing rules of the League
- provides copies of the playing rules to each manager and to the Web Site representative
- recommends methods of providing umpires for balls & strikes and the bases
- serves as the ultimate reference for all playing rules controversies and disagreements.

SECTION 6: SCHEDULE

- consists of three (3) members, one from each Division
- develops annual game schedules, providing for equitable team assignments to playing fields and game starting times
- provides copies of the game schedule to all members and to the Web Site representative.

SECTION 7: EQUIPMENT

- consists of three (3) members, one from each Division
- recommends uniform and softball equipment purchases
- assures that all teams have the same type and quantity of equipment
- Obtains Board approval for any individual acquisition over \$1,000
- obtains store receipts for all purchases to expedite payment by the Treasurer.

SECTION 8: GROUNDS

- consists of three (3) members, one from each Division
- acts as liaison between the League and the town agency responsible for game-playing venues
- recommends improvements to or relocation of playing venues.

SECTION 9: SPONSOR

- consists of three (3) members, one from each Division
- contacts potential team sponsors to determine their willingness to make financial commitments
- maintains communications with existing sponsors to provide continuity
- appraises the Board of Directors of sponsor developments
- recommends invitations of sponsors to League functions.

SECTION 10: SOCIAL

- consists of three (3) members, one from each Division
- provides general responsibility for the League's annual banquet
- obtains price quotes from potential venues for the annual banquet
- obtains restaurant/store receipts for all banquet expenses to expedite payment by the Treasurer
- recommends appropriate action on occasions of League members illnesses, bereavements, etc.

SECTION 11: CONSTITUTION

- consists of three (3) members, one from each Division
- recommends revisions or additions to the Constitution and By-Laws.

SECTION 12: HALL OF FAME

. Consists of seven (7) members – League President (1), each Division Representative (3), and three (3) former H.O.F. members, (one from each Division, selected by the President). If a H.O.F. member is not available to serve, the Division Representative shall recommend a replacement. -- (See Attached)

SECTION 13: COMMITTEE MEMBERSHIP

- The members of the Committees shall be appointed by the President subsequent to installation

ARTICLE III: QUORUM

- One-half (1/2) of the Board of Directors shall constitute a quorum for a Board of Directors Meeting

ARTICLE IV: OFFICER REMOVAL AND VACANCY

SECTION 1: Any officer may be removed from office for cause by a two-thirds (2/3) vote of the Board of Directors. The officer in question shall not be allowed to vote.

SECTION 2: Any vacancy of an office shall be filled by the Board of Directors for the balance of the term. A majority vote is required.

ARTICLE V: CONDUCT OF BOARD OF DIRECTORS MEETING

SECTION 1: For all Board of Directors meetings the general rules of parliamentary procedure shall apply. For example, the practices of speaking only when recognized by the Chair, the making of motions, the seconding of motions, etc., shall be applied.

SECTION 2: The following order of business shall be practiced at all Board of Directors meetings:

- Attendance
- Approval of minutes of previous meeting
- Reports of Committees
- Report of the Treasurer
- Communications
- Deferred business
- New business
- Adjournment

ARTICLE VI: SPONSOR FEE

SECTION 1: The annual sponsor fee shall be established by a majority vote of the Board of Directors.

SECTION 2: PAYMENT

- The annual sponsor fee must be paid in full by check or money order (payable to CDSSL) and transmitted to the Treasurer before the first league game of the season.

ARTICLE VII: PLAYER RESIGNATION AND RETURN

SECTION 1: PLAYER RESIGNATION

If a player desires to leave a, for any reason, the player may do so by notifying the player's manager in writing of the intention to leave and whether or not the player intends to return to the League the following season. The departing player must return any equipment in the player's possession within one (1) week after receipt of the resignation.

SECTION 2: RETURN OF A FORMER LEAGUE PLAYER

If a former League player desires to return, the earliest date for return is the following season. Any former player, whether absent from the previous season or for several seasons, upon return, becomes one of the candidates for selection by a team after Spring tryouts, or, if not selected, is added to the waiting list.

ARTICLE VIII: PROTEST PROCEDURE

- Subsequent to a protest being made during a scheduled game, the manager of the team making the protest, or his authorized representative, must notify the league President within two (2) business days from the date of the protested game. *This may be a verbal notification.*
- Any verbal notification must be followed by a *written notification* to the President within five (5) business days from the date of the protested game stating the reason(s) for the protest and requesting a hearing before an *ad hoc Protest Committee*.
- A three (3) man *ad hoc Protest Committee* consisting of the President, a team manager, and a player representative will be established by the Board

of Directors to hear and decide the protest. None of the committee members shall have a present or contemplated interest in the protest. If the President has a conflict of interest, the Board of Directors shall appoint a substitute.

- The Protest Committee will review the protest and act upon it in the following manner:
 - (a) Both managers of the teams involved with the protest, or their authorized representatives, will meet with the Protest Committee and explain their version of the protest.
 - (b) Within three (3) business days of the hearing, or until such time that all necessary information has been made available, the Protest Committee will render a decision.
- The managers of both teams will be notified in writing of the Protest Committee's decision.

ARTICLE IX: DISCIPLINARY PROCEDURE (See Attached)