

# **ROSEVILLE SENIOR SOFTBALL ASSOCIATION BY-LAWS**

*(rev and approved XX 2023)*

## **Mission Statement**

The mission of the Roseville Senior Softball Association (RSSA) is for senior softball players over 55 years of age to participate in a safe and competitive association with the intent to keep teams balanced in playing ability and to provide fun and fellowship.

## **Membership**

RSSA membership shall be open to all players 55 years of age or older in the current calendar year. Players under the age of 55 must be approved by the RSSA Commissioner to participate. All teams will abide by the rules of the ASA (Amateur Softball Association), SSUSA (Senior Softball USA) and rule(s) modifications adopted by RSSA. Any new players are to be referred to a team manager or league director who in turn informs the Deputy Commissioner. A player MUST fill out a registration and waiver form prior to their first game. A registration fee will also be collected from each member (player). Registration fees shall be applied to softballs, insurance premiums, rental of the softball fields, directories, schedules, score books, fellowship events open to all players and other equipment as needed. The governing body of the league will consist of the Executive Committee and League Directors. Members of the governing body may not hold more than one of these positions at a time or serve as a team manager.

## **Officers Executive Committee**

### **Section 1. Executive Committee.**

Executive Committee (OFFICERS) of the association shall be a Commissioner, Deputy Commissioner, Secretary, Treasurer, and one at-large member and will be responsible for decisions concerning finance,

scheduling, future planning, settling of grievances and final determinations of all questions that may arise during the league activities. The Executive Committee shall have full authority for the direction and operation of the association and shall also serve as an appellate board to hear and decide appeals from decisions and determinations of the Officers and Directors. The Executive Committee will meet twice a year in April and October or when a special meeting is called for by the Commissioner or Deputy Commissioner.

## **Section 2. Election/Removal.**

Officers will be elected by the registered participants (players) as defined below. Any officer may be removed for cause by way of an executive committee due process meeting. Any league director, or team manager may be removed, for cause. The party removed may demand a due process hearing by the Executive Committee. The Executive Committee will preside over the hearing.

### **Election of officers**

The RSSA will elect officers yearly. Officers will serve for two years. All officers may serve more than one term. The election of Deputy Commissioner, Secretary, and Member at-Large will be held during the odd numbered years and the office of Commissioner and Treasurer will be during the even numbered years. If an officer vacancy occurs mid-term, the Executive Committee will appoint a replacement to the committee until the next scheduled election.

To nominate Officer candidates the Commissioner appoints a Nominating Committee Chairman who then selects a player from each league to form the full committee.

The eligible voting players for an executive committee officer are active players from the current season and one season previous to the season in which the election is held.

### **Section 3. Commissioner.**

The Commissioner shall hold office until a successor is elected or appointed by the Executive Committee. The Commissioner shall be the chief executive officer of the association and supervise the other officers of the association. The Commissioner will also set the agenda and preside at all meetings of the Executive Committee. In addition, *the Commissioner* will have the following responsibilities:

- Negotiate facilities for the winter and summer leagues.
- Handle Public relations concerning the league.
- Responsible for Safety issues.
- Assign legal representative for legal support as needed.
- Select bank for the association's transactions.
- Sign checks for all disbursements. Approval from two members of the Executive Committee is required for expenditures of \$250 or more.
- Designate person(s) to facilitate the annual association event.
- Designate ad-hoc committees when necessary.
- Responsible for all appointed committees.
- Select insurance for the association.

### **Section 4. Deputy Commissioner.**

The Deputy Commissioner shall perform the duties of the Commissioner during the absence or disability of the Commissioner. The Deputy Commissioner will also:

- Recruit and assign league directors with advice and consent of the Executive Committee.
  - Responsible for player personnel which entails player evaluations and assigning all players to an appropriate league.
  - Responsible for discipline in conjunction with the league director for player conduct or sportsmanship issues, as well as any other player issues that may arise.
- Signs checks for disbursement as needed following the RSSA approval guidelines.

## **Section 5 Secretary.**

The Secretary records all minutes of the Executive Committee meetings for executive approval and posting on the website. In addition, the secretary will have the following responsibilities:

- Responsible for oversight of website and web master. The webmaster is responsible for website functionality, updates, procedures and processes to include maintaining player database, team rosters and appropriate email lists for league registration as well as officer and by-law voting.
- Co-ordinate printing and distribution of League directories.
- Maintain registration and waiver forms received from the treasurer at the beginning of each season and holds for two years.
- Co-ordinate the election voting process with the nominating chair and resulting communication to the membership

## **Section 6. Treasurer.**

The Treasurer shall have the care and custody of the funds and securities of the association. In addition, the treasurer will have the following responsibilities:

- Collect player's monetary fees from the directors at the beginning of each season and record, maintain, and reconcile fees paid per individual registered players
  - Provide the Executive Committee monthly financial and budget updates
  - Provide financial information for two executive meetings per year, and as needed.
  - Handle all monies to be deposited to the association's bank account.
  - Responsible for financial control, reporting and management.
  - Reconcile bank statements.

