

BY-LAWS of CONTINENTAL SOFTBALL CLUB (CSC)

Preamble: The mission of the CSC is to provide Continental Country Club residents' the opportunity to safely participate in the game of softball and softball related activities.

Article I NAME:

This organization shall be named the "Continental Softball Club (CSC)." All other references will no longer be used. We are a "Not for Profit Organization." We do not have tax exempt status. Our Primary team colors will be Green and White with Black and/or White accents and numbers. Grey and/or black shorts should be worn. Senior team colors may include gold accents.

Article II PURPOSE:

The goal of this organization is to provide an opportunity to safely participate in softball activities for players aged 50 or older who currently reside or own property within the Continental Country Club Community. (Exceptions may be made which coincide with the League in which CSC participates). All CSC members shall abide by and support the policies and rules established in this document and those established by the league in which CSC participates. All CSC members participating in any activity governed by our organization shall focus on Safety, Fairness, Good Sportsmanship, and Camaraderie.

Article III ORGANIZATION:

Section I:

- A. The CSC Executive Board of Directors (EBOD) will consist of a President, Vice President, Secretary, Treasurer, CSC Player Representative, these are the voting members of the EBOD. These officers are responsible for the everyday details that result in the smooth operation of our organization.
- B. EBOD is responsible for operating and governing the CSC year-round. The EBOD shall be the final decision makers on all issues, including but not limited to, financial responsibilities, internal and external problems, personnel and operational activities, grievances, disciplinary actions, membership, purchasing, field maintenance, operational control of

the snack shack, and coordination with CCC in all areas concerning softball activities.

- C. Appointed positions will include but not be limited to; a continental park representative (if required by the current league in which CSC participates), managers, coaches, head umpire, committee chairpersons, snack shack manager. All the above and players are required to be dues paying members of CSC.
- D. During the playing season, the Board of Directors (BOD) will have voting rights concerning CSC matter. The BOD will consist of the EBOD, Head Coaches, and the Park Representative. They will collectively be responsible for decision making on issues that arise regarding the playing season. The BOD will be required to attend all CSC Membership Meetings to address any issues among the members.
- E. Personnel Issues/Revocation of Membership: Any issues involving inappropriate conduct by any CSC member/s will be addressed by the BOD. The VP will in consultation with the BOD investigate all matters regarding disciplinary infractions. The factual findings of any investigation will be reported to the BOD. Any BOD member related to or which there may be a conflict of interest will be omitted from the BOD during the entire process. The President will preside over these meetings. All matters during the disciplinary process will be conducted in a closed session of the BOD. All people involved have the right to request an in-person meeting with the BOD to present their case. A majority vote is required for the BOD to levy any discipline. The BOD must be unanimous in the event the discipline is deemed for revocation of membership. The president is responsible to communicate, in writing, the findings of the BOD with all parties involved in a reasonable time frame.

Section II: Membership

- A. Membership in CSC shall include residents, property owners, grandfathered players (If the league in which CSC participates allows), who wish to participate in the CSC Organization. There is no requirement to play softball to be a member of CSC. Non-Playing members will be considered as committee

members, ad-hoc committee members, volunteers, umpires, managers, coaches and may run as an officer of the Executive Board of Directors (EBOD).

- B. Non-playing members will be entitled to voting rights after 90 days of enrollment and/or once they become committee chairpersons, managers or coaches, or members of the EBOD.
- C. All CSC members are encouraged to attend regular meetings and pay dues as required, and actively support organization projects (Fundraising, Field Days and Team activities). This includes all board members, managers, coaches, players, volunteers, umpires, and players.
- D. CSC currently participates in the Sun and Fun (S&F) Softball Organization.

