



# BYLAWS

Revised March 2022

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## Section 1: Organization Framework

### Definitions

1. League Membership
  - a. **Steel City Softball League (hereafter referred to as “SCSL”)**: It is the intent of the Steel City Softball League (SCSL Pittsburgh, Inc) to operate within the rules and regulations of the USA Softball Association; formerly the American Softball Association (ASA/USA). In the event of any conflict of interest, then SCSL rules will prevail. In any situation where there are no league rules, then ASA/USA rules will apply. The following variations apply and supersede the ASA/USA rules.
  - b. **New Players**: A new player is considered anyone who has not been a SCSL member in at least the last two seasons. All new SCSL members are required to attend Spring Training for rating evaluation, (this may be required depending on divisional separation decisions on a season-by-season basis), complete an online registration application and submit annual dues.
    - i. Individuals are only exempt from the Spring Training requirement if approved by the Executive Board.
  - c. **Individual Returning Players**: Individual playing members who are returning to the league from the prior season shall be required to complete an online registration application and pay full annual dues electronically to the SCSL. In all cases, returning members must complete registration and dues must be received at least seventy-two hours prior to their first game.
  - d. **Individual Non-Playing Members**: Membership in this league shall be open to all individuals who wish to support this league, its basis and purpose. Any person, who pays the appropriate annual dues, is of legal adult age, and indicates per the signed online registration that they wish to be a non-playing social member shall be considered an active non-playing member as long as they have not been suspended. Upon successful completion of the online registration and fees paid in full, the Social Member shall obtain the same voting privileges as individual playing members. (See Section 4)
  - e. **Ineligible Player**: A player who does not meet the requirements of SCSL eligibility and Member Code of Conduct.
  - f. **Lifetime Membership**: All former Commissioners of the SCSL shall be non-billable lifetime individual non-playing members of the league.
  - g. **League Insurance**: The league will carry ASA/USA insurance for all members of the league. Individual teams may be required to pay all or a fair share of the premium.
2. **Teams**: A team is defined by the composition of its players, not by its name or sponsor. The ASA/USA definition of a team is applied to teams in the SCSL. All teams are subject to ASA/USA team reclassification guidelines.
3. **Divisions**: For purposes of seasonal play within the SCSL, divisions and league formatting will be determined by the Executive Board. The divisions and league formatting will be based on team membership and the number of teams. The division definition are outlined below:
  - A. The Open Competitive Division, if utilized, shall consist of teams, which are evaluated through a method deemed fair by the Board of Directors to be in the upper portion of eligible teams by skill level.

- B. The Open Recreational Division, if utilized, shall consist of teams, which are evaluated through a method deemed fair by the Board of Directors to be in the lower portion of eligible teams by skill level.
- C. In addition to the Executive Board's established method, division designation may also be weighted by an individual or team skill rating system, per Executive Board determination. If warranted by apparent misbalance of the start-of-season division assignments, the Executive Board may also consider implementing a mid-season reevaluation at the discretion of the Board of Directors.

**\*\*NOTE: A detailed method for division designation shall be defined by the Executive Board no later than the end of spring training. This will be communicated from e-mail, website or social media distribution.**

## Section 2: Executive Board

### Executive Board Framework

- 1. Leadership Framework
  - a. Shall consist of the following elected positions:
    - i. Commissioner
    - ii. Assistant Commissioner – Competitive Division
    - iii. Assistant Commissioner – Recreational Division
    - iv. Secretary
    - v. Treasurer
    - vi. Membership Chairperson
    - vii. Marketing Chairperson
    - viii. Fields Chairperson
- 2. Elected Officials
  - a. It is the duties of these officers to run the day-to-day league business in accordance with any rules set forth by the league bylaws.
  - b. It is also the duty of the officers to interpret the league's official documents.
  - c. These officers will comprise the Executive Board and shall be elected under the conditions set forth under League Membership.
  - d. No individual member may hold more than one office.
- 3. Commissioner
  - a. Must be a member in good standing of the SCSL.
  - b. The commissioner is responsible for maintaining (managing) day-to-day activities associated with league play as well as interpretation of the bylaws in accordance with league play.
  - c. If the commissioner deems an issue is outside the scope of the bylaws, they are responsible for bringing it to a vote by the Board of Directors.
  - d. Conducts league meetings, officers' meetings, and Board of Director meetings at whenever times are deemed necessary.
  - e. Approve and verify expenses incurred by the league.
  - f. Represent the league at appropriate organizations.

