# WILLIAMSBURG SENIOR SOFTBALL LEAGUE BYLAWS
## Revised and Approved September 2026

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## Article I – The Organization

### Section 1 – Name of League

The name shall be known as the Williamsburg Senior Softball League, herein referred to as the WSSL. The WSSL is a member of USA Softball, herein referred to as USA and subscribes to its rules and regulations which are not in conflict with rules adopted by WSSL.

### Section 2 – League Purpose

The League, an IRS approved non-profit organization under IRS Code Section 501(c)(7), was formed with the overall purpose of assisting in the development and promotion of slow pitch senior softball for players in Williamsburg, Virginia and the surrounding areas. ***No player is excluded from joining the League based upon gender, sexual orientation, or race.*** In the interest of player safety, the Board of Directors may impose Minimum Performance Standards that all players must meet. Those unable to meet the standards will not be eligible for regular league play. All male players must be 50 years of age or older and female players must be 40 years of age or older by December 31st of the year to play. Any deviation to this requirement may be allowed on an individual basis by the Board of Directors.

### Section 3 – League Fees and Application

There are three categories of membership in the WSSL: Player, Associate, and Social.

**Players** will be eligible to vote in any league elections or other types of league-wide votes. They will be invited to our social events, can umpire and score keep and will receive a hat. They also will be covered by our league liability insurance.

**Associate** members were not initially drafted onto a team but are interested in playing. These members would serve as our "bench" to replace players who may get injured or must stop playing for some other reason. They will be eligible to vote in any league elections or other types of league-wide votes. They will be invited to our social events, can umpire and score keep and will receive a hat. They also will be covered by our league liability insurance.

**Social** members would like to be formally part of the league even though they do not plan to actually play. They will not be eligible to vote in any league elections or other types of league-wide votes. They will be invited to our social events, can umpire and score keep and will receive a hat. They also will be covered by our league liability insurance.

Each player must pay seasonal fees to the League. The amount will be determined by the Board of Directors as part of the annual budget approved by WSSL membership at the annual meeting. In addition to the payment of seasonal fees, each member shall also submit annually a signed application before each season of League play begins.

### Section 4 – Administration Format

The League will be administered by an unpaid Board of Directors ("BoD"), which will consist of seven or more elected officers: Commissioner, Treasurer, Secretary, Social and Events Director, Communications Director, and two or more Division Presidents. All members of the Directors must maintain active membership in the WSSL, and all are voting members of the Board.

### Section 5 – Board of Director Responsibilities

The WSSL Board of Directors consists of the Commissioner, Treasurer, Secretary, Social and Events Director, Communications Director, Yorktown and Jamestown division presidents. The Board of Directors (BoD) are responsible for the administration of all business matters relating to the activities of the League as well as the enforcement of the rules and regulations as defined in these Bylaws and in the League's Rules Manual. The BoD will maintain and update the Manual as necessary. Minutes of each Board of Directors' meeting will be posted by a link on the homepage, or readily available section of the league website within 30 days of each meeting. The BoD will adhere to the requirements provided in the governing documents regarding petitions and authorizations from the general membership. The Board shall meet periodically as deemed necessary by the Board or at the discretion of the Commissioner.

*All references to gender in this publication are in the masculine form for brevity. The participation of women in WSSL is encouraged, appreciated and welcomed; however, USA SOFTBALL Coed Rules are not used.*

## Article II – Board of Director Role Descriptions

No BoD member shall function as a team manager while serving as an elected BoD member. Board members may, however, serve as assistant team managers. In the following, the use of "he" pertains to the person holding the board position regardless of whether the position holder is male or female.

### Section 1 – Eligibility

Any WSSL member in good standing is eligible to serve in any of the elected board positions.

### Section 2 – Commissioner

The Commissioner is responsible for setting the agenda and leading all BoD meetings and is the primary communicator to the league members providing pertinent information following BoD meetings and at other times as needed. The Commissioner leads the BoD decision making process on major league-wide issues and strategies. Other specific responsibilities include the following:

- Serve as liaison with the City of Williamsburg and James City County and secure the permits for the use of all softball fields. Coordinate the communication with city and county field crews on game days on decisions to cancel games due to weather or field conditions. Then inform the Board and team managers for disseminating the decision to league players.
- Is often the "face of the league" with certain external organizations such as local government entities, other senior softball organizations, etc., beyond any day-to-day items managed by other BoD members.
- Work with the BoD to set the agenda and then lead the league Annual Meeting.
- Work with the Division Presidents to develop game schedules each year.
- Interface with league sponsors to ensure they feel they are receiving appropriate value for their sponsorship investment.
- Work with the Treasurer to ensure the annual audit process is performed appropriately and that any issues identified are addressed. Also shares check-writing authority with the Treasurer.
- Oversee league player development activities.
- Select another Board member to lead a BoD meeting or other function when the Commissioner cannot be there.
- Maintain the league-wide email distribution list.

