
CONSTITUTION

Revised November 20, 2020

Harris County Senior Softball League (HCSSL)

Article 1 - Name

The name of this non-profit organization shall be the Harris County Senior Softball League, hereinafter referred to as the League.

Article 2 - Purpose

The purpose of the League is to promote recreational softball and related social activities for its members.

Article 3 - Membership and Dues

1. Membership categories:
 - Players
 - Associates (non-players who wish to support and remain in contact with the League)
2. Age eligibility:
 - Summer Season players must reach 50 years of age during the current calendar year.
 - Winter Season players must reach 50 years of age in the following calendar year.
 - Associates may be of any age.
3. Eligible persons will become members of the League after completing appropriate registration forms and paying the designated fees.
4. Such persons will continue to be members of the League until the beginning of the following Summer Season.
5. The Board of Directors will determine fees.

Article 4 – Board of Directors

1. The business of the League will be the responsibility of the Board of Directors, hereafter referred to as the Board.
2. The Board will consist of the following elected positions:
 - President
 - Vice-President
 - Secretary
 - Treasurer
 - Five Directors: #1 (Communications); #2 (Rules); #3 (Field 1 Maintenance); #4 (Field 2 Maintenance); #5 (Schedule & Supplies).
3. Only members of the League as defined in Article 3 shall be eligible to be elected to the Board.
4. In addition to the elected positions, the Board will be supplemented by the Technology Director and by the Division Coordinators, all of whom will be official voting members.
5. The Technology Director will be appointed by the President per Article 6, Item 11.

6. Division Coordinators:

- There shall be one Coordinator per Division.
- For the Summer Season, the Division Coordinators will be nominated by the team managers in each division, after the teams have been formed.
- For the Winter Season, the Coordinators will be nominated by the Board members.
- The candidates, plus any others brought up by the Board, will be considered, and the Board will then appoint the Coordinators.
- The terms of the Coordinators (Summer and Winter) end when their successors take office for the ensuing Seasons.

7. Election of Board members is defined in *Article 5 – Elections*.

Article 5 – Elections

1. Timing & Eligibility

- Elections of Board members shall be conducted annually, usually before the end of the Summer Season, in a manner that maximizes the participation of League members.
- Any member who has not voted previously may vote at the Fall General Membership Meeting.
- Candidates for President must have served at least one term on the Board before running for President. There are no restrictions for the other offices.
- Elected officers serve a two-year term.
- Incumbents may run for reelection without restriction – i.e., there are no term limits.

2. Nominating Committee

- The current President shall appoint a Nominating Committee comprising a Chairman plus one member from each Division (if possible) by August 1 of each year.
- This committee shall not include any current Board members.
- Every effort should be made to have at least two nominees for each open Board position.

3. Election Groups

For election purposes the Board will be divided into two groups:

- In odd-numbered years, the following officers will be elected: President, Treasurer, Director #1 (Communications), Director #3 (Field 1 Maintenance), and Director #5 (Schedule & Supplies).
- In even-numbered years, the following officers will be elected: Vice-President, Secretary, Director #2 (Rules), and Director #4 (Field 2 Maintenance).

4. Rules & Format

- Robert's Rules of Order Revised shall be used to conduct voting at both the General Membership and Monthly Board meetings.

- The newly elected Board shall take office immediately after the election, and shall convene at the next scheduled Monthly Board meeting.

Article 6 - Duties of Board Members

Presented below are the duties of the Board members, defined in broad terms. Specific duties of each Board member are defined in the corresponding management document developed and maintained by the responsible Board member and the Board.

1. President:

- Call and preside over all meetings of the League and Board.
- Exercise general supervision over the interests and welfare of the League.
- Monitor the financial condition of the League, and direct the Board if a special assessment is deemed necessary.
- Chair the committee for obtaining sponsors.
- Encourage other Board members to set up committees to assist them.

2. Vice-President:

- Assume duties of President when necessary.
- Responsible for outside events such as charity events, etc., but not the local annual tournament.
- Conduct new player evaluation sessions.
- With the President, conduct managers' draft sessions in the Spring.
- Contact Coordinators to select Evaluators each Fall.
- With the President, Secretary, and Treasurer, submit forms and rosters each Fall for player evaluations.
- With the President, Secretary, and Treasurer, using player evaluations, put together teams and choose Winter Season Managers.
- Leads the Recruitment and Publicity committees, and may utilize any or all of the other Board members to assist.

