

BYLAWS OF
The Montgomery County Senior Softball League
(10 Nov 2017)
(Changes made in Nov 2017 are underlined)

ARTICLE 1
NAME

The name of the organization shall be The Montgomery County Senior Softball League (Hereinafter "MCSSL").

ARTICLE 2
PURPOSE AND MISSION STATEMENT

A. Purpose: The MCSSL is a recreational slow-pitch senior league for individuals aged sixty (60) years and older where everyone plays and bats. Its overall purpose is to promote healthy competition and camaraderie in a safe and friendly environment. The MCSSL offers a summer outdoor season, a winter indoor season, and a travel team that travels to play other senior groups.

B. Mission Statement: Everyone plays and bats. Play safe, have fun, show sportsmanship, get some exercise, have some laughs, share camaraderie, and enjoy winning - in that order of importance. While we all enjoy competition and winning, at this stage of our lives we should not worry about dropping or misjudging fly balls, striking out, missing ground balls, making bad throws, or having senior moments. We have all done these things in the past and will continue to do so in the future. We play for fun and love of the game. IF YOU HAD FUN - YOU WON!!!

ARTICLE 3
MEMBERSHIP

Membership shall be open to any person age sixty (60) years years and older. A player must be a minimum of 60 years old in the current calendar year. Any exceptions must be approved by the Commissioner. Members must complete an application and pay the current dues before participating in any practice or game. There will be no refunds if a player leaves the MCSSL for any reason with one exception. If an applicant is deemed unfit to play by his manager during training, the dues for the applicant will be refunded. The Commissioner or Division Director has the final say on the assessment of playing capability.

ARTICLE 4
MEETINGS

A. An annual meeting, open to all members, shall be held prior to the summer season to review league policies, review any playing rule changes, and to introduce new players.

B. An annual meeting of the Board of Directors (see Article 7) shall be held following the conclusion of each summer season. The business to be transacted at such meeting shall be the reports of the Commissioner and Treasurer, and such other business as shall properly be brought before the meeting.

C. Officer(s) shall meet at times deemed necessary by the Commissioner.

ARTICLE 5
ELECTION OF THE COMMISSIONER AND APPOINTMENT OF ASSISTANT COMMISSIONER AND

OFFICERS

A. The Commissioner shall be elected by the Board of Directors and have a term of office of four (4) years. The Commissioner may be re-elected to consecutive terms of office. The Commissioner shall appoint the Assistant Commissioner and the Officer positions listed in Article 6. If a Commissioner is unable to complete his term, the Assistant Commissioner shall fill the vacancy for the balance of the unexpired term.

B. In the year when the Commissioner's term expires, the Secretary will solicit the MCSSL membership for nominations for the position of Commissioner prior to the annual meeting of the Board of Directors. A nominee must be a MCSSL member for two or more years and must agree to serve if elected. A list of nominees will be made available at least one week prior to the Board's fall meeting.

C. The list of candidates shall be presented to the Board of Directors at its annual meeting held each fall. A quorum of 50% of the Board members must be present to elect a Commissioner. Before voting, nominations from the floor will also be accepted. When there is more than one nominee, the Board members present shall cast written ballots. A Board member may only cast one vote even though the member may fulfill multiple Officer roles. A candidate must receive more than 50% of the votes cast to be elected. If no nominee reaches 50% of the votes, the nominee receiving the least number of votes is eliminated and another vote is held. The process of eliminating nominees is repeated until until one nominee receives more than 50% of the votes. When there is only one nominee for Commissioner, the Secretary shall cast one ballot for such nominee and that nominee shall be duly elected.

ARTICLE 6

DUTIES OF COMMISSIONER, ASSISTANT COMMISSIONER, AND OFFICERS

The Commissioner, Assistant Commissioner, and Officers of the league shall have the authority and obligation to perform the duties prescribed by the Board of Directors.

