

HENDERSON COUNTY SENIOR SOFTBALL LEAGUE BYLAWS
(Revised April 2024)

ARTICLE I: NAME

The name of this organization shall be the Henderson County Senior Softball League (HCSSL), hereafter referred to as the "League."

ARTICLE II: PURPOSE

The League is established to promote senior slow-pitch softball in the Henderson County, North Carolina region through healthy competition and camaraderie in a safe and friendly environment.

ARTICLE III: MEMBERSHIP and FEES

(a) Membership shall be open to any male at least fifty (50), and any female at least thirty-five (35), by the 31st of December of the current year. There are no residency requirements.

(b) Each player shall complete the League's Registration Form. Additionally, each player shall sign the Liability Waiver and the League's Code of Ethics document. A player's noncompliance with the League's Code of Ethics will result in sanctions as outlined in the document itself.

(c) The League functions by calendar year (1 January - 31 December). The Executive Board shall establish the annual registration fee. The fee shall be payable by a board-stipulated date. Unless waived by the League's President, a fee shall not be returned.

The fee for a new member joining after the 1st of September shall be reduced by 50% -- this fee will not include a shirt or hat.

Any player who has paid three years of dues, and turns 80 years old during the calendar year, will not be required to pay dues going forward.

(d) Prospective members may play without charge for two weeks. After the trial period, dues are payable and the registration form, liability waiver, and Code of Ethics document must be signed.

ARTICLE IV: EXECUTIVE BOARD

Section 1: The governing and management of the League, except as otherwise provided in these Bylaws, shall be vested in and controlled by the Executive Board. The Board's powers include: (1) scheduling, assigning responsibilities, and establishing rules of play, (2) raising funds for the direct benefit of League activities, and (3) performing all other necessary League functions.

Section 2: Members, Term of Office, Elections, and Vacancy

(a) Normally, members of the Executive Board are the League's Officers. In rank order, they are: President, Vice President of Division 1, Vice President of Division 2, Treasurer, and Secretary. The term of each officer is one year.

In the event a League Officer has no desire to also serve on the Executive Board, the balance of the Executive Board shall identify a replacement.

(b) Each League Officer is a volunteer elected by a majority vote of the members present at the League's end-of-year meeting. The date of the meeting/election will be announced at least one month in advance in order to give every member sufficient opportunity to seek an office or to vote in the election. Normally, the meeting/election will be held by the end of October each year. The newly elected officer's term begins on the 1st of January of each year. Officers may be re-elected to consecutive terms.

(c) Whenever a vacancy of an office exists, the balance of the Executive Board shall make an interim appointment to serve through the remaining portion of the calendar year.

Section 3: Duties of the Executive Board

- (a) Serve as the official governing and management body of the League.
- (b) Enforce the League's Bylaws.
- (c) When necessary, amend the Bylaws in accordance with the procedures contained therein.
- (d) Establish annual League fee and due date.
- (e) Review and approve the League's annual budget as submitted by the Treasurer.

- (f) Arrange and schedule League play and assure compliance with League's established playing rules and regulations.
- (g) Establish a bank account(s) to accomplish League financial activities.
- (h) If it is deemed appropriate, appoint a financial-audit committee.
- (i) Appoint Team Managers prior to the start of the season. If a team does not have an appointed team manager, then the players of that team will select a manager from their team roster.

Section 4: Duties of the President

- (a) Serve as the official representative of the League.
- (b) Coordinate with Henderson County Jackson Park officials, including negotiating and paying field expenses.
- (c) Maintain contact information for all other team leaders.
- (d) Schedule, attend, and preside at all regular and special League meetings.
- (e) On behalf of the League, sign all official League documents.
- (d) Assist the League's Sponsorship and Public Relations Coordinator to secure sponsors.
- (e) Serve as the primary communicator to the League, including announcements, schedule, and weekly play.
- (f) Develop special-games schedule.

