

Southington Girls Softball League Constitution & By-Laws

ARTICLE I: NAME AND LOCATION

- Section 1: The name of this non-profit organization shall be, "SOUTHINGTON GIRLS SOFTBALL LEAGUE, Inc." (Southington, Connecticut), hereafter referred to as "Local League", or "SGSL".
- Section 2: This local league shall be located in the Town of Southington, Connecticut and shall draw participants from within the confines of the Town of Southington.

ARTICLE II: OBJECTIVES & POLICIES

- Section 1: The objective of the Southington Girls Softball League shall be to implant firmly in the children of the community, the ideals of good sportsmanship, honesty, loyalty, courage and respect so that they may be well adjusted, stronger, and happier children and will grow to be good, decent, healthy and trustworthy citizens.
- Section 2: To achieve this objective, the Local League will provide a supervised program of competitive softball games. The managers, coaches, and umpires shall bear in mind that the attainment of exceptional athletic skill or winning of games is secondary, and the molding of future people is of prime importance. In accordance with Section "501-C" of the Federal Internal Revenue Code, the Local League shall operate exclusively as a non-profit educational organization providing a supervised program of competitive softball games.
- Section 3: All persons associated with the Local League shall endeavor to convey the value of teamwork and team play, de-emphasizing individual stars.
- Section 4: The program of the Local League shall be directed toward the providing of softball for the greatest number of children possible within the confines of its boundaries.
- Section 5: The Local League shall not seek to direct or in any way interfere with the administrative activities of the schools or their athletic programs.
- Section 6: This organization shall be non-partisan and without discrimination as to race, gender, religion, national origin or disability.
- Section 7: The Local League shall bear in mind at all times that the children participating are members of families and should not be compelled to sacrifice family activities within reason for the sake of softball
- Section 8: The Local League will take all actions necessary to ensure that a competitive balance is achieved and maintained for all teams within each division.
- Section 9: All matters concerning the policy of the Local League shall be decided by a vote of the Board of Directors, and no motion shall be carried

without a favorable vote from the majority of those present at a duly constituted meeting.

ARTICLE III: MEMBERSHIP

Section 1: Eligibility. Any resident of the Town of Southington who is interested in active participation to further the objective of this Local League may apply to become a member.

Section 2: Classes. There shall be the following classes of Members in this Local League.

- (a) Player Members. Any player candidate meeting the requirements established by SGSLS shall be eligible to compete or participate. Player Members shall have no rights, duties or obligations in the management or property of the Local League. Player Members shall be residents of the Town of Southington and/or enrolled in the Town of Southington School District in grades pre-kindergarten through twelve..
- (b) Board Members. Board Members are defined in two categories: Board of Directors as outlined in Article VI and Executive Board as outlined in Article VII. Any adult person actively interested in furthering the objective of the Local League may become a member of the Board of Directors upon completion of a New Membership application process found in Article III, Section 3. Only Board Members in good standing are eligible to vote at Board Meetings.
- (c) Charter Members. Are any Board Members who have held the elected post of President. As such, they retain all privileges of Board Members and are exempt from ARTICLE VI, Section 3, for a period of *five (5)* years after the completion of their last term of office served.

Section 3: New Membership: Membership to the Board of Directors can be obtained in the following manner:

- (a) A new member must meet the eligibility criteria for membership as found in Article III, Section 1 and may submit an application for membership.
- (b) An application for membership can be obtained from the Local League Secretary and must be completed by the new member and signed by two (2) members of the Board of Directors and the Vice President of the Local League.
- (c) Each new applicant must be presented to the Board of Directors at a duly constituted meeting and a vote must be taken. A simply majority of acceptance will approve the new member to the Board of Directors.

Section 4: Suspension or Termination: Membership may be terminated by resignation or action of the Board of Directors as follows:

(a) The Board of Directors, by a two-thirds vote of those present at any duly constituted Board meeting, shall have the right to discipline or suspend or terminate the membership of any Member of any class, managers *or* coaches, when the conduct of such person is considered detrimental to the best interest of the Local League [See Appendix I - Coaches Code of Conduct]. Conduct considered detrimental may include but not be limited to any behavior, actions, or communications on or off the field. Communications include but are not limited to verbal, written, or any form of electronic communication. The Member, manager or coach shall be notified of such meeting, informed of the general nature of the charges and given an opportunity to appear at the meeting to answer such charges

ARTICLE IV: DUES FOR REGULAR MEMBERS (NOT PLAYERS)

Section 1: The Local League will not require or collect any dues from its Board or Charter Members.

ARTICLE V: BOARD of DIRECTORS MEETINGS

Section 1: Definition. A Board of Directors Meeting is any meeting of the membership of the league. The Local League shall hold monthly meetings, with the possible exception of December, at a time and place predetermined.

Section 2: Notice. Notice of each Board of Directors Meeting shall be posted on the SGSL website, communicated personally, electronically or by mail to each Board Member at the last recorded address at a reasonable time in advance of the meeting.

Section 3: Quorum. One third of the Board of Directors shall constitute a quorum at any meeting and a majority of those present shall govern.

