

PENNBROOKE SOFTBALL CLUB (PSC) BYLAWS

Revised March, 2019

I. NAME

The name of this organization is the Pennbrooke Softball Club (PSC).

II. PURPOSE

The purpose of the Pennbrooke Softball Club is to provide residents of Pennbrooke Fairways and any sister community an opportunity to participate in softball activities.

III. MEMBERSHIP

Membership in the Pennbrooke Softball Club shall consist of residents of Pennbrooke Fairways that participate in Pennbrooke Softball and have paid their membership fees or perform a service for Pennbrooke Softball *such as* official scorekeeper, announcer, non-playing manager, or umpire. Sister community players that have paid their fees are non-voting participants. The members and participants must meet all of the League requirements and rules.

Voting Members of the PSC shall be responsible to elect representatives to the Board of Directors.

IV. BOARD OF DIRECTORS

A. Terms and Conditions

Each team votes for a member of the Board from its team *as team representative*. There also are 4 at-large members elected by the entire membership of the Pennbrooke Softball Club.

Board members shall be residents of Pennbrooke Fairways. Board members shall be required to attend no less than 75% of regular board meetings.

Elections are held in March of each year.

Two at-large Board members are elected to two-year terms each year. The Board of Directors replaces at-large board members who are unable to fulfill the remainder of their terms, until the next election.

Team Board members serve one-year terms. The team elects a replacement for the team Board member who cannot fulfill the remainder of his/her term.

Team Board members and at Large Board Members may serve on the Board of Directors multiple times if elected or chosen.

Newly elected Board members assume office at the first meeting in April.

Board election ties shall be decided by a toss of a coin.

B. Organization

The President, Vice President, Secretary, and Treasurer shall be chosen from the four (4) “elected at-large” persons. Annually, at the first meeting in April, the Board of Directors of the Pennbrooke Softball Club shall organize itself as follows:

1. President:

The President conducts the meetings of the Pennbrooke Softball Club and the Board. The President represents or appoints a Representative of the Pennbrooke Softball Club to the League and others as needed.

The President or a representative may become a member of the ASA. Dues for the ASA shall be paid for by the Pennbrooke Softball Club.

The President shall only vote in case of a tie.

2. Vice President:

Assists, and acts in place of the President when the President is absent.

3. Secretary:

Records, publishes and distributes the minutes of all Pennbrooke Softball Club and Board meetings. A draft copy of the minutes shall be provided to the Board members within 10 days. The minutes are to be made available to all members within 3 days after Board approval by posting a copy on the Activity Center bulletin board and on the Pennbrooke Fairways webpage. Insures that all records are maintained in a club historical database (archives)

4. Treasurer:

Collects, protects, distributes, records and reports on the funds of the Pennbrooke Softball Club. A petty cash fund is maintained for purchases. The treasurer insures that all authorized purchases made by a member are reimbursed. A receipt is required for reimbursement. The Treasurer prepares an annual budget proposal for approval by the entire Board.

5. Team Reps.:

Team Reps represent the team as Voting Members of the Board, communicating Team issues and concerns to the Board, and Board issues and decision to the Team. Team Reps shall become voting members of the Board at the first meeting following selection by the team members or Manager. There shall be one Team Rep from each men’s and women’s team. The team representative may also be the manager.

6. Other Board Members: (May be Voting Team Reps, or other Non-Voting Volunteers.)

These positions, are assigned by the President, include, but are not limited to: Equipment Manager, Concessions Manager, Umpire in Chief, and Fund Raising. For job descriptions, see Attachment A. (Changes to Attachments require only a majority vote of the Board of Directors)

C. Voting

The Board governs by majority vote of the “Voting” Board members. The “Voting” Board Members includes the four (4) At-Large elected members and the Team Reps. The Board decides all issues not covered by these bylaws, including personnel issues brought before the Board.

V. MEETINGS

Meetings of the Pennbrooke Softball Club or the Board of Directors shall be at the call of the President or a majority of the Board or a majority of the members. There shall be as many meetings as are required for the operation of the Pennbrooke Softball Club.

The Board may call any other additional people to attend the Board meeting as they may require. All Board members shall be notified of meetings at least 48 hours in advance of the meeting, whenever possible.

There must be a quorum of more than fifty percent of the “Voting” Board members to constitute a meeting.

There will be a minimum of two membership meetings per year, including the election meeting. A quorum at such a meeting will be more than fifty percent of the membership.

