

# **SSL CHARTER QUICK REFERENCE GUIDE**

The Southern Softpaw League (SSL) Charter has been completely rewritten for clarity, cohesion, and with the necessary flexibility for smooth operation. This is a quick guide to help you navigate the Charter and its text.

Article 1 establishes the League as a formal entity.

Articles 2-4 describes the Executive Board and their composition, authority, and responsibilities.

Articles 5-6 describes Executive Board vacancies and replacement.

Article 7 describes the process on League expenditures outside of the budgeting process and traveling on League business

Article 8 describes the role of Division Ambassadors.

Article 9 describes the process for having League and/or Board meetings and their access and transparency.

Article 10 describes the process of establishing a committee, their operation, and removal of committee members.

Article 11 describes the criteria on being a member of the League.

Article 12 describes the composition of the Coaches Council and their responsibilities.

Article 13 describes the Annual Coaches meeting, how it functions, and how the meeting will operate.

Article 14 describes the rules of engagement regarding abiding to the Charter, unwritten customs of the League, and general sportsmanship principles, as well as mechanisms on ensuring compliance.

Article 15 describes the appeal process when a League member has had corrective action taken against them by the Board, the Coaches Council or any other entity within the guidelines of the provisions of the Charter.

Article 16 describes the process regarding the management of funds expended or received by the League.

Article 17 describes providing copies of the Charter to members of the League that request it.

Article 18 describes the process on amending the Charter.

# **Southern Softpaw League Charter**

*Revised 9-7-2016, rewritten 10-24-2016*

## **PREAMBLE**

The members of the non-profit organization named the Southern Softpaw League, known as SSL, in striving to foster the promotion of amateur softball for all persons regardless of age, race, religion, gender, national origin, sexual orientation or gender identity, and to promote education and training for proper skills of softball, and to promote the importance of positively impacting the lives of animals in need and their charities, do ordain and establish this Charter for the Southern Softpaw League.

### **ARTICLE I – League Incorporation**

**Section 1.01:** The period of duration of the League is perpetual.

**Section 1.02:** The League Charter and Rules are set forth by the powers vested in the Executive Board as of September 5, 2009.

### **ARTICLE II – The Executive Board – General Composition and Powers**

**Section 2.01:** The SSL Executive Board shall be composed of not more than ten (10) members.

**Section 2.02:** The Board shall have a Governor, Lieutenant Governor, Secretary, Treasurer, Division Ambassadors, and Charity Director.

**Section 2.03:** The Board members, except the Charity Director, shall be a current member of the League.

**Section 2.04:** The Board shall be responsible stewards and custodians of the best interests of the League and operating in and enforcing compliance to the Preamble of this Charter and the provisions thereof; attending board meetings; operating in and ensuring League compliance of rules and objectives of the Amateur Softball Association (ASA) softball guidelines.

**Section 2.05:** The Board shall have the power:

- I. To establish committees for the necessary and proper function of the League
- II. To add ex-officio advisers to the Board
- III. To propose Amendments to this Charter

- IV. To establish any necessary new provisions and manage all other affairs not enumerated to ensure the proper function of the League in accordance to the Preamble
- V. To enforce penalties for violations of the provisions of this Charter
- VI. To enforce penalties for violations of League game rules
- VII. To approve or reject membership into the League

**Section 2.06:** The addition of ex-officio members shall be approved by the Board with a simple majority.

**Section 2.07:** The Board shall serve without compensation.

### **ARTICLE III – The Executive Board – Roles, Powers and Responsibilities**

**Section 3.01:** The Governor of the League shall be responsible for overseeing the day-to-day functions of the League; overseeing that League officers are performing their duties in accordance and alignment with the Preamble and best interests of the League; overseeing and guiding the League sponsorship and Charity outreach in accordance to and alignment with the Preamble and best interests of the League; ensuring compliance of Board members to the provisions of this Charter and applicable rules from ASA and laws.

**Section 3.02:** The Governor of the League shall have the power:

- I. To call all regular and special meetings to order and perform roll calls
- II. To preside at all formal meetings of the League membership and of the Board
- III. To have ultimate authority on interpretation of intent of all the Articles of this Charter
- IV. To pardon a player or team in the League outside of the appeals process
- V. To allocate funds for League related expenses and Charity donations with proper notification to the Board before such expenditures occur
- VI. To appoint a Committee Chairperson
- VII. To remove a Committee member
- VIII. To delegate any of the aforementioned powers to any Board member

**Section 3.03:** The Lieutenant Governor of the League shall be responsible for addressing scheduling issues with Coaches; finding a team for new players; making recommendations to the Governor in all matters regarding violations of the provisions of this Charter or League game play rules, regulations or unethical behavior by any League member, or spectator or any person involved in such matters.