Section 5: Duties of the Division 1 and Division 2 Vice Presidents

The League's Vice Presidents administer the batting practice and play of their respective Division. Players with the most skill will normally be delegated to Division 1, while the less skilled players to Division 2. Duties include:

- (a) Provide input and assistance to the President -- forward noteworthy suggestions affecting the League's organization or rules of play.
- (b) If necessary, make any pregame announcements.
- (c) Based on player availability, determine the day's game format and establish the teams.
- (d) During games, maintain an atmosphere of good sportsmanship, fellowship, and tolerance for a poor level of play -- deal with rules or ethics violations -- resolve player complaints.
- (e) Perform other duties incidental to the office or as assigned by the Executive Board.

(f) In the absence, incapacitation, or at the direction of the President, the Vice President of Division 1 will preside over the League with full authority and responsibility.

Section 6: Duties of the Treasurer

- (a) Manage the financial account(s) of the League.
- (b) Collect all fees and disburse funds as approved by the President.
- (c) Maintain income, disbursement records, and receipts for all League financial transactions.
- (d) Submit a financial report to the Executive Board at each regular League meeting and a final annual report at season end.
- (e) Recommend an annual budget to the Executive Board.
- (f) If requested, cooperate fully in an audit of account(s) by a committee appointed by the Executive Board.
- (f) If approved by the Executive Board, procure and distribute uniform items.
- (g) Perform other duties incidental to the office or as assigned by the Executive Board.

Section 7: Duties of the Secretary

- (a) Record proceedings of the Executive Board and all other League meeting.
- (b) Serve as the custodian for all official League records, minutes, and printed materials.
- (c) Collect and maintain player registration forms.
- (d) Maintain a player data base -- as a minimum, data shall include email address and phone number.
- (e) Either write, or coordinate with another volunteer, to provide summaries of competitive games to the League's members.
- (f) As necessary, assist the President with other record-keeping duties.
- (g) Perform other duties incidental to the office or as assigned by the Executive Board.

ARTICLE V: DUTIES OF OTHER VOLUNTEER POSITIONS

For the League to function efficiently, volunteers are necessary to fill other positions. Players wishing to volunteer for a position should contact the League President.

If necessary, a member holding one of the below positions may be removed for good cause, as determined by a 3/5 affirmative votes of the Executive Board. If desired, the member shall be provided an opportunity to defend himself/herself. Said removal shall then be considered a vacancy of position.

Section 1: Equipment Manager

Recruit and coordinate volunteers to deliver game and first-aid (kit and AED device) equipment to the practice field(s) and return same. Serves as the liaison between the League and the field ground crew.

Section 2: Team Managers

A goal of the League is to field a minimum of two travel teams (playing teams outside of Henderson County). Additionally, the League may also field "tournament teams." In both cases, Team Managers are appointed by the League President. Duties include:

- (a) Select players and an Assistant Team Manager.
- (b) With the President, develop a game schedule -- maintain a dialog with other team managers.
- (b) Post a lineup and position to be played by each player -- strive to ensure each player has a reasonable amount of playing time.
- (c) Know the rules -- act as the team's on-field expert when questions arise and when addressing an umpire's call.
- (d) Maintain an accurate score book and record of each player's statistics.
- (e) Provide the League's Secretary post-game results for input into game summaries.
- (f) Be attentive to all comments and player concerns -- deal with them fairly and appropriately.

Section 3: Sponsorship and Public Relations Coordinator

- (a) Secure sponsors to support the League with monetary and/or material assistance.
- (b) Update sponsors on the League's activities.
- (c) Provide League news to media outlets for dissemination.

Section 4: Appeals Committee

Three volunteers, approved by the League President, will be made available to hear appeals from players who have been disciplined for Code of Ethics violations.

Section 5: State and National Games Coordinator

Working in conjunction with the respective Team Manager, provides all logistical support (hotel, registration, communication) to a team participating in a state or national competition.

Section 6: Website Manager

Maintains and updates the League's website. Updates include, but are not limited to, travel-team schedules, photographs, and sponsorships.

Section 7: TeamSnap Manager

League's primary point of contact with TeamSnap -- ensures annual fee is paid. Maintains roster, invites new players to join TeamSnap, schedules practices games, and provides training to new users and Team Managers as necessary.