Section 4: Voting. Only Board Members shall be entitled to make motions and to vote at the Board Meetings. However, the Executive Board may invite, admit and recognize guests for presentations or comments during the Board Meetings. Board of Director Members will be allowed voting rights after attending 3 of 4 or 4 of 6 board meetings. Attendance as a guest is counted towards this requirement. Members are unable to vote until this attendance requirement is completed.

Section 5: Meeting Agenda. The Board Meeting Agenda shall be as follows:

- Call to Order
- Attendance
- Approval of the Minutes
- Treasurer's Report
- Committee Reports
- Old Business
- New Business
- Election of New Members (Good and Welfare)

Adjournment

- Section 6: Annual Meeting of the Members. The annual meeting shall be conducted on the second Tuesday in November of each year for a reading of annual reports and the election of officers to the Executive Board.
- Section 7: Additional Meetings. Additional or special meetings may be called by the President or by the Secretary upon request of at least three members of the Board of Directors.
- Section 8: Roberts Rules of Order. Robert's Rules of Order shall govern the proceedings of all meetings, except where same conflicts with the Constitution and By-Laws of the Local League.

ARTICLE VI: BOARD OF DIRECTORS

- Section 1: Authority. The management of the property and the affairs of the Southington Girls Softball League shall be vested in the Board of Directors.
- Section 2: Number. The number of members of the Board of Directors shall be a minimum of 30, but not to exceed 50 Board Members. Charter Members are to be excluded from the maximum count of Board Members.
- Section 3: Membership. Any member of the Board of Directors missing three (3) unexcused consecutive meetings or more than 50% of the monthly meetings during the course of a year may be dropped from the Board and so notified by mail unless an explanation is forwarded to the Board of Directors.

ARTICLE VII: DUTIES AND POWERS OF THE EXECUTIVE BOARD

- Section 1: Officers. The officers to the Executive Board shall be elected at the annual meeting described in Article V- Section 6. There may be single or co-holders of each office.
- (a) The Executive Board shall consist of the following officers:
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|------------------------|-----------------------------------|
| President | Co-Player Agents (2) |
| Co-Vice Presidents (2) | Equipment and Safety Officer |
| Co-Treasurers (2) | Co-Directors of Field Maintenance |
| Secretary | |
- (b) All Officers must be members of the Board of Directors
- (c) All Officers shall be elected at an annual meeting to be held on the second Tuesday in November each year. All officer elections shall be a two (2) year term, with staggered terms for the Vice-president, Treasurer, Director of Field Maintenance, and Player Agent positions. Each term shall begin on January 1 following the election.
- (d) All Officers shall constitute the Executive Board and shall meet as necessary to prepare agendas for the regular meetings and act in the

name of the Board of Directors in emergency, reporting such action to the Board at the next meeting.

Section 2: President. The President shall:

- (a) Conduct the affairs of the Local League and execute the policies established by the Board of Directors.
- (b) Present a report of the condition of the Local League at the Annual Meeting.
- (c) Preside at all meetings of the Local League and of the Executive Board.
- (d) Be an Ex-Officio member of all committees except the nominating committee.
- (e) Appoint standing and ad hoc committees as necessary to conduct the business of the Local League.
- (f) Perform all other duties usually pertaining to the office of the President
- (g) Report to the town, state and others as required.
- (h) Vote in Board of Directors meetings only to break a tie.

Section 3: Vice President. The Vice President shall

- (a) Perform the duties of the President in the absence or disability of the President, provided he or she is so authorized by the President or Board of Directors. When so acting, the Vice President shall have all the powers and restrictions of that office.
- (b) Appoint the Umpire-In-Chief
- (c) Chair the Protest Committee.
- (d) Be responsible to conduct selection of the Local League All-Stars.
- (e) Administer post season and tournament play of the Local League.
- (f) Be the liaison between the Division Managers and the Executive Board.

Section 4: Secretary. The Secretary shall:

- (a) Be responsible for recording the activities of the Local League and maintain appropriate files, mailing lists and necessary records.
- (b) Keep the minutes of all meetings of the Board of Directors
- (c) Maintain the membership list of ALL Board Members and the Executive Board
- (d) Conduct all correspondence of the Local League.
- (e) Be responsible for rescheduling of any postponed game.
- (f) Perform such other duties as may be delegated to such office.

Section 5: Treasurer. The Treasurer shall:

- (a) Receive all monies and securities, and deposit same in a depository approved by the Board of Directors.
- (b) Keep records for the receipt and disbursement of all monies and securities of the Local League. All disbursement checks must have dual signatures.
- (c) Prepare an annual budget, under the direction of the President, for the submission to the Board of Directors
- (d) Prepare an annual financial report, under the direction of the President, for submission to the Board of Directors.
- (e) Administer and direct all other activities that contribute to the income of the Local League including the Concession Stand and any fund raiser activities.

Section 6: Player Agent. The Player Agent shall:

- (a) Record all player transactions and maintain an accurate and up-to-date record thereof.
- (b) Be responsible to conduct the yearly registration of all candidates and determine their eligibility to participate in the Local League.
- (c) Conduct the eligible player draft and administer all player assignments of the Local League.
- (d) Document the final "official" team rosters for all the teams in the league.
- (e) Be the liaison between the Local League and the officials at the Parks & Recreation Board as it relates to registration.