**Section 3.04:** The Lieutenant Governor of the League shall have the power:

- I. To call all regular and special meetings to order and perform roll calls
- II. To act in absence of the Governor
- III. To suspend or expel a member or Team of the League for conduct in violation of the Bylaws and Rules of the League, as well as improper conduct and unbecoming sportsmanship
- IV. To act as the direct liaison of the Umpire staff and field personnel
- V. To be authoritative on interpretation of League game play rules when a dispute occurs on the Field
- VI. To allocate funds for League related expenses with proper notification to the Board before such expenditures occur
- VII. To create the Officer of the Day schedule for field-related purposes
- VIII. To delegate any of the aforementioned powers to any Board member

**Section 3.05:** The Treasurer of the League shall be responsible for prudent stewardship of League monies; establishing and maintaining a working budget; maintaining a ledger of transactions; providing budget and financial reports; managing the Post Office box; recruiting League sponsorships.

**Section 3.06:** The Treasurer of the League shall have the power:

- I. To have oversight over the working budget
- II. To have oversight over League and sponsorship agreements
- III. To act in the absence of the Lieutenant Governor
- IV. To produce regular reports of the working budget to the Board.

**Section 3.07:** The Secretary of the League shall be responsible for maintaining League website and other official League records and communiqués; gathering agenda items for Board meetings; coordinating Board meeting schedules; coordinating the collection of information from the League to external media outlets; recording and maintaining minutes of Board meetings; maintaining records of all members of the League and official roster of all League teams.

**Section 3.08:** The Secretary of the League shall have the power:

- I. To act in the absence of the Treasurer

**Section 3.09:** The Charity Director of the League shall be responsible for coordinating and overseeing all official League charity fundraising events; being the spokesperson for the League in matters pertaining to the League's fundraising efforts; providing written or spoken reports at the Mandatory Coaches Meeting outlining Charity goals, objectives, and progress; vetting and liaising between the charities and the League.

**Section 3.10:** The At-Large Division Ambassador of the League shall be responsible for liaising between all of the teams and the League; recruiting new members to the League.

**Section 3.11:** There shall be an At-Large Division Ambassador and one (1) Division Ambassador from the Divisions prescribed by the Board.

**Section 3.12:** The At-Large Division Ambassador shall have the power:

- I. To act in the absence of the Secretary

#### **ARTICLE IV – The Executive Board - Operations**

**Section 4.01:** A quorum for the Board shall be defined as a simple majority of all currently occupied Board positions for the respective meeting unless otherwise defined in this Charter.

**Section 4.02:** A quorum for all League business that requires the intervention of teams and coaches shall be defined as a simple majority of teams/coaches unless otherwise defined in this Charter.

**Section 4.03:** No business shall be officially conducted if the quorum requirements of either Article IV, Section 4.01 or Section 4.02 or conditions otherwise stated in the Charter are not met.

**Section 4.04:** When the requirements of Article IV, Section 4.01, Section 4.02, or other conditions stated in the Charter have been met, the act of a majority of those present at a meeting shall be the act of the body approving an action.

#### **ARTICLE V – The Executive Board – Absence and Removal**

**Section 5.01:** All Board members are required to attend regular and special called Board meetings.

**Section 5.02:** Any Board member that has an excused absence shall be noted by the Governor at the beginning of the Board meeting.

**Section 5.03:** Any member of the Board who is absent from four (4) consecutive meetings of the Executive Board, unless previously excused by the Governor, may be deemed to have resigned as a member of the Board and may be replaced in accordance with the provision stated in this Charter.

**Section 5.04:** Any Board member who is absent from three (3) consecutive meetings of the Board shall be served a notice prior to the subsequent meeting of the Board informing such persons of their pending resignation should they not

attend that meeting.

**Section 5.05:** The Board shall have the power to remove an officer of the League by an affirmative vote of two-thirds (2/3) of the Board for the reason of conduct not limited to but including not acting in the best interest of the League, or for failures, refusals or inability to perform the official duties of the League.

#### **ARTICLE VI - The Executive Board - Vacancies**

**Section 6.01:** Vacancies that occur on the Board shall be filled by the Board within 30 days, unless no qualified personnel have been identified for such vacancy.

**Section 6.02:** Once a vacancy has been filled, the appointee shall hold office effective immediately.

**Section 6.03:** If a vacancy is not filled in the time prescribed in Article VI, Section 6.01, any member of the Board may make a motion for a person in the League in good standing to fill the vacant position with a simple majority. The League Governor may then confirm the appointment.

**Section 6.04:** If the League Governor does not confirm the appointed member then the Board may withdraw the appointee's name and select another League member in good standing for the vacant position or reaffirm the same person by a simple majority vote.