Section 8: League Photographer

Provides still and action photographs to the League's President, VPs, and other appropriate members for dissemination.

Section 9: Health and Welfare Coordinator

Accepts and relays, through the President, information regarding a member (or member's family) of a serious health issue or death.

Section 10: Winter Coordinator

Determines and announces day and time for winter play (typically 1 December through 1 April) -- ensures equipment and field availability.

ARTICLE VI: STANDING, AD HOC AND SPECIAL COMMITTEES

If appropriate, standing, ad hoc, and special committees shall be identified and appointed by the Executive Board for the purposes of planning, modifying playing rules, developing season schedules, auditing, or any other activity consistent with and in accordance with the Bylaws.

ARTICLE VII: REGULAR AND SPECIAL LEAGUE MEETINGS

Section 1: Regular League Meetings

(a) Scheduled by the Executive Board, regular League meetings shall be held no less than two times per calendar year -- these will normally be scheduled at the start and end of the season. Executive Board elections, for the upcoming year, will be held at the end-of-season meeting.

(b) Attendance is open to the League membership as defined in the Bylaws. With the exception of the election of officers and/or amendment of the Bylaws, only the members of the Executive Board may vote at regular League meetings.

(c) Quorum for a regular meeting shall be a majority of the Executive Board. If a quorum is not present, the meeting shall be adjourned and no League business transacted. Voting shall be by voice, show of hands, or ballot. Proxy votes are not permitted.

(d) Meetings shall be presided over by the League President or by another Executive Board member appointed by the President.

(e) As a minimum, the order of business shall include the following:

1. Call to order.
2. Affirmation of quorum.
3. Approval of previous meeting minutes.
4. Approval of the financial report.
5. Report of the President.
6. As necessary, report from other officers or members.
7. Unfinished business.
8. New business.

9. Adjournment.

(f) Unless specified differently in these Bylaws, the rules contained in the most recent edition of Robert's Rules of Order shall govern all League meetings.

Section 2: Special League Meetings

Special meetings may be called by the President or by a majority of the Executive Board. Notice of special meetings shall be emailed to the members at least seven (7) days, but no more than 21 days, before the meeting.

ARTICLE VIII: FINANCES

Section 1: Bank Accounts

(a) The League shall establish an account into which all funds derived from League membership fees, sponsor or player donations, fundraising events, projects, etc., shall be deposited.

(b) The account shall be balanced monthly and certified by the Treasurer.

(c) Numbered checks, signed by the Treasurer and filed for audit, shall be used for reimbursement for expenditures made on behalf of the league.

Section 2: Records -- The Treasurer shall keep records of all financial transactions and submit a written report to the Executive Board at each regular League meeting. The financial "books" shall be closed no later than thirty (30) days after the end of the calendar year. At that time, the Treasurer shall submit the Annual Financial Report to the Executive Board.

Section 3: Compensation: No officer shall receive, directly or indirectly, any salary or compensation from the League for serving as an officer. However, nothing contained herein shall be construed to prevent any officer from being reimbursed for reasonable and necessary expenses incurred while conducting activities on behalf of the League.

Section 4: Internal Revenue Code -- the League is not empowered to engage, directly or indirectly, in any activity that would invalidate its status as

an organization exempt from federal taxation under Section 501(c)(3) of the Internal Revenue Code. All references to the Code contained herein are deemed to include corresponding provisions of any future United States Internal Revenue Law.

ARTICLE IX: AMENDMENTS

Proposals to amend any portion of these Bylaws may be submitted, in writing, to the League President at least seven (7) calendar days prior to a regular meeting of the Executive Board or a special meeting called for that purpose. If approved by three Executive Board members, a motion for approval by all League players may be considered during the following regular meeting or special meeting. Adoption shall require two-thirds affirmative votes of all League players participating in the adoption vote.

ARTICLE X: DISSOLUTION CLAUSE

In the event of the dissolution of the League, all assets and properties, which remain after the discharge of the League's liabilities, shall be used and distributed by the Executive Board through donations to one or more 501(c)(3) charitable organization of their choice.