

HENDERSON COUNTY SENIOR SOFTBALL ASSOCIATION BYLAWS
(Revised April 2025)

ARTICLE I: NAME

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

ARTICLE II: PURPOSE

The League is established to: (1) promote senior slow-pitch softball in the Henderson County, North Carolina region through healthy competition and camaraderie in a safe and friendly environment, and (2) support local charities through special events.

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 Conduct. A player's noncompliance with the Code of Conduct 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.

At the discretion of the President, a member's annual registration fee may be reduced or waived due to hardship or some other extenuating circumstance.

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 three weeks. However, during this trial period the League's Liability Waiver and Code of Conduct documents must still be signed. After the trial period, dues are payable and the new member's registration form must be submitted and signed.

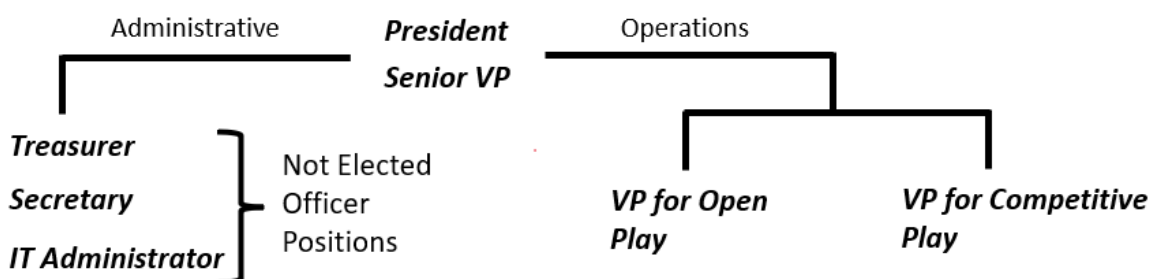
ARTICLE IV: EXECUTIVE BOARD

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 seven League Officers. In rank order, they are: President, Senior Vice President, Vice President for Competitive Play, Vice President for Open Play, Treasurer, Secretary, and Information Technology (IT) Administrator. The term of each officer is one year.

The following organizational structure, with the seven League officer positions identified, is exercised to manage the League.



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. The President, Senior VP, and the two VPs are elected by a majority vote of the members present at the League's end-of-year meeting. The Treasurer, Secretary, and IT Administrator are not

“elected positions” -- they are selected by a consensus of the President, Senior VP, and the two VPs.

The date of the end-of year meeting/election will be announced at least one month in advance in order to give every member sufficient opportunity to seek an office and/or vote in the election. Normally, the meeting/election will be held by the end of October each year. The newly elected Officers’ 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 -- when necessary, amend the Bylaws in accordance with the procedures contained therein.
- (c) Enforce the League’s Code of Conduct -- if necessary, appoint a three-member Appeals Committee to hear from players who have been disciplined for violations.
- (d) Establish the League’s annual registration fee and due date.
- (e) Review and approve the League’s annual budget as submitted by the Treasurer.
- (f) Throughout the year, review and approve the League’s expenditures.
- (g) If deemed appropriate, delegate to the President sole authorization for League expenditures below a pre-determined dollar limit.
- (g) If deemed appropriate, appoint a financial-audit committee.
- (h) Working with the VPs, solicit and approve those members volunteering for League positions, including the various Team Managers.

Section 4: Duties of the President

- (a) Administer the League and serve as its official representative.
- (b) Maintain contact information for all officers, team managers, and other members serving in volunteer positions.
- (c) Schedule, attend, and preside over all regular and special League meetings.
- (d) On behalf of the League, sign all official League documents.

- (e) Assist the League's Sponsorship Coordinator to secure sponsors.
- (f) Serve as the primary communicator to the League, including announcements, schedule, and weekly play.
- (g) Accept and relay to the League information regarding a member (or member's family) of a serious health issue or death.
- (h) Submit required paperwork to secure access to the League's bank account(s).
- (i) Review monthly bank statements and report any concerns to the Treasurer.

Section 5: Duties of the Senior Vice President

- (a) Assist the President in the administration of the League.
- (b) In the absence, incapacitation, or at the direction of the President, preside over the League with full authority and responsibility.
- (c) Perform other duties incidental to the office or as assigned by the Executive Board.