#### **ARTICLE VII - The Executive Board – League Expenditures**

**Section 7.01:** Any Board member may make a motion to expend funds outside of the League's yearly budget if its in the best interest of the League and its members.

**Section 7.02:** A three-quarters (3/4) majority vote of Board members shall be required for fund expenditure outside of the League's yearly budget.

**Section 7.03:** Should Article VII, Section 7.02 be exercised, the expenditure shall be recorded and listed under a special category by the Treasurer in the yearly budget within thirty (30) calendar days.

**Section 7.04:** Board members and other League members traveling for official League-related functions may be reimbursed for personal funds used while traveling for official League-related functions. Receipts and written request must be submitted to the Treasurer for approval. The Board shall approve such request by three-quarters (3/4) vote.

## **ARTICLE VIII – Division Ambassadors**

**Section 8.01:** The Division Ambassadors shall be officers of the League and shall not be members of the Executive Board.

**Section 8.02:** The presence of Division Ambassadors at Board meetings shall not impact the quorum requirements as defined in Article IV, Section 4.01.

**Section 8.03:** The Division Ambassadors of the League shall be responsible for representing the best interest of their respective Divisions; recruiting new members to the League.

## **ARTICLE IX – League Meeting Transparency and Accessibility**

**Section 9.01:** Regular meetings of the Board shall be held at the time and place to be determined by the Board.

**Section 9.02:** Special meetings of the Board may be called by the Governor on two (2) days notice to each officer either directly, by telephone or by email. The Governor may call special meetings on the request of any two (2) officers serving like notice.

**Section 9.03:** League meetings shall be subject to the same criteria prescribed in Sections 9.01 and 9.02.

**Section 9.04:** All League meetings, regular or special, shall be open to any current League member in good standing and must be announced via email, phone, website notice, social media notice or in person to all team coaches/managers no later than 48 hours.

## **ARTICLE X – Committee Composition, Appointment and Removal**

**Section 10.01:** A Committee shall be created by a resolution of the Board pursuant to Article IV, Section 4.01, adopted by a simple majority vote.

**Section 10.02:** Membership of the Committee created by resolution by the Board shall be outlined in the resolution adopted.

**Section 10.03:** The Governor shall appoint one member of each Committee to serve as the Chairperson of such Committee pursuant to Article III, Section 3.02, Clause VI.

**Section 10.04:** The impeachment and removal of a Committee member, when deemed necessary to be in accordance with the Preamble of this Charter and/or

any provisions of this Charter, shall be done either pursuant to Article III, Section 3.02, Clause VII or by two-thirds (2/3) of the Board.

### **ARTICLE XI – League Membership**

**Section 11.01:** To be a member of the League, prospective players shall complete their registration form, pay their player registration fee, and demonstrate an interest of participating in the League. Upon payment of player registration fees, the Board shall approve or reject membership into the League. All players, Board members, Coaches and Non-Players who have paid fees shall be members of the League.

**Section 11.02:** Rejection of membership of the League shall only occur when the prospective member does not act in a manner pursuant to the League Preamble, interests of the League, or has known personal conduct unbecoming of a member of the League.

**Section 11.03:** The duration of League membership shall be between the Mandatory Coaches Meetings.

**Section 11.04:** The Board shall provide for the certification of membership in the League name, address, email address and date of birth of each member, and the date of issuance shall be entered in the records of the League.

**Section 11.05:** The League may have honorary members. One may be recognized annually and inducted into the League Hall of Fame.

### **ARTICLE XII – The Coaches Council – Composition and Operations**

**Section 12.01:** The Coaches Council shall be comprised of all of the Coaches of current and paid Teams of the Southern Softpaw League.

**Section 12.02:** The Council shall be responsible for hearing any formal appeals filed by any member of the League; ensure good sportsmanship of each of the players on their team; setting an example for their team and players; be the official liaison and representative for their team in all matters pertaining to League issues; ensure all team rosters and team/player fees are collected and turned into the League in a timely manner; ensuring the team is in compliance with all League rules.

**Section 12.03:** The Council may vote on all League matters during the Mandatory Coaches Meeting.

**Section 12.04:** A quorum of the Council shall be defined in accordance to Article IV, Section 4.02.



## **ARTICLE XIII – The Mandatory Coaches Meeting – Composition and Operations**

**Section 13.01:** The Mandatory Coaches Meeting of the League shall be held at the beginning of the season.

**Section 13.02:** The Coaches Meeting shall serve dually as a social event, a business meeting of the League coaches and for the introduction of newly appointed/elected officers for the current year, as well as the transaction of any other League business.