## **Section 7. Member at Large.**

- Duties as assigned by the Executive Committee

- Lead and direct league fellowship and player events
- Acquire and track uniforms and equipment inventory (balls, mats, pitching screens, bat warmers, tarps, first-aid and safety equipment) as needed for each league.

## **Section 8. Voting and Quorum.**

Each member of the Executive Committee shall have one vote in all actions of the Executive Committee. Members shall abstain from voting on matters involving their personal interests. In actions of the Executive Committee, the Commissioner shall only vote to break ties. A simple majority of the members of the Executive Committee shall constitute a quorum, provided however, that one of the members present must be the Commissioner or the Deputy Commissioner.

By-laws must be ratified or amended by a simple majority vote of the voting players in the association. The eligible voting players are active players from the current season and one season previous to the season in which the election vote is held.

## **League Directors**

There will be one Director appointed by the Deputy Commissioner for each league during the summer and winter seasons. Directors will be Ex-officio members of the Executive Committee. Directors will also have the following responsibilities:

- Recruit team managers for their respective leagues.
- Collect registration forms and fees from the managers the 1<sup>st</sup> week of each season and give to the league treasurer.
- Conduct league manager meetings, select and assign players for their league in conjunction with the Deputy Commissioner.
- Strive for team balance within the league in coordination with team managers
  - Plan, coordinate and communicate league information to the players of the league in conjunction with the team managers.
- Maintain master list of rule changes and deviations from national rules for their league.

- Handle grievances when necessary for players or managers of their respective league.
- Makes decisions in coordination with the Deputy Commissioner related to game cancellations, such as rainouts, etc. when necessary.
- Inform the Deputy Commissioner of players who wish to change leagues.
- When necessary, raise issues of concern to the Executive Committee.

## **Team Managers**

Responsibilities for Team Managers are as follows:

- Participates in player assessment and selection process with the League Director.
- Collect registration forms and dues for each player on their team prior to their first game of the season. Registration forms and fees are given to their league director once they are received from each player.
- Responsible for all communications concerning the league to their team players.
- Develop and amend rules for their respective league in conjunction with the league director.
- Interpret and arbitrate all issues that develop during a game.
- Assist in distribution and collection of uniforms.
- Responsible for necessary equipment on game days.
- Informs League Director when a player wishes to change leagues or teams.
- Addresses detrimental player behavior with League Director

## **Team Players**

Team players are drafted or assigned to a league team for each season. Their responsibilities are as follows:

- Register, complete waiver form and pay for each summer or winter season prior to their first game.
- Abide by league rules, demonstrate sportsmanship, and cooperate with team managers, fellow players, and umpires during each game.

- Conduct: Intentional physical contact and/or verbal abuse will not be tolerated by RSSA. Disciplinary action will be determined by the Executive Committee. Player safety is paramount to the association.
- Advise their team manager when they desire to change leagues.
- May request a hearing with the league director on any issue or disagreement concerning their league or team.
- Required to attend an evaluation session if requested by the Deputy Commissioner

## **Standards of Conduct and Sportsmanship**

As stated in the mission statement of Roseville Senior Softball Association (RSSA): our guiding principles encourage safe competition by all players in an environment of sportsmanship that provides for fun, fellowship, and courtesy and respect for all players and community.

Behavior found to be detrimental to the Mission of the RSSA will have consequences and be dealt with accordingly. Detrimental behaviors that would be deemed not in the spirit of the RSSA Mission could include, but not be limited to the following:

- The display of abusive behavior in any form during a game or RSSA sponsored event. Examples would be words or gestures
- Excessive and/or loud use of Profanity.
- Any behavior that is not conducive to fair play.
- Physical fighting: Players will be ejected from the game or facility.

Additional consequences for detrimental behavior could include but not be limited to are:

- Verbal warning – Team Manager and/or League Director
- Written warning – Team Manager and League Director
- Temporary suspension – League Director and Deputy Commissioner
- Permanent suspension – Executive Committee

\*\*Notice of all warnings and suspensions are to be sent to the Deputy Commissioner for possible follow-up with a copy sent to the Secretary for filing (held for 2 years)

Suspensions are to be conducted after a hearing with all the parties involved.

We encourage all players to go through the line for the customary handshake/fist bump after each game with consideration of prevailing health advisories in mind.