There will be notice of membership meetings at least 48 hours prior to the meeting by placing a notice in all members' internal mailboxes and/or sending them emails, and also posting a notice on the Pennbrooke Fairways bulletin board at the Activity Center and the Ball field bulletin board and on the Pennbrooke Fairways webpage.

VI. FINANCES

The Board sets fees to be charged to players who participate in the Pennbrooke Softball Club. Fees are to be paid no later than September 1st . to be eligible for the draft. New players arriving after September 1st are required to pay all fees and meet all required league rules to play. Any refund of fees requires Board approval.

All expenditures of Pennbrooke Softball Club funds, greater than \$100.00, except for the petty cash, field maintenance, tractor maintenance, and concession food and supplies, require Board approval. All checks greater than \$1000.00 shall require two (2) authorized signatures. *Petty cash will not exceed \$300.*

VII. OPERATIONS

A. Determining Teams

1. For all teams

There shall be tryouts of new players and those players who wish to be re-evaluated or who need to be re-evaluated prior to the season. All of the managers, or their representatives should be at all tryouts to evaluate the players. The tryouts will start no later than mid-September nor no earlier than mid-August. The President of the Pennbrooke Softball Club will be responsible for scheduling and conducting formal tryouts. All team assignments will be based on ability.

All managers will apply the same rating system to evaluate all of the players, using a rating system designed and accepted by all of the managers.

The manager will have the final say as to the position that a player will play.

Players, as long as they are physically able, should play at least part of every game in the field and/or at bat.

The players may indicate their preference of team assignment. This preference will be honored whenever possible. Grievances will be addressed and evaluated by team managers, taking the players wishes into consideration. If no agreement is possible, the grievance will be resolved by the Board of Directors, placing the player on the appropriate team.

When inter-team borrowing of players is allowed by League rules, there shall be an agreement between the managers and the player for use of that player by another team.

For permanent movement of a player to another team the player should be in agreement with that move.

The managers shall divide the players into the appropriate teams based on ability. Teams will be categorized as Team 1 being the highest rated with the remaining teams in ascending order. The players shall be divided equally according to the number of teams.

Selection of players will be done in the order of the teams as categorized, starting with team one (1). The team one (1) manager will select the players for team one (1) followed by the other team managers in ascending numerical order. If two teams are in the same division, then the team with the higher ranking at the end of the season will be the higher rated team for the next season. This system also applies to the women's team. If teams are in different leagues, the team to select first shall be determined by the Board.

After the season starts, new players will start on the highest numbered division team, unless their ability warrants otherwise as determined by a majority of the managers.

Ladies can participate in the men's league as long as they meet the requirements of the Pennbrooke Softball Club bylaws and league rules.

2. Ladies Team

- (1) There will be no more than 15 players per team (s).
- (2) If there are more than 16 players but not enough for two teams we will solicit outside players to have enough for two teams.
- (3) All lady players, including outside players, shall be considered together when selecting the teams. All Pennbrooke players will be given preference to ensure that they are on one of the teams.
- (4) If only one team is established, then the players will be selected according to their tryout ratings. The ladies should be rated by at least three managers including a men's team manager and the ratings averaged for each player.
- (5) All other team selections, rules and manager issues are covered by

the Pennbrooke Softball Club bylaws.

B. Determining Managers

The Board of Directors of the Pennbrooke Softball Club *shall* be responsible to select the team managers. The manager of a team may select one (1) assistant after the selection of that roster. For Managers duties, see Attachment A.

C. General

All sporting equipment shall be divided equally among the teams. All money allocated for bats will be spent on bats only.

All monies raised by the PSC shall be used at the discretion of the Board for the benefit of all teams or for a softball function.

The Board of Directors will put out a schedule for Field Maintenance no later than November 1st.

The Manager of the team scheduled for field maintenance will be responsible to see that the field maintenance is done.

The operation of the Pennbrooke Softball Club shall be done according to Roberts Rules of Order and the Standard Rules for Parliamentary Procedure

VIII. CODE OF CONDUCT

A. If a player, coach, manager, or official makes insulting remarks or actions to or about any opposing players, officials, spectators, or the League itself, they could be promptly ejected from the game. If the act is flagrant or continued, the offender could be suspended for the remainder of the season and will forfeit all fees paid.

B. Anyone from the Pennbrooke Softball Club making insulting remarks or actions against any other Pennbrooke Softball Club member or anyone in the community, during a softball related function, will be subject to disciplinary action as *directed* by the Pennbrooke Softball Club Board of Directors, up to permanent exclusion from the softball program.