## Section 3 – Treasurer

The Treasurer maintains all financial records of the League; collects the seasonal fees from the membership and deposits the proceeds into the League's bank account; and ensures that all usual and customary obligations of the WSSL League are paid on a timely basis. Additional responsibilities include:

- Ensure proper documentation accompanies any request for reimbursement or payment to a vendor and that expenditures are made in accordance with the annual budget and BoD approved guidelines.
- Compile a member payment register that will then be transformed into a working roster of all paid members that will be used by Division Presidents for the formation of individual team rosters through a draft or some other method. The Treasurer will also maintain all original application forms which may be scanned for archival purposes.
- Report all expenditures and receipts at regular meetings presented in the traditional accounting format of an Income Statement.
- Formulate an annual budget, which after approval by the BoD, is presented for approval, along with last year's results at the annual general membership meeting.

- Ensure all annual filings (990N) with the IRS are completed on time and issue any other documents as prescribed by the tax law. The BoD will follow the IRS rules supporting the 501(c)(7) tax-exempt status to ensure the WSSL is in full compliance.
- Is authorized to sign checks and maintain the League's insurance policy.
- Organize an independent audit of the books annually.
- Work with Division Presidents to determine all shirts, hats, and softball equipment needs each year and then manage the logistics of ordering what is needed with the appropriate vendors and ensure it is delivered and disbursed to the teams when needed.

## Section 4 – Secretary

The Secretary maintains the League records, meeting minutes, reports, and handles League correspondence as directed by the Commissioner or the BoD. The Secretary maintains and reviews the League Bylaws and Rules Manual and is responsible for managing the election process for Board of Director positions. Additional responsibilities include the following:

- Document and track formal BoD action items.
- Provide oversight of and BoD liaison with the Rules Committee.
- Provide oversight of and BoD liaison with the Umpire Committee.
- Oversee the Head Umpire to ensure the league has enough trained umpires available for all scheduled games.
- Ensure the Board meeting minutes are suitable for publication and are submitted to the webmaster within 30 days of the meeting.

## Section 5 – Social and Events Director

The Social and Events Director is responsible for identifying, organizing and managing various events and social activities that provide fun and entertainment while also helping to strengthen relationships among league members. These can include events which also support the community outreach aspect of the league. Specific responsibilities include the following:

1. Create an annual social/event plan including working with the Treasurer to determine the required budget to support the plan and then present it to the BoD for approval.
2. Identify and procure any external venues needed for the social activities/events that require them. This includes working with the Commissioner to identify and procure a venue for the annual meeting. Manage any RSVP processes needed for any of the activities/events.
3. Manage the league's participation in the annual Williamsburg Christmas Parade including participating in the City's planning meetings that pertain to the parade and communicating city requirements for those marching in the parade. Oversee any decorations, floats, etc. which may be part of the league's participation.

4 Manage and oversee any other social activities/events in which the league participates.
5 Work with the BoD to define annual community outreach goals and then oversee the planning and execution of specific activities to achieve the goals. This includes overseeing the planning and execution of the annual Breast Cancer Game.
6 Develop a schedule of different area restaurants for members to visit each week after games are completed. Communicate to members each week the restaurants for that week, and ensure each restaurant is notified of the day we will be coming.

## Section 6 – Communications Director

The Communications Director serves the marketing, media, and public relations interests of the WSSL, utilizing their skills to uphold the league brand's positive image. This director is the Board member responsible for all aspects of communication, marketing, and publicity for the league. They make sure the organization maintains a positive image and that all materials viewed by current and prospective participants follow the brand's specific messaging guidelines. Along with the WSSL Commissioner, the Communications Director serves as the face of the league at any media event. Specific responsibilities include the following:

- Work with the BoD to define and update the WSSL brand and value proposition.
- Oversee the league's new member recruiting efforts and current member retention efforts, utilizing a variety of specific activities aimed at promoting the league and attracting new members and retaining current members.
- Develop and maintain relationships with key members of local media to ensure the promotion of the WSSL to enhance our new player recruitment and our position as a member of the community.
- Oversee the Webmaster position to ensure overall content is kept current and supports the league brand. In addition, ensure new recruit content on the website is accurate and up to date.
- Oversee the league's Facebook page and other social media to ensure content guidelines support both new member recruitment and current member interest.
- Work with the BoD to define and update the value proposition for our league sponsors.
- Oversee the recruitment efforts aimed at attracting new league sponsors.
- Support the Commissioner in developing both internal and external communications, as needed.

## Section 7 – Division Presidents

Each Division President is responsible for the overall administration of their division including manager selection, team creation, division-specific rules and procedures, and that the players in their division behave in accordance with the creed and rules of the WSSL. Specific responsibilities include the following:

- Work with the other Division President and the Commissioner to determine how many teams will play each year in each division based on the number of available players and their respective ratings.
- Select the managers for their division each year with BoD approval.
- Lead the Manager Council for their division (comprised of the team managers) which is responsible for ensuring competitive balance among the teams; filling openings on teams during the year with newly recruited players; working out player trades between teams when needed; reviewing WSSL rules for appropriateness to their division and then creating either new or revised rules that will be presented by the Division President to the Rules Committee for their review and comments, and then to the BoD for approval; handling division player disciplinary issues after securing BoD approval for any proposed action; and addressing other division-specific issues as appropriate.
- Manage the creation of teams each year for the division utilizing a player draft performed by the managers with support from the League Treasurer and the Commissioner.
- Work with the Commissioner to develop game schedules each year.
- Work with the Treasurer to ensure team rosters are kept up to date.
- Serve on the BoD and provide updates on division-specific issues, injuries, etc.

