

**WILLIAMSBURG SENIOR SOFTBALL LEAGUE BYLAWS**  
**Revised and Adopted January, 2020**

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# WILLIAMSBURG SENIOR SOFTBALL LEAGUE BYLAWS

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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, race, or disability.*** 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

Each player must pay seasonal fees to the League. The amount will be determined by the BOD 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

This League will be administered by an unpaid Board of Directors (“BOD”) which will consist of up to six elected officers: Commissioner, Deputy Commissioner, Treasurer, Secretary, Webmaster and an Ad Hoc Board Member. 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 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. 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.*

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### **Article II – Board of Director Job Descriptions**

No BOD member shall function as a team manager while serving as an elected BOD member. The use of “he” pertains to the person holding the board position regardless 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 serves as Chairperson of the BOD and provides overall direction to the Board on matters of strategic importance to the long-term benefit of the League. He presides at all general and executive meetings, authenticates all legally binding actions of the League. He may establish standing or special committees as deemed necessary to carry out the League’s programs. He appoints a committee of two players from the general membership to audit the League’s financial records each year. The Commissioner and Treasurer shall maintain the audit procedure guidelines. He is authorized to sign checks in the absence of the Treasurer.

#### **Section 3 – Deputy Commissioner**

The Deputy Commissioner replaces the Commissioner as Chairperson of the BOD in the Commissioner’s absence.

He functions as a liaison with the City of Williamsburg and James City County and secures the permits for the use of all softball fields. He coordinates the communications with city and county field crews on game days, cancels games due to weather or field conditions, informs the webmaster and team managers as well as the umpires.

The Deputy Commissioner oversees the “on field” activities including communication with managers, player selection, enforcement of rules and on-site resolution of disputes. He oversees the volunteer umpires.

#### **Section 4 - Secretary**

The Secretary maintains the League records, meeting minutes and reports. He handles all League correspondence as directed by the Commissioner or the BOD. The Secretary will maintain and review the League Bylaws and Rules Manual.

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### **Section 5 - Treasurer**

The Treasurer maintains all financial records of the League. He collects the seasonal fees from the membership and deposits the proceeds into the League's bank account and will ensure that all usual and customary obligations of the WSSL League are paid on a timely basis.

The Treasurer shall ensure proper documentation accompanies any request for reimbursement or payment to a vendor. Expenditures shall be made in accordance with the annual budget. He shall exercise due care when determining when additional expenditure approval from the applicable board director(s) is appropriate.

He is responsible for compiling a member payment register that will then be transformed into a working roster of all paid members that will be used by divisional 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.

He reports all expenditures and receipts at regular meetings presented in a traditional accounting format of an Income Statement.

He formulates an annual budget, which after approval by the BOD, is presented for approval at the annual general membership meeting. He will present the past year's results and the next year's budget to the membership at the annual meeting.

He will be responsible for all annual filings (990N) with the IRS and issuing any other documents as prescribed by the tax law. He will be authorized to sign checks. The BOD will follow the IRS rules supporting the 501c-7 tax exempt status to ensure the WSSL is in full compliance.

The Treasurer maintains the League's insurance policy.

### **Section 6 – Webmaster**

The webmaster is responsible for managing and maintaining the WSSL website and domain (wsslva.org). This includes editing the website content throughout the playing seasons to provide current status on WSSL schedules, game results, upcoming activities, cancellations, announcements, and news items of interest to the membership.

He will additionally maintain website content that is less time-sensitive such as team rosters, the annual calendar, registration forms, league rules and bylaws, recruiting brochures, presentations from membership meetings, and general background information for prospective members. He will maintain a photo gallery on the website and post photos of team members, game action and WSSL events or social gatherings.

He will ensure that someone is always available to update the WSSL website during softball seasons, which means the content-editing role may be delegated to another individual under his supervision. In addition, he may seek out and develop other social media tools.

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The webmaster will support the Board's goals using the website and possibly other electronic means to (1) increase public awareness and visibility of the WSSL, (2) attract new players, (3) retain current membership, and (4) help grow the League.

He will assist the League in obtaining sponsors as needed and maintaining good relationships with our current sponsors. This includes maintaining logos and web links for WSSL sponsors. When the Board decides to provide multiple grades of sponsorship, the website content will be treated accordingly. Included is the noncommercial "Friends of WSSL" sponsorships.

To the extent that it is feasible, the webmaster will assist other Board members in carrying out tasks that require IT expertise.

### **Section 7 – Ad Hoc Board Member (s)**

Any additional Board Member will be designated as the "ad Hoc" Board Member and will be elected by the membership. In addition, Ad Hoc Board members may be appointed by the Commissioner on an interim basis (until the next election) with the approval of the majority of the other members of the BOD. The responsibilities may include, but not limited to public relations, sponsorship sales, marketing, procuring of uniforms and equipment, and assisting all of the other BOD members in carrying out their activities. At this time, there is only a need for one Ad Hoc Board member.

## **Article III - Elections**

### **Section 1 – Election of Board of Director Members**

The Board of Directors shall be elected by a majority vote of the League members present at the annual general membership meeting . Nomination of officers may be made prior to the actual election or nominations can be taken from the floor during the general membership meeting.

### **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. The election of officers to the Board will be by ballot or by an acclamation vote. Any officer can be removed for good reason by a two thirds majority vote of the Board of Directors.

### **Section 3 - Continuity**

In order to insure 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, Secretary, and Ad Hoc Board Member will be held in even numbered years (2020 e.g.). The election for the office of the Deputy Commissioner, Treasurer, and Webmaster will be held in odd numbered years

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(2021, e.g.). The election of the Webmaster and any additional Ad Hoc Board Members may occur on either cycle, but should also be a for a two-year term

### **Article IV - Meetings**

#### **Section 1 - Meetings**

An annual WSSL general membership meeting will be held in January or February of each year. All of the League members are invited to this meeting. The main purposes of this meeting are to elect directors to the board, to communicate information about the upcoming season and the financial status of the League, and to allow the membership to vote on issues important to them and petitioned to the BOD. These issues will be those which require a membership vote and others identified by the BOD. The date for this meeting will be established by the Commissioner.

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 one member more than 50% 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.

#### **Section 3 - 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 such time as the next annual meeting. In the event of a Commissioner vacancy, the Deputy Commissioner shall assume the duties of the Commissioner.

#### **Section 4 – Order of Business**

The following shall be the order of business at regular meetings:

- A. Call to order
- B. Roll call of officers
- C. Reading of minutes
- D. Treasurer's report
- E. Committee reports
- F. Unfinished business

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G. New business

H. Adjournment

### **Article V – Organization Bylaw Revisions and Amendments**

The organization bylaws may be revised or amended by a majority vote of members present at the annual meeting 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. 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 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 VI – 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.