

# COLORADO SENIOR SOFTBALL ASSOCIATION BY-LAWS

Issued February 2010

I. These by-laws form the basic policy for operation of the COLORADO SENIOR SOFTBALL ASSOCIATION (CSSA), as a means for recreation and exercise for senior citizens in Colorado.

Policy, procedures and rules not specifically covered in these by-laws shall determined as follows:

- A. Commissioner & Associate Commissioner: The two positions will be appointed by the board of directors. The two positions will have no voting privileges unless they are a current elected board member. The board can replace the Commissioner and Associate Commissioner at any time.
- B. By motions voted on at an annual team managers meeting to be held in the fall of each year.
- C. By a Board of Directors elected by the team managers, hereinafter referred to as the Board.

II. Meeting of Team Managers:

- A. A meeting of all team managers will be held after the end of the summer playing season and prior to December 1st of each year. Policies, procedures and rules voted on at this meeting shall be implemented by the board prior to the beginning of the next scheduled season.
- B. All motions to be voted on at the fall managers meeting shall be written and submitted to the board prior to a reasonable deadline set by the board. The board shall provide for the person making the motion, or a designated representative, to present the motion to the managers. If the motion is second from the floor, a reasonable time shall be allowed for discussion of the motion. Anyone present at the meeting, managers or not, may second a motion or comment on a motion. The board may set limits on the time each person may use for comments, but shall make every effort to allow all persons who wish to comment a reasonable time in which to do so. A motion may be amended only by the person making the original motion, or his/her designated representative.
- D. Comments and suggestions for consideration by the board on topics other than those submitted in written motion are also welcome at this meeting, but no action on these points will be taken at that time.
- D. A second managers meeting shall be held in the spring of each year, prior to the beginning of the season. Policy, procedures and rules may not be changed by the managers at this meeting, but suggestions for and discussion of proposed changes in policy, procedures and rules for next year are appropriate. This meeting shall be used primarily for dissemination of key information for the upcoming season, and for clarification of any policies, procedures and rules in effect at that time.

III. Board of Directors

A. COMPOSITION OF THE BOARD:

**The board shall consist of seven members, five from the ranks of managers and players, and two shall be representative of a Senior Center or a Community Recreation Center. When the new board is organized each year, the board shall select individuals to fulfill each of the following posts:**

- 1. Secretary (Duties may be split between two individuals who do not have to be board

members),

2. Treasurer (Does not have to be a board member),

**B. ELECTION OF THE BOARD:**

1. Each elected board member shall serve for two years. Three members, including a center representative, shall be elected in alternated years, and four members, including one center representative, shall be elected in the intervening years. A member shall serve not more than two consecutive elected terms.
2. The current board shall seek nominations and conduct the election each year, and shall set any additional guidelines necessary for accomplishing this in an orderly manner. Any person associated with the CSSA may nominate himself/herself or any other person to serve on the board.
3. New board members shall be elected after the post-season tournament and before December 1st of each year, by written ballot submitted to the current board. (Each team that played in the league during the scheduled period immediately prior to the post-season tournament shall have one vote for each member to be elected).
4. In the event that a board member resigns or is removed from the board, or otherwise cannot serve, the remaining members of the board shall appoint a new member, based on recent board elections where possible. If the vacancy is from the ranks of player/managers, the new member shall be a player or manager, and if the vacancy is from the ranks of the center representative, the new member shall be a center representative.
5. During the first year after retiring, a retired board member will be allowed to fill in for a current board member who can not attend a scheduled meeting. The commissioner will make the arrangement with approval from both the current and past board members. (Motion 1 passed 29-1.)

**C. DUTIES OF THE BOARD:** The duties of the board are as follows:

1. Implement the policies, procedures and rules as voted on by the team managers.
2. Set policies, procedures and rules as deemed necessary to supplement those voted on by the managers and those included in these by-laws.
3. Prepare and/or revise the CSSA rules in accordance with paragraphs 1 and 2 above.
4. Receive entries from qualified teams for each season, and arrange them in divisions in such a way as to attain a competitive balance within each division.
5. Re-arrange the teams at the end of each scheduling period as deemed necessary by the board to maintain a competitive balance within each division. Additional divisions may be created, if necessary to accomplish this.
6. Prepare league schedules, receive results of games, and publish standings of teams periodically.
7. Arrange for and schedule league tournaments.
8. Determine awards, if any, for each tournament or scheduling period.
9. Maintain a bank account for deposit of league entry fees and other funds received, and for issuance of checks to pay operating expenses.
10. Make arrangements for and conduct the two annual managers meetings.
11. Arrange for additional competition based on age or gender.
12. Take any action deemed necessary or desirable to best fulfill the objectives outlined in paragraph I.

13. The Board shall have the power to form committees composed of volunteers other than the members of the Board of Directors to perform special task such as, but not limited to, legal, medical, organizational or social matters. The committee will report to the Board its findings and recommendations, and the Board will make a final decision based on the facts presented. Board members may serve on the committee but are not required.

D. REMOVAL OF BOARD MEMBERS: A member of the board may be dismissed from the board by a majority vote of the other members for any of the following reasons:

1. Being absent from three consecutive board meetings without a compelling reason.
2. Failure to perform the duties required of a board member.
3. Disruptive and uncooperative behavior at board meetings.
4. Behavior detrimental to senior softball.

IV. GENERAL:

For all meetings, ROBERTS RULES OF ORDER shall be used as a general guideline, as long as they do not conflict with these by-laws.

- V. These by-laws, and any proposed amendment, shall become effective when approved by a majority vote of both the BOARD OF DIRECTORS AND THE TEAM MANAGERS OF THE COLORADO SENIOR SOFTBALL ASSOCIATION.

DATE: These By-Laws were approved by the Team Managers and the Board of Directors at the Fall Managers Meeting held November 7, 1995.

Revisions to these By-Laws were approved by the Team Managers and the Board of Directors at the Fall Managers Meeting held October 30, 2003.