Article IV: Election and Appointments

Section I: Elections

- A. To ensure continuity of the EBOD, elections will be held yearly with the Vice President, Treasurer and CSC Player Representative elections on even numbered years and the President and Secretary elections on odd numbered years. Elections will take place at the end of the fall/winter season, typically during the March CSC membership meeting. The EBOD will organize an election committee consisting of no less than 3 dues paying members prior to March 1st in an election year, the Secretary will chair the committee. Officers must be dues paying members, live, own or rent a residence in Continental Country Club and be in good standing.
 - 1. An Executive Board of Directors (EBOD) shall be elected to 2-year terms by a majority vote of any dues paying member casting a vote during the meeting. Absentee ballots must be received prior to the election meeting and must be placed in a locked box. Members who are not present may vote via email ballot or text message received and confirmed valid by the election committee.
 - 2. Newly elected officers will assume their duties on April 1st in the election year.

Section II: Officers

- A. **President**: will lead the CSC in a positive direction and conduct all meetings of the CSC. The President will be responsible for the overall operation of CSC in accordance with these by-laws and the policies established by the league in which CSC participates. Oversee financial status with the treasurer. Make decisions pertaining to the everyday operation until the EBOD can meet. Chair EBOD and general meetings. Chair any disciplinary proceedings as needed, unless the president is involved, or any impartiality exists.
- B. **Vice President (VP)**: will assume the duties of the President in the absence of the President. Additional duties include but are not limited to the management of umpires, overseeing maintenance of the playing field and purchasing and maintaining inventories of equipment and supplies necessary for the operation of CSC. The VP will coordinate with the CCC Board of Directors, General Manager and Maintenance Department as needed and will advise the EBOD.
- C. **Secretary**: records and maintains minutes of all CSC meetings. In an election year, organize the election for EBOD officers prior to April 1st of the current season and notify the CSC membership of the election date and time. The secretary will notify CSC members of all meeting dates and times, maintain the CSC Facebook page and any media used by the CSC.
- D. **Treasurer**: responsible for collecting and reporting all funds of the CSC to the EBOD at all meetings. Distribute funds as directed by the EBOD and the voting members of the CSC based upon any majority vote. Ensure funds and accounts are reconciled monthly with a report accessible to any EBOD or member upon request in a timely manner. All accounts payable will require the signature of the Treasurer or President.
- E. **CSC Player Representative**: will be responsible for assessing the ability level of all new CSC softball players to determine which team they will be assigned for the upcoming season as required by the league bylaws/rules in which CSC participates. Additionally, they will chair the draft of players and assist all coaches during the assessment process. Provide

guidance to coaches upon request. Maintain all CSC player contracts which will be disseminated to all coaches prior to the season and after the draft is complete. Assist coaches with the required paperwork for the leagues and tournaments in which CSC participates. Be responsible for all teams' equipment during the off season. Assist the Vice President with purchasing and maintaining inventories of equipment.

- F. **Park Representative:** The EBOD will appoint a park representative. This position is responsible for being the sole representative for all verbal and written communication with the league in which CSC participates, including player upward and downward movements. Attend league meeting requiring park representation. Share information from the league with EBOD. Reserve the Mag Room or Pavilion for requested league meetings held at CCC. Set up tables as required to facilitate the meeting. Assist and communicate with all CSC coaches with league requirements, including player paperwork and contracts. Collect all contracts from the league at the end of each season.

Section III: Appointments:

- a. The EBOD shall have the authority to appoint a temporary replacement for any permanent vacancy on the EBOD until a special election can be held in a non-election year. The President will appoint a committee within 14 days following the written announcement of a vacancy/s. The committee is responsible for organizing a special election within 45 days of their appointment. The Secretary will be the Committee Chair.
- b. The President will temporarily appoint a replacement until the EBOD can meet. If the vacancy occurs within 90 days of an election, in an election year the EBOD will appoint a replacement/s until the March election season.
- c. The EBOD shall have the authority to appoint Head Coaches, Umpires, Park Representative, Field Director, Snack Shack Director, Fundraising Chair, and Committee Chairpersons necessary to carry out the goals of our organization. Head Coaches may select their Assistant Coach with the approval of the EBOD.