**Section 13.03:** Any coach that is unable to attend the Coaches Meeting shall designate a delegate to act on their behalf on all matters involving the coach's team.

**Section 13.04:** The Board shall set the League's agenda for the current season and discuss, amend and/or change League rules based on the coach's input and feedback. Any changes considered shall be in the form of a motion from any board member and second by another. Such motion shall then be voted upon by all board members and coaches or by their delegate.

**Section 13.05:** The Board may designate any place as the place of meeting for any annual meeting or any special meeting.

**Section 13.06:** Notice of the Coaches Meeting stating the place, day, and hour shall be delivered at least fourteen (14) days in advance, either directly, by telephone or email to each team coach. The team coach shall be held responsible on notifying team members of the Council's meeting.

**Section 13.07:** The present teams shall have paid their team fee for the current season to be allowed one vote.

**Section 13.08:** The Coaches Council may meet at other times during the season if deemed necessary by the Board.

## **ARTICLE XIV – League Sportsmanship, Customs and Compliance**

**Section 14.01:** All members of the League shall govern themselves according to the letter and spirit of this Charter, official decrees from the Board, general rules of decorum, proper conduct and sportsmanship, generally accepted game play rules and regulations, and to any and all unwritten rules and customs of the League.

**Section 14.02:** All members of the League shall support League sanctioned events and activities.

**Section 14.03:** No member or team of the League shall establish or host an event that competes with any League sanctioned event.

**Section 14.04:** The Board shall have the power to take any necessary and proper measures to ensure compliance to the provisions of this Article.

**Section 14.05:** The Board shall have the power to delegate the powers of necessary and proper corrective action, at its discretion, to the Coaches Council. In such event the Board chooses to delegate this responsibility, a simple majority shall be required. The Coaches Council shall deliberate and take necessary and proper action to ensure compliance to the provisions of this Article.

#### **ARTICLE XV – Corrective Action Appeals Process**

**Section 15.01:** In the event of a member receiving any corrective action including but not limited to a fine, suspension or being expelled, any member of the League may file a written appeal to any Division Ambassador within 48 hours.

**Section 15.02:** Each Division Ambassador shall notify the Coaches' Council within their respected divisions and shall have a special called meeting within, but no later than, five (5) days to hear the appeal.

**Section 15.03:** A member of the Board shall be allowed up to 30 minutes to make the case against the League member in question before the Coaches' Council. The League member in question shall be given up to 30 minutes to make their case. A rebuttal of 15 minutes shall be allowed for each side. The Chairperson shall then excuse both sides, and the Coaches' Council shall deliberate and make a ruling with two-thirds (2/3) in favor or against the appeal.

**Section 15.04:** The vote of the Coaches Council shall be final.

**Section 15.05:** The Division Ambassador whom is selected by the Governor to be Chairperson during the appeal process, shall ensure the appeal process is fair, impartial and all actions are in compliance with rules and regulations herein.

**Section 15.06:** Any League member who may serve on the Board or as a Division Ambassador or on the Coaches' Council that may have any conflict of interest shall recuse themselves from the appeal process.

#### **Article XVI – The League – Fiscal Operations**

**Section 16.01:** All checks and drafts, or order for payment of money issued in the name of the League, or any fund managed by the League shall require two (2) authorized signatures as set forth under the duties of the officers. In the event

that the League manages a fund for a specific Committee, then the Chairperson of that Committee may serve as an authorized signatory on such fund if provided for in the resolution creating the Committee.

**Section 16.02:** All funds or any fund managed by the League shall be deposited to the appropriate account(s) in such bank(s) as the Board may select.

**Section 16.03:** The Board may accept on behalf of the League any contribution, gift, bequest or device for general purposes or for any special purpose of the League.

### **ARTICLE XVII – Publication of League Charter and Rules**

**Section 17.01:** A copy of the Charter and League Rules shall be published annually prior to Coaches Meeting. A copy of each document shall be provided to each Coach. Additional copies shall be made available to any League member upon request.

**Section 17.02:** Upon amendment of the Charter and/or League Rules, the Coaches shall be notified of the approved changes and sent an updated copy. The copy of the new Charter or League Rules shall be supplied to any League member upon request.

### **ARTICLE XVIII – Charter Amendment Process**

**Section 18.01:** Any Board member may propose Amendments to this Charter in writing to all other Board members at least one (1) week prior to a Board meeting.

**Section 18.02:** The Board shall deliberate on the merits of the proposed Amendment to the Charter over two (2) Board meeting sessions unless deemed critical to the proper function of the League.

**Section 18.03:** Approval of the Amendment to this Charter shall require two-thirds majority (2/3) of Board members.

**Section 18.04:** All Amendments to this Charter shall supersede the original text.