ARTICLE IV – ORGANIZATIONAL STRUCTURE

1) Officers (Elected)
   a. President
   b. Vice-President
   c. Secretary
   d. Treasurer

2) Trustees (Elected)
   a. Trustee #1
   b. Trustee #2

3) Non-Officers (Appointed by the Board of Directors)
   a. Division Directors
   b. Equipment Manager
   c. Uniform Manager
   d. Umpire Administrator
   e. Groundskeeper
   f. Travel Team Coordinator
   g. Fundraiser/Sponsorship Coordinator

ARTICLE V - BOARD OF DIRECTORS - Composition and Duties

1) Composition of the Board of Directors:
   a. All Officers of the League
   b. No one person can hold more than one of the “League Officers”. However, one person may be an Officer and a non-officer or a Trustee and a non-officer at one time, but will have only one vote.

2) Board of Directors responsibilities:
   a. Approve the annual budget prepared by the President and Treasurer.
   b. Approve Disbursements beyond those provided in the budget.
c. Recommend changes to the bylaws prior to the changes offered for vote at a general meeting.

d. Major decisions for which a majority of the officers deem it appropriate to obtain Board Approval.

e. The fee structure for each league of play, sponsorship fee, and any all-star Tournament fees.

f. Insurance coverage policies and premiums recommended by the President.

g. Set the long-term policies and procedures of the League in a manner designed to accomplish the goals and objectives of the League.

**ARTICLE VI – Election of Officers, Trustees and non-officers**

**For the 2014 softball season ONLY. League Officers were voted in by the Chardon Baseball League in order to create the Chardon Softball League**

**Annual Election- 2015 season and beyond**

1) Annual Elections shall be held at the general meeting each October. Advance notice shall be given to the eligible voting membership.
2) Interested candidates for office may declare their intent to run at the September meeting.
3) Any eligible person can still be nominated at the election in October.
4) All elections shall be secret ballot and conducted by the Vice President.
5) The term of all elected positions shall be one year.
6) All members shall be eligible to vote at the Elections. (Definition of Members -all league officers, trustees, non-officers, team managers in good standing with league, and other elected or appointed officials-defined in Article III)
7) The President with the majority approval of the Board of Directors shall fill any vacancy of a Board of Directors by January 1 after the elections.
ARTICLE VII - OFFICERS

1) The duties and responsibilities of the Officers of the League shall be:

a. **PRESIDENT**
   a.i. Conduct the affairs of the League and execute the policies established by the board of directors.
   a.ii. Report the condition of the League at regular meetings and the annual meeting.
   a.iii. At appropriate times, communicate to the board of directors such matters and suggestions as to promote the welfare of the League.
   a.iv. Conduct the League in conformity to the policies, principles, rules, and regulations of the League as agreed under the conditions of this charter.
   a.v. Preside at all meetings of the members of the League.
   a.vi. Make and execute for and in the name of the League such contracts and leases as have been approved by the Board of Directors. This power may be delegated in writing to other officers.
   a.vii. Submit an annual budget to the board of directors and be responsible for its proper execution as approved.
   a.viii. See that appropriate liability and damage insurance is obtained and maintained in force for all practices and playing fields designed for all playing members, coaches, managers, umpires, and for officers of the League.

b. **VICE-PRESIDENT**
   b.i. In case of absence or disability of the President, provided he is so authorized by the President or Board of Directors, perform the duties of president and have all powers of that office.
   b.ii. Chair the Nominating Committee, which will prepare and present a slate of qualified officers to be voted on by the members at the annual meeting.
   b.iii. Responsible for annual player registration:
      b.iii.1. See that appropriate registration and insurance forms are completed by playing members.
      b.iii.2. Certify age eligibility of prospective playing members.
b.iii.3. Maintain a master listing of all playing members' names, addresses, telephone numbers and age.

b.iii.4. If no Registration Chairman Vice President is responsible for the above registration.

c. **SECRETARY**
   c.i. Record activities of the League and maintain appropriate files, records, and mailing lists.
   c.ii. Maintain lists of all members, officers, directors, and committee members, and give notice of all meetings of the League.
   c.iii. Keep minutes of meetings, Board of Directors, and Officers, and record them in a book for that purpose.
   c.iv. Conduct all correspondence not otherwise specifically delegated in connection with those meetings, and carry out orders, votes, and resolutions not otherwise committed.
   c.v. Notify directors, officers and committee members of their election or appointment.
   c.vi. Maintain a list of members who are eligible to vote.
   c.vi.1. Assemble and distribute information about and for the League activities to local news media.
   c.vi.2. Prepare circulars, brochures, etc. for distribution to League and/or the public at large.

d. **TREASURER**
   d.i. Receive all moneys and deposit same in a bank or banks recommended by the Board of Directors.
   d.ii. Pay out moneys in payment of organization obligations only on authority given by the Board of Directors. All checks and vouchers shall be signed by the Treasurer and countersigned by either the Secretary or the President.
   d.ii.1. Prepare and submit monthly financial reports to the president at regularly scheduled meetings.
   d.ii.2. Keep records for receipt and disbursement of all moneys and securities of the League.
   d.ii.3. In cooperation with the president, prepare an annual budget for submission to the board of directors.
d.ii.4. Reporting to treasurer is the position of Fund Raising Chairman. Duties of the Fund Raising Chairman are as follows:

  d.ii.4.a. Plan and implement fund raising activities and programs within the restrictions and guidelines set forth by the board of directors.
  d.ii.4.b. Solicit sponsors from merchants, industry, and private persons.
  d.ii.4.c. Collect, transmit, and account for all moneys so collected to the treasurer.