3. Secretary:

- Take and keep minutes for all Board meetings.
- Keep the official copy of all League documents.
- Act as registrar for the summer and winter seasons

4. Treasurer:

- Keep financial records of the League.
- Prepare a yearly budget for Board review in December, and for approval at the January Monthly Board meeting.
- Make collections and payments of all League moneys.
- Pay all approved bills on a timely basis. Checks for amounts greater than \$300.00 shall

be countersigned by the President, Vice-President, or Secretary.

- Obtain and administer insurance policies and claims.
- File all required tax forms.
- Present League financial statements at all scheduled General Membership Meetings. For ad hoc meetings, this is optional.
- Keep accurate records relating to membership, teams, and sponsors.

5. Director #1 (Communications):

- Publish the Newsletter and distribute to all members.
- Provide copies of the latest newsletter and directory to new members.
- Publish the annual Membership Directory.

6. Director #2 (Rules):

- Keep Playing Rules updated.
- Schedule any training classes deemed necessary, such as umpire training.
- Recruit certified umpires, and assign them to games in accordance with the League schedule.

7. Director #3 (Field 1 Maintenance):

- Responsible for the use and maintenance of Field #1 (Field #1 is east of the parking lot).

8. Director #4 (Field 2 Maintenance):

- Responsible for the use and maintenance of Field #2 (Field #2 is west of the parking lot).

9. Director #5 (Schedule & Supplies):

- Determine needs, and purchase supplies and equipment, as needed by the League.
- Draw up and distribute League playing schedules.

10. Division Coordinators:

- Report to the Board any suggestions they have to improve the playing environment. They will also resolve any on-field or off-field problems or disputes by applying existing rules.
- Work with team managers (1) to place players registered too late for the draft on teams and (2) to serve as the Division Rules Committee.
- Assist the Rules Committee in formulating or changing any rules that would improve overall quality and enjoyment.
- Keep standings for their Divisions, and report them regularly.

11. Technology Director:

- Maintain the League's website and other Internet-related activities/assets.
- Appointed by President, with Board approval.

Article 7 - Dissolution

Upon the dissolution of the League, the Board of Directors shall, after paying or making provisions for the payment of, all of the liabilities of the League, dispose of all of the assets of the League exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations under section 501(c)(4) of the Internal Revenue Code of 1954 as amended (or the corresponding provision of any future United States Internal Revenue Law), as the Board of Directors shall determine. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the County in which the principal office of the League is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

Article 8 - Removal of Board Member:

1. The Board is authorized, and shall have full power and authority, to remove and/or dismiss, at its discretion, any elected or appointed Board Member:
 - Who has become incapacitated so as to be unable to perform his or her duties.
 - Who is found guilty of the violation of principles and policies of the League.
 - Who for any reason is unable to, or who fails to, perform the duties of the office.
2. Any action under the above will require 70% agreement by vote of the current Board, including elected and appointed members.

Article 9 - Miscellaneous:**1. Expenditure Approval:**

- Expenditures included in the League's approved annual budget must be reviewed and verified by the Board member whose area of responsibility oversees the item or service purchased prior to payment. The President may perform the review and verification in instances where the responsible Board member is unavailable. The recipient of any check cannot be one of the approved Board member signatures on the check.
- The Board must approve any unbudgeted expenditure over \$500.

2. Meetings:

- The Board shall hold monthly meetings, which may be attended by any League member. At times, however, it may be necessary for the Board to hold closed sessions.
- The Board shall hold two General Membership Meetings per calendar year: The Spring General Meeting and the Fall General Meeting. The League's general membership shall be notified of each meeting at least one week in advance.
- A quorum at monthly Board meetings shall be eight members.
- Any member of the League may petition the Secretary for a General Membership meeting by submitting a petition with a minimum of 20 signatures.

3. Resignation:

- Should a Board member resign, or otherwise be unavailable, the President (with Board approval) shall appoint a replacement to serve out the term in question.

4. Exemptions:

- Board members may choose to be exempt from maintenance, umpiring, and scorekeeping duties.
- Any Board member who is a Manager may not take part in any discussions or be present when the Board handles a protest involving his team.

5. Annual Audit:

- An annual audit of the League's financial records shall be performed by a non-Board member on a calendar-year basis.
- Results of that annual audit shall be presented at the Spring General Meeting.

6. "Outside" Games:

- Any member of the League may organize a team to play outside games and may use League equipment and fields when available. The Field Maintenance Director involved must give permission for field use.
- League funds will never be used for such activities.

7. Amendments:

- The Constitution may only be amended by a 2/3 majority of the members present and voting at a General Membership Meeting.
- Notice of the proposed amendment(s) shall be given at the previous general meeting, by direct mail, or electronically to the membership at least one month prior to the General Meeting at which the vote will be taken.