# Article III – Elections

## Section 1 – Election of Board of Director Members

The Board of Directors shall be elected by a majority vote of the eligible League members conducted electronically at least 10 days prior to the Annual Meeting. The voting process will be overseen by the League Secretary. The Secretary will notify the membership of the commencement of a nomination period. The nomination period will be no less than 14 days. Members are encouraged to nominate candidates within the nomination period by submitting them via email to the Secretary. The nomination can include a brief, one paragraph candidate statement or nominator endorsement. Other members can also provide a similar candidate endorsement. Any statements/endorsements will be attached to the membership voting notification provided by the Secretary. Nominations received after the nomination period will not be allowed. The voting period will be determined by the League Secretary but will be at least 3 days long.

## Section 2 – Term of Office

The term of office of all members of the Board of Directors will be for two years commencing immediately after the election and continuing until the next election. Any officer can be removed for good reason by a two thirds majority vote of the Board of Directors. Once a

change of position or a break in service has occurred, defined as a full two-year term, then the board member may again be elected for a new term.

### Section 3 – Continuity

To ensure the continuity of the League and stability of the Board, the terms of the Board members will be staggered. The election for the offices of the Commissioner, Treasurer, Communications Director, and Social and Events Director will be held in even numbered years (e.g., 2026). The election for the office of the Secretary, and Division Presidents will be held in odd numbered years (e.g., 2027).

### Section 4 – Vacancies

In the event of a vacancy during any term of office, the Board shall appoint a temporary replacement who will have full voting privileges until the next annual meeting. In the event of a Commissioner vacancy, one of the other Board members shall be chosen by the Board to serve as Interim Commissioner.

## Article IV – Meetings

### Section 1 – Meetings

An annual WSSL general membership meeting will be held at the completion of the WSSL season and prior to the commencement of the following WSSL season. The date for this meeting will be established by the Commissioner. All the League members are invited to this meeting. The main purposes of this meeting are to announce the newly elected directors to the board, to communicate information about the upcoming season and the financial status of the League.

Regular BoD meetings will be held when deemed necessary by the Commissioner.

Special Meetings will be held when deemed necessary by the Commissioner.

### Section 2 – Quorum and Board Approval

A quorum of the BoD is necessary to officially conduct League business. A quorum is defined as a majority of the total number of BoD members. No decision will be made without a quorum. Board approval is hereby defined as a majority of the quorum.

## Article V – Fiscal Policy

Justifiable expenditures, such as those for supplies, equipment, fees, etc., are a necessary part of operating the League. The Board is entrusted by the membership with the authority to incur such expenses when necessary and to be good stewards of the League's financial resources. To

help ensure fiscal responsibility, expenses of more than $100 require approval from the Board of Directors. The Board can authorize any Board member or designee to incur valid league expenses and later receive reimbursement from the Treasurer. In the interest of expediency for small dollar amounts, every board member is authorized to spend up to $100, and receive reimbursement from the League, without prior approval from the Board of Directors.

## Article VI – Organization Bylaw Revisions and Amendments

The organization bylaws may be revised or amended by a majority vote of members by votes submitted electronically, provided that the proposed revisions or amendments have been submitted in writing at least 14 days prior to the annual meeting and have been posted in advance on the WSSL website. If the Board deems there is a need to revise the bylaws at other times in the annual cycle, a similar process is followed. The Secretary will post the amended Bylaws for Membership review on the WSSL website. The Membership will be notified of the changes and where to review them. The new version will be posted for a minimum of 14 days. The Secretary will then conduct an electronic vote. Membership will be notified of commencement and end of the voting period. The voting period will be a minimum of 7 days. A majority of the submitted votes received by the Secretary will determine whether the revision is adopted.

Sections within the bylaws may be waived at times with the approval of the BoD when the outcome is warranted to be in the best interests of the League and speed is of the essence. If this action is taken, the BoD must hold a special meeting of the general membership within 14 days of this action to review and explain the need for said action. However, the action will stand unless an alternate solution is provided prior to, or during, this meeting. Any alternate solution must also be approved by the general membership.

## Article VII – Williamsburg Senior Softball League Rules and Procedures Manual

These bylaws authorize the administration and maintenance of the WSSL's Rules and Procedures Manual contained in a separate document titled, "Williamsburg Senior Softball League Rules and Procedures Manual" (Manual). The Board is authorized to maintain the Manual, amending specific provisions from time to time as appropriate. The Manual provides comprehensive rules and guidelines for administering the League's play. The current version of the Manual is available for review on the WSSL's website.