Commissioner

1. Uphold the MCSSL mission statement
2. Direct the overall functions of the MCSSL
3. Serve as the official representative of the MCSSL
4. Preside at all regular, general membership and special meetings, and rule on questions of order
5. Ensure that members follow the approved playing rules, regulations, and code of ethics
6. Maintain liaison with Hatfield Township and submit the School Road Park field use and Pavilion applications
7. Assign managers and assistant managers in consultation with Division directors
8. Sign all official MCSSL documents
9. Establish standing or special committees to accomplish the business affairs and achieve the objectives of the MCSSL

Assistant Commissioner

1. Assure MCSSL insurance coverage is adequate and the annual premium is paid
2. Submit appropriate ASA forms
3. Arrange to have the financial records of the MCSSL audited at the conclusion of each fiscal year
4. Maintain liaison with sponsors
5. Make arrangements with photographer for picture-day photos during the annual spring picnic
6. Assume the duties of the Commissioner in case of the Commissioner's absence

7. Advise and consult with the Commissioner and assume other duties as assigned by the Commissioner or Board of Directors

Treasurer

1. Conduct financial transactions for the MCSSL including depositing dues and assessments and disbursing funds as required
2. Maintain income and disbursement records and receipts for all MCSSL financial transactions
3. Maintain and balance bank accounts monthly
4. File treasurer's report in accordance with Article 14
5. Recommend an annual budget to the Board of Directors
6. Cooperate fully in an annual audit of accounts
7. Perform other duties appropriate to the office or as assigned by the Commissioner or Board of Directors

Secretary

1. Take and file minutes of the proceedings of MCSSL meetings
2. Maintain the MCSSL rules and general information document
3. Maintain a current directory of the Board of Directors and standing committees
4. Maintain up-to-date MCSSL team rosters
5. Process player applications and fees for summer season
6. Prepare game schedules for summer and winter seasons
7. Conduct official correspondence and duly transmit all notices required by the Bylaws.
8. Act as custodian for all official MCSSL records, minutes and printed materials
9. Maintain the Bylaws of the MCSSL
10. Conduct voting when used for decisions by the Board of Directors
11. Perform other duties appropriate to the office or as assigned by the Commissioner or Board of Directors

White Division Director

1. Determine number of teams
2. Determine rules for the Division in consultation with the Commissioner
3. Obtain managers for each team
4. Determine playing dates
5. Assign new players to teams in consultation with Commissioner
6. Maintain list of potential new players
7. Arrange an evaluation session for new players at the indoor facility
8. Determine heat-related cancellations for all Divisions in consultation with Commissioner

Blue Division Director

1. Determine number of teams
2. Determine rules for the Division in consultation with Commissioner
3. Obtain managers for each team
4. Determine playing dates
5. Assign new players to teams in consultation with Commissioner
6. Maintain list of potential new players

Red Division Director

1. Determine number of teams
2. Determine rules for the Division in consultation with Commissioner
3. Obtain managers for each team
4. Determine playing dates
5. Assign new players to teams in consultation with Commissioner
6. Maintain list of potential new players

Winter Division Director

1. Obtain playing facility for the indoor season
2. Process player applications and fees for winter season
3. Determine number of teams
4. Obtain managers for each team
5. Set-up the team rosters for the season
6. Determine playing dates
7. Maintain list of potential new players
8. Determine snow/ice related cancellations in consultation with Commissioner

Field Operations Director

1. Maintain and prepare the field for outdoor games
2. Determine whether the field is playable
3. Create daily field playability message and post on telephone voice mail
4. Maintain MCSSL shed, tractor, and maintenance equipment

Social Director

1. Arrange all catering, food preparation, and facility arrangements for league-sponsored spring and fall picnics, a family night, and a Holiday party
2. Prepare a budget for each function in conjunction with Treasurer and Commissioner
3. Prepare function agenda in conjunction with Commissioner
4. Create menu and execute the purchase, set-up, distribution and clean-up
5. Work with the Treasurer to assure all bills are paid