- d. Selection of Committees: The EBOD will ask for volunteers to chair and become members shall the need of any committees arise. The purpose of the committee will be published at the time of appointment.
- e. Head Coaches/Manager: Any CSC member may volunteer to become a coach of any level of softball in which CSC participates. All coaching prospects shall notify the EBOD of their intention to coach. The EBOD will meet with each prospective coach in the event multiple volunteers request to become coaches in the same division. Head coaches will participate in the annual pre-season draft of players to select like-skilled players for their team. Player selection will be based on player experience, and skill level as determined by the CSC Player Representative in consultation with the Head Coach. The highest skill level Division Head coach will select players first. Head Coaches' responsibilities include but are not limited to:
1. The Head Coach must attend an Umpire Clinic each September prior to the upcoming season.
 2. The operation of their team-making rosters and assigning positions best suited for the team.
 3. Provide the EBOD with a copy of their post-draft roster prior to the S&F October league meeting.
 4. Attend the S&F October league meeting ensuring all required paperwork is completed and turned in on time. This includes any game reports required by the league.
 5. Ensure all dues are collected and turned into the treasurer prior to the start of the fall season.
 6. Ensure players follow the playing rules of the league.
 7. Organize and run practices for their teams. It is recommended each team practices at least once a week during the season.
 8. Provide ample playing opportunities for each member on their roster.
 9. Head Coaches are encouraged to select an Assistant Coach and Official Score Keeper.

10. Maintain all equipment issued prior to the start of the season.
- f. Assistant Coach: Assistant Coaches will be selected by the Head Coach. Their duties will be directed by the Head Coach of the team for which they play.
- g. Players: Players will play for the team for which they have been drafted. Any player refusing to play on the team they were drafted will forfeit their right to play in the current season. Any exceptions to this rule will be brought to the attention of the EBOD and dealt with on a case-by-case basis. The EBOD will be the deciding factor. All decisions are final. Players are expected to be constructive members of their team. Coaches reserve the right to assign positions as they determine. All players will act in a responsible manner during all softball related activities. Players must follow the rules of the league. Any disciplinary actions will be dealt with accordingly.

Article V: Meetings

Section 1: All meetings shall be at the call of the President or a majority of the EBOD. A majority vote by attending members is required to act on any business. Each member is limited to one vote. In a situation where a member has returned to a second home, on vacation or in the event of an emergency, an absentia vote may be cast via text message, email or letter. Telephonic votes must be verified by all EBOD members, without this verification the vote will not be counted.

Section II: EBOD meeting. The EBOD shall meet in addition to in-season meetings to conduct business in the off season. The EBOD will meet quarterly at a minimum. Emergency meetings shall be called as needed.

Section III: BOD meetings are used during the playing season to address any issues, concerns, or disciplinary matters that may arise during the season.

Section IV: CSC Membership meeting will meet prior to the start of the fall season to discuss the upcoming season, and to discuss any matters addressed during the off season. The President or a majority vote by the EBOD shall call a meeting during the season to address any issues that may

arise. There will be an end of season meeting to discuss any end of season activities. For club decision making, voting at meetings is reserved for BOD and dues paying members.

Article VI: Finances

Section 1: The EBOD shall set fees to be charged to players who participate in the CSC. The fees shall be the same amount for all members. Dues are required to be paid prior to November 1st of the current season. The cost of membership dues is currently set at \$40.00. All coaches are responsible to ensure all players on their roster are paid in full prior to the start of the fall season.

Section II: All expenditures of the CSC funds require EBOD approval. Any expenditure exceeding \$2000.00 shall require a majority vote of all voting dues paying members.

Article VII: Amendments & Ratification

Proposed amendments to this document must be introduced by a committee, appointed by the President at one meeting of the CSC and then may be approved at another meeting held no sooner than 14 days after the initial meeting when the proposal was introduced. This document may be amended by approval of a majority vote of membership.

Article VIII: Dissolution

In the event the CSC Organization no longer exists due to any variety of factors, the CSC Board of Directors will gain control of any and all funds which the CSC has in its name. The CSC Board of Directors will responsibly close operations, settle debts, and distribute any remaining assets as they deem appropriate.