C. Fighting, brawling or any other type of aggression will not be tolerated and could be cause for termination from the softball program at the discretion of the Board.

D. Board of Directors members can be expelled from office or from the Pennbrooke Softball Club for violation of paragraphs A, B, or C of this section, or as a result of any other act(s) detrimental to the Pennbrooke Softball Club. Expulsion will require a 2/3 vote cast by the remaining members of the Board of Directors. The voting shall be by secret ballot.

E. Any Pennbrooke Softball Club member whose conduct is detrimental to the team can be suspended at the discretion of the Manager with the approval of a majority of the Board of Directors. The Manager will determine the length of the suspension, with approval of the Board of Directors. The Manager shall make a written report to the Board within 48 hours and the Board shall make a determination within one week. Any suspension shall be for all Pennbrooke Softball Club sponsored games. They will not be allowed to wear a uniform at any game and shall not enter the dugout.

F. All players are expected to share in the workload. Maintenance of the field, fundraisers, work details, umpiring, etc. are examples of the required participation. The participation is the responsibility of the team managers. Managers of each team shall be responsible to insure that their players put in a minimum of 16 hours on work details per season.

G Any member of the Pennbrooke Softball Club can report another Pennbrooke Softball Club member of violations of the *above-mentioned* paragraphs. The complaint must be in writing and signed by the person who is writing the complaint and given to a Board member within 48 hours of the violation. The accused will have the right to defend himself/herself in front of the full Board of Directors.

H. Any time a player or Manager is ejected from a game at any field there shall be a written report to the Board from the Manager within 48 hours. The Board shall take any action, within one week of the report, that it deems appropriate.

I. Any disciplinary meeting held by the Board of Directors will be a closed meeting and will include the involved parties. All parties will be allowed to call any witnesses on his/her behalf, as they feel necessary.

IX. AMENDMENTS

Amendment approvals are a two-step process.

First the amendments must be introduced by giving all PSC members a copy of the amendments or by reviewing the proposed amendments at a meeting.

Then the amendments must be approved by majority vote of Pennbrooke Softball Club members attending a meeting. This meeting must be held between 14 and 30 days from the introduction of the amendments.

ATTACHMENTS:

Attachment A: Duties of managers and other voting and non-officer Board members.

Team Manager:

1. Attend League meetings as required.
2. Schedule and run team practices.
3. Complete and submit all required player documentation in a timely manner. (Player contracts, Waivers, etc.)
4. Inventory and maintain all equipment allocated to the team.
5. Prepare the field prior to home games and clean the dugouts after completion of the game.
6. Report home game results per league requirements.
7. Select Team Representative for the Softball Board.
8. Ensure team members participation in club events (Work Days, Fund Raisers, etc.).

Concession Manager:

1. Inventory, document, and maintain inventory of all required equipment and supplies, including,

but not limited to: tables, chairs, and cooking equipment; expendable sales supplies such as drinks, meat, chips, condiments paper products, and propane, and purchase the expendable supplies as required to support sales.

2. Identify and schedule workers as required for cooking, sales, and setup and teardown.
3. Manage, control and report sales and expenses. Retrieve the cashbox and change from the Treasurer prior to each scheduled sales event and return it to the Treasurer after the event with all sales revenue, along with any receipts, and as statement of gross sales, expenses, and net profit.
4. Ensure that all sanitation and safety measures are adhered to by all workers.

Equipment Manager:

1. Purchases, and maintains all sporting equipment and supplies, and inventories all sporting equipment and supplies at the beginning and end of season. Distributes all sporting equipment to the teams equally. Will make request to the Board for any purchase of equipment costing more than \$100.

Field Maintenance:

1. Oversees maintenance of the field, field equipment and related areas.
2. Administers the contracts for mowing, weed control, fertilization, etc. (The contract may be held by the Field Maintenance person.)

Fund Raising:

1. Identify and investigate potential fund-raising events.
2. Recommend events to the Board for approval.
3. Oversee the execution of approved fund-raising events with the help of the Board and Managers and utilizing all members of the Softball Club.
4. Report the results of the event to the Board.
5. Maintain a list and payment status of all sponsors.
6. Utilizing input from Softball Club members, and other sources, identify and contact potential additional sponsors.

Umpire in Chief:

1. Identify, train, schedule umpires for all home games.
2. Post schedule of umpires on *the* bulletin board at the softball field.
3. The scheduled umpire, if unavailable to work as scheduled, shall arrange for another umpire to fill in. That scheduled umpire shall notify the Umpire in Chief of the change.

Other job descriptions may be added as required.