Equipment Manager

1. Purchase balls, bats, bases and other equipment for summer and winter leagues
2. Maintain MCSSL equipment storage locker
3. Work with the Treasurer to assure all bills for equipment are paid

Uniform Manager

1. Purchase uniform shirts and hats as required for players
2. Obtain MCSSL jackets as purchased by members
3. Work with the Treasurer to assure all bills for uniforms are paid

Health & Safety Director

1. Maintain CPR/ Defibrillator
2. Organize annual training of three players on each team
3. Maintain medical kit and supplies that are kept at the playing field
4. Be an advocate for safe play

Promotions Director

1. Advertise MCSSL and player recruitment in local newspapers and radio
2. Obtain gift certificates from local merchants for prizes at MCSSL functions

Website Manager

1. Maintain MCSSL website content
2. Maintain player information in the website database
3. Send messages to MCSSL via group player e-mail list

Travel Team Manager

1. Schedule games
2. Organize team and travel arrangements

League Historian

1. Update the MCSSL History Document as required
2. Maintain a historical record of who has played in the league since its inception
3. Archive copies of key documents such as Information/Rules, meeting minutes, team rosters, and Bylaws
4. Document unusual, funny, or interesting items that occur during each playing season for the enjoyment of league members

Hatfield Township Liaison

1. Maintain contact with Hatfield Township about any issues that may affect the league and its use of the School Road Park facility
2. Keep the Commissioner informed of any such issues
3. Attend Hatfield Township meetings as necessary

ASA Liaison

1. Keep Commissioner informed of ASA matters that may affect the League

ARTICLE 7 BOARD OF DIRECTORS

A. The Board of Directors shall be comprised of the Commissioner, the Assistant Commissioner, the Officers, the Blue Division and White Division managers and assistant managers, and all active ex-Commissioners. The powers of the MCSSL shall be exercised by, its properties managed by, and its affairs conducted by the Board of Directors.

B. In the event that any position on the Board becomes vacant, the Commissioner shall act promptly to fill the vacancy by appointing a MCSSL member to the Board unless the Board determines that the position need not be filled until the next annual meeting.

C. Any member of the Board may be removed from his/her position by a majority vote of the Board whenever, in the Board's judgment, the best interests of the MCSSL would be served by such removal.

The member subject to such possible removal shall not vote on the question.

D. Duties of the Board of Directors:

1. Serve as the official governing and management body of the MCSSL
2. Conduct the business of the MCSSL
3. Enforce the Bylaws
4. Amend the Bylaws as needed in accordance with Article 18

5. Enforce and amend playing rules of the MCSSL

ARTICLE 8 COMMITTEES

The Commissioner may, from time to time, designate temporary committees and any member of the MCSSL may serve on such committees. The Commissioner shall appoint the Chairman of all committees, and the Chairman shall then select the members of the committee. Committees shall meet at the discretion of the Chairman.

ARTICLE 9 MANAGERS

A. Team managers are responsible for their team's actions on the field. They will represent the team in communication with the opposing team. In addition to the usual player/manager duties, the manager shall be responsible for the conduct and sportsmanship of his team members. Above all, the manager shall at all times demonstrate an exemplary model of sportsmanship for team members to follow. Managers are expected to understand and comply with the MCSSL's playing rules and guidelines. Managers will proactively enforce MCSSL policies and respond to guidance from the Commissioner, Assistant Commissioner, or Division Director. Managers have both the authority and responsibility to apply corrective action toward players failing to comply. In the event of severe or unusual circumstances, the Commissioner will decide on appropriate action. Managers will keep the Commissioner informed of all serious or possible disciplinary matters. An assistant manager shall have the same duties and responsibilities as above when the manager is absent.

B. Team Managers shall be appointed by the Commissioner and may be removed by the Commissioner whenever the best interests of the MCSSL would be served by such removal.

ARTICLE 10 CODE OF CONDUCT

All MCSSL players, guests, volunteers, and spectators are expected to adhere to this code. Failure to comply may result in warning, suspension, or expulsion from the MCSSL.