Section 6: Duties of the Vice President for Competitive Play

The League fields "Travel Teams" competing within the local area and occasionally "Tournament Teams" competing at the state and national level. The primary duty of the Vice President for Competitive Play is to lead this effort.

- (a) With the consent of the Executive Board, select and mentor Team Managers for the various competitive travel teams.
- (b) As necessary in support of competitive play, coordinate with Henderson County Jackson Park officials on field scheduling and costs.
- (c) Maintain contact information for the League's competitive Team Managers, as well as those officers/managers serving other teams and leagues.
- (d) Working with the Team Managers, schedule competitive games.
- (e) In coordination with the Team Managers, ensure summaries of competitive games are provided to the League's members.
- (f) Ensure playing equipment is available for game-day competition and identify any equipment shortcomings -- this responsibility may be delegated to the individual Team Managers.

- (g) If approved by the Executive Board, manage the procurement and distribution of the League's equipment and player uniforms -- this responsibility may be delegated to the Manager for Player Uniforms and Equipment.
- (h) Ensure Team Managers have a well-supplied first-aid kit, a functioning defibrillator, and emergency contact information is immediately available during competitive play and practice.
- (i) When appropriate, request support for pulmonary resuscitation and defibrillator training.
- (j) Forward noteworthy suggestions affecting the League to the President or Senior Vice President -- perform other duties incidental to the office or as assigned by the Executive Board.

Section 7: Duties of the Vice President for Open Play

Members of the League may participate in "Open-Play" games regularly scheduled at Henderson County Jackson Park. The duty of the Vice President for Open Play is to lead this effort.

- (a) Assign players to either Division 1 (D1) or Division 2 (D2). Players with the most skill will normally be delegated to Division 1, while the less skilled players to Division 2.
- (b) With the consent of the Executive Board, select and mentor the Division 1 and Division 2 Managers.
- (c) Serve as the expert for the Open-Play Rules and ensure they are readily available to players -- submit proposed changes to the Executive Board for approval.
- (d) Ensure equipment is available for Open-Play and identify any equipment shortcomings -- this responsibility may be delegated to the Equipment Manager for Open Play.
- (e) Ensure the field(s) are in playable condition -- this responsibility may be delegated to the League's Field-Maintenance Liaison.
- (f) With the consent of the Executive Board, identify a volunteer to serve as the League's Winter Coordinator.
- (g) Ensure a well-supplied first-aid kit, a functioning defibrillator, and emergency contact information is immediately available during Open-Play.
- (h) When appropriate, request support for pulmonary resuscitation and defibrillator training.

- (i) Forward noteworthy suggestions affecting the League to the President or Senior Vice President -- perform other duties incidental to the office or as assigned by the Executive Board.

Section 8: Duties of the Treasurer

- (a) Establish a bank account(s) to accomplish League financial activities.
- (b) Manage the financial account(s) of the League.
- (c) Collect all fees and disburse funds as approved by the Executive Board.
- (d) Working with the Sponsorship Coordinator, ensure timely letters are provided to sponsors acknowledging their tax-deductible contribution.
- (e) Maintain income, disbursement records, and receipts for all League financial transactions.
- (f) Each month, document the President's review of the League's bank statement(s).
- (g) Submit a financial report to the Executive Board each quarter and at each regular League meeting -- submit a final annual report at season end.
- (h) Prepare and file the League's tax return -- or, provide necessary details to another responsible party.
- (i) Recommend an annual budget to the Executive Board.
- (j) If requested, cooperate fully in an audit of account(s) by a committee appointed by the Executive Board.
- (k) If approved by the Executive Board, financially support the VP for Competitive Play in the procurement of equipment and player uniforms.
- (l) Perform other duties incidental to the office or as assigned by the Executive Board.