ARTICLE VIII - NON-OFFICERS

1) The board members serving in non-officer positions shall be Division Directors (4), Travel Team Coordinator, Umpire Administrator, Equipment Manager, Uniform Manager and Groundskeeper.

2) The duties and responsibilities of the Non-Officers of the board shall be:

   a. **DIVISION DIRECTORS**
   
   a.i. Interview and investigate acceptable candidates for managers.
   a.ii. During the playing season, observe the conduct of managers and coaches, and recommend disposition to the President.
   a.iii. Investigate complaints concerning managers and coaches, and recommend disposition to the president.
   a.iv. Provide a schedule of all the teams and fields where games are to take place during the regular season, post season, and tournaments. This shall be provided prior to the start of the regular season.
   a.v. Coordinate rescheduling of games not completed at their appointed times.
   a.vi. Reporting of game scores and league standings to local news media.
   a.viii. Create teams.
   a.ix. Review division rules and distribute annually. Revise as necessary with board approval.
   a.x. Determine annually the division's Tournament Team status, and advise the Board of Directors.
a.xi. Keep all teams’ win/loss records and league standings. Standings will be based on a point system:
   a.xi.1.a. 3 points for a win
   a.xi.1.b. 2 points for a tie
   a.xi.1.c. 1 point for a loss

a.xii. Determine year end seeds for the tournament based on the points system. Execute the tournament based on standard playoff brackets. NO EXCEPTIONS. Example: printyourbrackets.com

b. TOURNAMENT TEAM COORDINATOR

   b.i. Interview and investigate acceptable candidates for managers and give His / Her recommendations to the Board of Directors for approval.

      b.i.1. For information on Tournament Team Manager / Coach Approval refer to Tournament Team Structure Guidelines.

   b.ii. During the playing season, observe the conduct of Tournament Team managers and coaches, and recommend disposition to the President.

   b.iii. Investigate complaints concerning Tournament Team managers and coaches, and recommend disposition to the President.

   b.iv. Coordinate yearly try-outs and player selection for all Tournament Teams.

   b.v. Coordinate field usage (games and practice time) with Tournament Teams, Groundskeeper and respective Division Directors.

      b.v.1. Rescheduling of games during the season do to cancellation will be coordinated between the Tournament Team Managers and the respective Division Director.
b.vi. Make sure all Tournament Teams have the proper insurance and forms for Practice and Tournament play.

c. **UMPIRE ADMINISTRATOR**
   c.i. Recruit, interview and recommend to the president for appointment a staff of umpires, including a chief umpire and replacements. Major and Pony Leagues use thearbiter.net
   c.ii. Assist chief umpire in training and scheduling the umpires.

d. **EQUIPMENT MANAGER**
   d.i. Purchase new equipment and uniforms as necessary with board approval.
   d.ii. Inventory and maintain in good working order all League equipment, and discard such material when it becomes unrepairable or obsolete under League rules.
   d.iii. Collect equipment at end of year

e. **UNIFORM MANAGER**
   e.i. Coordinate with the Division Directors the names of teams, team sponsors, and desired jersey design and shirt size requirements.

f. **GROUNDSKEEPER**
   f.i. Secure materials and equipment necessary to repair with board approval, maintain, and/or clean structures and grounds.
   f.ii. Secure and schedule volunteer and/or paid labor for such maintenance with board approval.
   f.iii. Coordinate preparation of playing fields for each game.

**ARTICLE IX – MEETINGS**

1) General Meetings will be held once a month, at such times as the Board of Directors may direct in advance. Meeting times will be held in the evenings.

2) The officers will determine the location of each meeting.

3) The presence in person of a majority of the Board of Directors shall constitute a quorum at any meeting. A Quorum is the number necessary
to conduct business. Unless otherwise provided, the act of the majority of the members present shall be the act of decision of the entire Board.

4) The meetings shall proceed under Robert Rules of Order. The approximate order of the meeting should follow this agenda:
   - Record of attendance
   - Reading and approval of the prior meeting minutes
   - Treasurer report
   - Officer reports
   - Trustee reports
   - Division director reports
   - New business
   - General Discussion
   - Adjourn

**Emergency or Special board meetings can be called by any of the Board of Directors at their discretion. Upon the written request a meeting will be scheduled within 24 hour notice to consider a specific subject. No business other than that specified in the notice of the meeting shall be transacted at the special meeting of the members**