Section 7: Equipment & Safety Officer. The Equipment & Safety Officer shall:

- (a) Maintain an equipment inventory and prepare an annual list of necessary equipment for review with the Executive Board before submitted to bid and purchase.
- (b) Be responsible to maintain the Local League equipment in good working order and to ensure that all equipment is accounted for at the end of season play.
- (c) Be responsible to obtain appropriate insurance to cover all Members of the League and review the costs of such insurance with the Executive Board to obtain its approval.
- (d) Be responsible to create awareness, through education and information of the opportunities to provide a safer environment for youngsters and all participants of the Local League.

Section 8: Director of Field Maintenance. The Director of Field Maintenance shall:

- (a) Be the liaison between the Local League and the officials at the Parks & Recreation Board as it relates to facilities matters.
- (b) Supervise all facilities operations and ensure that the property of the Local League is properly accounted for.
- (c) Develop a yearly capital improvements budget, for facilities and maintenance, to be submitted to the Executive Board for review and then final submission to the Board of Directors for approval
- (d) Be responsible to organize Field Work Days to ensure that any necessary repairs, maintenance and other work is performed
- (e) Maintain security access to all Local League facilities.

ARTICLE VIII: RULES & REGULATIONS

- Section 1: Official Rules. The Official Softball Playing Rules and Regulations as published by the Protect Our Nation's Youth (PONY) Softball Association shall be binding on the Local League, except as specifically modified in these By-Laws for the league as a whole and by division.
- Section 2: Divisions. The Board of Directors shall determine the number and composition of Divisions within the Local League.
- Section 3: Rule Modifications. Modifications to the PONY rules shall pertain to the League in general and to each Division within SGSL. The modifications shall be contained in Appendix II of the By-Laws and shall be considered part of the By-Laws, subject to amendment according to Article X of the By-Laws.
- Section 4: Travel Division. This constitution & by-laws extend to the Southington Lightning Girls Travel Softball Program, a fast pitch girls travel softball organization and an affiliate of the SGSL. The Lightning program will on an annual basis update the SGSL and its Board of Directors on the program's activities. The Lightning Program Guidelines are recognized by the SGSL.

ARTICLE IX: FINANCIAL AND ACCOUNTING

- Section 1: Authority. The Board of Directors shall decide all matters pertaining to the operation of the Local League, and it shall be a permanent policy to place all income derived in a common league treasury.
- Section 2: Contributions. The Board of Directors shall not permit the contribution of funds to individuals or teams but shall solicit funds for the common treasury of the Local League, thereby to discourage favoritism among teams and to endeavor to equalize the benefits of the Local League.
- Section 3: Bids. Any request for expenditures of greater than \$1500 for any one activity or project must first be submitted to the Board of Directors for approval. If the request is approved three (3) bids must be submitted to the Executive Board for approval and ultimate awarding.

- Section 4: Disbursement of Funds. All proceeds are to be disbursed through the President and the Treasurer, with the approval of the Board of Directors for: uniforms, equipment, maintenance, repairs and/or improvements of the League fields, utilities and other forms that enhance the existence of the Local League.
- Section 5: Compensation. No Director, Officer, or Member of the Local League shall receive, directly or indirectly any salary, compensation from the Local League for services rendered as Director, Officer or Member.
- Section 6: Deposits. All monies received, shall be deposited to the credit of the Local League in a common league treasury approved by the Board of Directors.
- Section 7: Fiscal Year. The fiscal year of the Local League shall begin on January 1 and end on December 31.
- Section 8: Distribution of Property upon dissolution. Upon total dissolution, the Directors shall turn over to the Park and Recreation Department, Town of Southington, All supplies, equipment and monies as well as all other proceeds residing with the Local League including property.
- Section 9: Petty Cash. A petty cash fund not to exceed five hundred dollars (\$500) supplied by the Treasury, will be maintained by the League President and Vice President to pay incidental expenses.

ARTICLE X: AMENDMENTS

- Section 1: This Constitution & By laws may be amended, repealed or altered in whole or in part by a two thirds (2/3) vote at any duly organized meeting of the Members at any Board Meeting provided notice of the proposed amendment has been given at the previous meeting. No proxy voting shall be permitted

Article XI: Indemnification of Officers

- Section A: Each director and each officer in the organization shall be indemnified by the League against all loss, cost, damages, expenses and charges reasonably incurred or suffered by him/her in connection with any action, suit proceedings to which he /she may be made a party by reason of his/her having been a director or officer of the League (whether or not he/she continues to be a director or officer of the League at any time of incurring or suffering such loss, cost, damages, expenses, or charges) except in relation to any as to which he/she shall be adjudged in such action, or proceeding to be liable for his/her own negligence or his/her own misconduct in the performance of his/her duty as such director or officer. The foregoing right to indemnification shall not be exclusive of other rights or remedies to which such director or officer may as a matter of law, be entitled.