Section 9: Duties of the Secretary

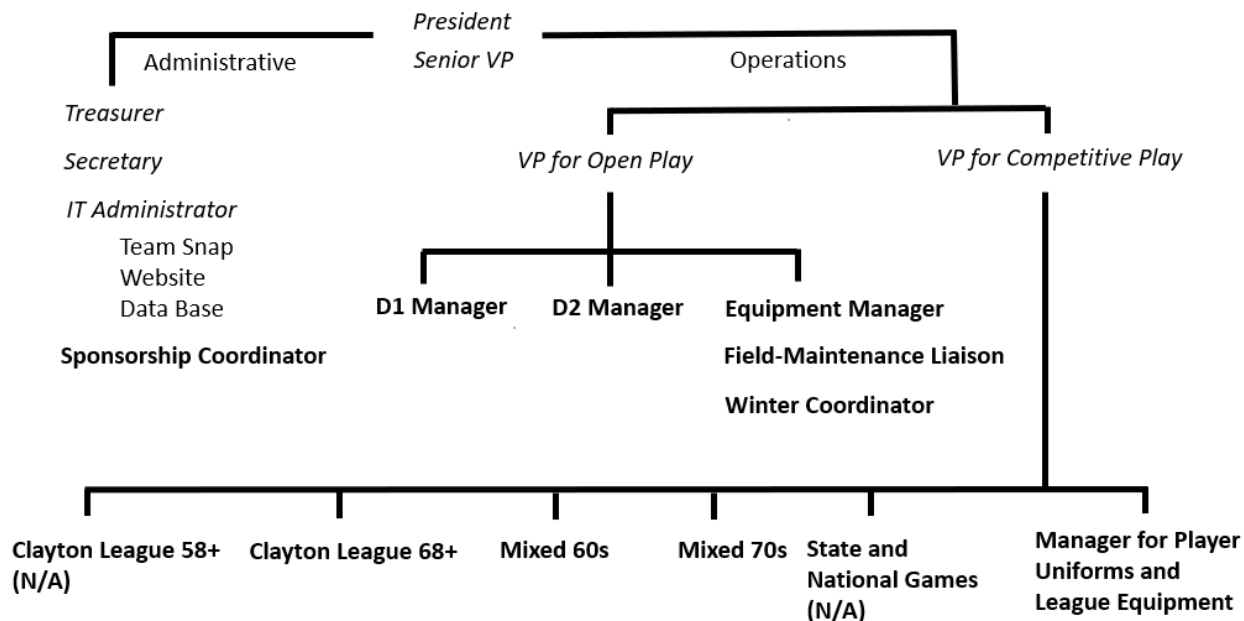
- (a) Record proceedings of the Executive Board and all other League meetings.
- (b) Serve as the custodian for all official League records, minutes, and printed materials.
- (c) As necessary, assist other officers with other record-keeping duties.
- (d) Perform other duties incidental to the office or as assigned by the Executive Board.

Section 10: Duties of the Information Technology (IT) Administrator

- (a) Maintain and update the League's website -- updates include, but are not limited to, travel-team schedules, photographs, and sponsorships.
- (b) Serve as the League's primary point of contact with TeamSnap or any other "on-line tool" provider facilitating the League's operation -- as necessary, train other members.
- (c) Maintain the League's member data base -- as a minimum, data should include registration forms, record of annual fee payment, email addresses, phone numbers, home addresses, and emergency contact information.
- (d) 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 -- these positions are identified in bold font below. Players wishing to volunteer for a position should contact the League President or another League officer.



If necessary, a member holding one of the positions described below may be removed for good cause, as determined by 4 of 7 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: Duties of the Travel-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, and with the consent of the Executive Board, Team Managers are appointed by the VP for Competitive Play.

- (a) Select players and an Assistant Team Manager.
- (b) With the Vice President for Competitive Play, develop a game schedule and maintain a dialog with other team managers.
- (c) Post a lineup and playing positions -- strive to ensure each player has a reasonable amount of playing time.
- (d) Know the rules -- act as the team’s on-field expert when questions arise and when addressing an umpire’s call.
- (e) During games, maintain an atmosphere of good sportsmanship.
- (f) Maintain an accurate score book and record of each player’s statistics.
- (g) Provide the VP for Competitive Play, or a designated alternate, a game summary or post-game data for input into game summaries.
- (h) Be attentive to player complaints or concerns -- deal with them fairly and appropriately. If necessary, elevate the issue to the VP for Competitive Play.