1. Abide by rules and guidelines of the MCSSL.
2. Accept the decisions of managers.
3. Refrain from attempting to influence the judgement calls of umpires and accept such decisions without complaint in the spirit of good sportsmanship.
4. Refrain from taunting or degrading players, or using abusive or profane language.
5. Avoid bodily contact which may cause injury.
6. Refrain from physical altercations of any kind.
7. Refrain from smoking or consuming alcoholic beverages at School Road Park.
8. Exercise control over family members and guests to the extent of #4 and #7 in this code.
9. Do not commit any act that could be considered unsportsmanlike conduct.

ARTICLE 11 SUGGESTION PROCESS TO IMPROVE THE MCSSL

MCSSL members may submit written suggestions to improve the league. All suggestions received including playing rule changes will be considered and decided upon at the annual meeting of the Board of Directors held after the conclusion of the summer season. A consensus-based approach for decision

making will be used where at least a two-thirds majority is required to adopt a suggestion. The rationale for using this approach is that the best decisions result when a significant percentage of the voting body are in favor of a proposed action.

ARTICLE 12 CONTRACTS

The Officers are authorized to enter into any contract or execute and deliver any instrument in the name of and on behalf of the MCSSL, and such authority may be general or may be confined to specific instances. Whenever more than one signature is required, the Commissioner shall be authorized to sign along with any other Officer.

ARTICLE 13 FISCAL YEAR

The fiscal year of the MCSSL shall begin on the first day of January of each year and end at midnight on the 31st day of December of the following year.

ARTICLE 14 BOOKS, RECORDS, AND ANNUAL REPORTS

- A. Each Commissioner and Officer shall, at the expiration of their term, surrender all documents, records, supplies and information so as to assure a smooth transition of office.
- B. The financial books will be closed within thirty (30) days after the end of the fiscal year. At that time, the Treasurer shall submit and present the Annual Financial Report to the Board of Directors. Within sixty (60) days thereafter, the financial books and records will be audited by a qualified individual.

ARTICLE 15 DUES

The Commissioner shall determine the amount of annual dues payable to the MCSSL by the members, and shall give appropriate notice to the members. Dues shall be payable when a member submits an application for the upcoming season. Dues for members joining the MCSSL during the season may be adjusted or waived by the Commissioner.

ARTICLE 16 TEAM PARITY

A goal of the MCSSL is to work towards team parity over time so that all teams have a roughly equal chance of winning each game. To attain this goal, the playing ability of new players will be evaluated if possible before they are assigned to a team. Evaluations will be done at the direction of the Commissioner and Division Directors. Each new player will then be assigned to a team based on the needs of the teams through an assignment process determined by the Commissioner.

ARTICLE 17 WAIVER AND INSURANCE

A. All members must sign the waiver of release of liability and indemnification agreement which is part of the MCSSL application form and is necessary for insurance compliance and the MCSSL's general requirements. All players play at their own risk and must have medical insurance coverage for any injuries resulting from play. Members, Commissioners, Officers, and sponsors are not responsible or liable for any injuries to players or spectators.

B. Insurance is a requirement of Hatfield Township and the Montgomery County Senior Softball League. The MCSSL has purchased insurance through the ASA Adult Team Insurance Program (administered by Bollinger Insurance and underwritten by Markel Insurance Company), which provides a \$8 million liability on an occurrence basis. It covers lawsuits by participants, spectators, and others. Protection is provided to the team, MCSSL members, and sponsors from such lawsuits for bodily injury and property damage claims arising out of softball activities, including practices, games, and tournaments.

ARTICLE 18
AMENDMENT OF BYLAWS

These bylaws may be altered, amended, or repealed, and new bylaws may be adopted by a two-thirds vote of the Board at its annual meeting. A quorum of 50% of the Board members must be present to amend the bylaws. A proposed change may be presented to the Board by any MCSSL member.