Section 2: Duties of the State and National Games Coordinator(s)

Working in conjunction with the respective Travel-Team Manager and the VP for Competitive Play, provide all logistical support (hotel, registration, communication) to a team participating in a state or national competition.

Section 3: Duties of the Manager for Player Uniforms and League Equipment

Solicit League Officers and Players for uniform and equipment needs. With approval from the Executive Board, identify, negotiate, purchase, receive and distribute new uniforms and equipment.

Section 4: Duties of the Open-Play Division 1 and Division 2 Managers

The Division 1 and Division 2 Managers support the Vice President for Open Play. For new players joining the League, The D1 and D2 Managers are “the face” of the League and should be selected accordingly.

- (a) Administer batting practice and play of their respective Division.
- (b) If necessary, make any pregame announcements.
- (c) Based on player availability, determine the day’s game format and establish the teams in a manner to not cause embarrassment.
- (d) Know your players and know the rules for Open Play.
- (e) Welcome and introduce new players to the division -- ensure they are familiarized with the rules for Open Play and the day’s game format.
- (e) During games, maintain an atmosphere of good sportsmanship, fellowship, and tolerance for on-field errors and player ability.
- (e) During the hot-summer months, take appropriate action to mitigate the risk of a heat injury -- emphasize fluids -- stop or pause play if necessary.
- (f) Address player complaints, rules violations, or conduct violations -- if necessary, document and elevate concerns to the VP for Open Play.
- (g) Provide input and assistance to the VP for Open Play -- forward any suggestions to improve the League or modify the rules for Open-Play.

Section 5: Duties of the Equipment Manager for Open Play

Recruit and coordinate volunteers to deliver and return game and first-aid equipment to support Open-Play.

Section 6: Duties of the Field-Maintenance Liaison

Serve as the League’s primary point of contact with the Jackson-Park staff to assess field playability -- report findings to the VP for Open Play.

Section 7: Duties of the Winter Coordinator

Stay abreast of local weather conditions. In coordination with the Field-Maintenance Liaison, determine and announce day and time for winter Open-Play (typically 1 December through 1 April).

Section 8: Duties of the Sponsorship Coordinator

The League's sponsorship drive typically begins on the 1st of November and runs through the end of March.

- (a) With the assistance of the President and Senior VP, prepare the annual sponsorship solicitation package -- in order to update the League's website, forward the sponsorship package to the IT Administrator.
- (b) Lead the League's effort to secure monetary and/or equipment support -- transfer monetary donations to the League's Treasurer and equipment donations to the appropriate VP.
- (c) Design and purchase a banner recognizing the League's sponsors -- post the banner at Jackson-Park.
- (d) As appropriate, forward noteworthy sponsorship information to the IT Administrator.

Section 9: Duties of the League Photographer and/or Social Media Lead

At the discretion of the President, a skilled photographer and/or social-media individual may be periodically hired to ensure League visibility throughout the region.

- (a) Provide still and action photographs to the League's President, VPs, IT Administrator and other appropriate members for dissemination and/or posting onto social media.
- (b) Post noteworthy League news on social media.

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. As much notice as possible, but a minimum of a month, should be extended to the members of the League.
- (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 the League Senior Vice 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 Treasurer's financial report
 - 5. Report of the President
 - 6. As necessary, reports 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 one week prior to 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 League's President and Treasurer shall be on the account(s) -- the account shall be balanced monthly and certified by both the President and the Treasurer.

Section 2: Records

- (a) The Treasurer shall keep records of all financial transactions and submit a written report to the Executive Board at each regular League meeting.
- (b) The financial "books" shall be closed no later than thirty 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

- (a) Proposals to amend any portion of these Bylaws may be submitted, in writing, to the League President for review by the Executive Board. If approved by four of the seven Executive Board members, the amendment to the Bylaws may be considered at a regular or special meeting.
- (b) In preparation, the proposed change(s) to the Bylaws must be emailed to the League's membership at least two weeks prior to the designated regular or special meeting.
- (c) Adoption requires two-thirds affirmative votes of all League members participating in the vote. Voting shall be by voice, show of hands, or ballot. Proxy votes are not permitted.

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.