- g. Appoints representatives to the various committees.
  - h. Develop league succession plan.
4. Assistant Commissioner – Competitive Division
- a. Must be a member in good standing of the SCSL.
  - b. Responsible for Competitive Division matters.
  - c. Maintain player ratings along with the assistance of league commissioner.
  - d. Produce and maintain division schedule in coordination with Recreational Division Commissioner.
  - e. Familiar with and can provide rules of play, as needed.
  - f. Handle any game protests.
  - g. Deals with any division umpire issues.
  - h. Assist with the league spring training and assignment of new league members.
  - i. Assist with league registration.
  - j. Assist the following Executive Board members: Assistant Commissioner – Recreational, Secretary, and Treasurer.
  - k. In the event that the Commissioner is unable to complete their elected term in office for whatever reason, it will be the responsibility of the Assistant Commissioner to assume the duties of both Assistant Commissioners until a new league Commissioner is chosen.
5. Assistant Commissioner – Recreational Division
- a. Must be a member in good standing of the SCSL.
  - b. Responsible for Recreational Division matters.
  - c. Maintain player ratings along with the assistance of league commissioner.
  - d. Produce and maintain division schedule in coordination with Competitive Division representative.
  - e. Familiar with and can provide rules of play, as needed.
  - f. Handle any game protests.
  - g. Deals with any division umpire issues.
  - h. Assist with membership and social activities.
  - i. Assist the following Executive Board members: Assistant Commissioner – Competitive, Marketing, Fields, and Membership Chairpersons.
  - j. In the event that the Commissioner is unable to complete their elected term in office for whatever reason, it will be the responsibility of the Assistant Commissioner – Recreational Division to assume the duties of the Commissioner until a new league Commissioner is chosen.
6. Secretary
- a. Must be a member in good standing of the SCSL.
  - b. Maintain an official record of the Bylaws and oversee the Bylaws committee.
  - c. Maintain all official records of the league.
  - d. Maintain all official membership information of the league.
  - e. Produce all publications for the league including advertising, public relations, and internal communications, in conjunction with the Marketing Chairperson.
  - f. Oversee the Public Relations committee.

- g. Create, maintain, and distribute the Manager's Handbook each season. Distributed by means of email, website, or social media.
- h. Accurately record all decisions and activities at the Executive Committee meetings and Board of Directors
- i. Distribute minutes for the Executive Committee meetings and Board of Directors within two weeks of the meeting.
- j. Support the league Commissioner at Board of Directors.
- k. Coordinate league meetings upon request of:
  - i. Executive Committee
  - ii. General membership
  - iii. Commissioner, Competitive and Recreational Division Assistant Commissioners

7. Treasurer

- a. Must be a member in good standing of the SCSL.
  - i. Responsible for the management and supervision of all funds and fiscal resources and properties.
- b. Maintain complete and accurate financial records.
- c. Develop and maintain league budget. The treasurer will be required to draft a league budget by January 31 of that year for each season and will issue treasury reports to the Board of Directors by the end of each year.
- d. Shall assist the Commissioner in determining the league membership, team entrance fees and sponsorship fees.
- e. Responsible for compliance with all requirements associated to being a 501(c)(3) nonprofit organization.
- f. Provide financial reports and budget updates at each Executive Board and Board of Directors meetings.
- g. Other responsibilities as assigned by the Commissioner

8. Membership Chairperson

- a. Must be a member in good standing of the SCSL.
- b. Submit a detailed yearly membership plan to the executive board for review by January 31st.
- c. Actively seek and maintain league membership.
- d. Develop a schedule of events to promote, gain exposure for the league, and identify new league members.
- e. Work with the league secretary and the marketing chairperson on advertising for events.
- f. Work with the league secretary for all league communications.
- g. Organize and conduct annual spring training activities designed to produce excitement about the league and allow for proper divisional placement within the league.
- h. Placement of new league members identified by the membership committee will be handled with assistance from the Competitive and Recreational Division Commissioners.

- i. Present any planned expenditures to be identified and budgeted for with the league treasurer for approval.
  - j. Responsible for planning all special events to gain new membership, retain membership interest, and develop interest year-round.
  - k. Events identified, as league essential shall be paid for out of league funds; non-essential events will require a separate funding source.
9. Marketing Chairperson
- a. Must be a member in good standing of the SCSL.
  - b. In coordination with the league treasurer, submit a detailed fundraising events plan to the executive board for review.
  - c. Responsible for all league fundraising events, not directly associated with on field play or related to members.
  - d. Communicate all activities with league secretary and publicity/marketing committee.
  - e. Communicate individual team fundraising events to ensure there is not a conflict with league wide events.
  - f. All funds raised go directly to the league treasurer.
  - g. Present any planned expenditures to be identified and budgeted for with the league treasurer for approval.
  - h. Submit a detailed yearly publicity/marketing plan to the executive board for review.
  - i. Promote the league.
  - j. Create all league publications, advertising, promotional materials, and website content.
  - k. Coordinate with the Executive Board as necessary.
  - l. Work closely with the league secretary for all league communications.
10. Fields Chairperson
- a. Must be a member in good standing of the SCSL.
  - b. Submit a detailed yearly field operations plan to the executive board for review by April 1st.
  - c. Responsible for the administration, and procurement, of the playing fields.
  - d. Communicate to the executive board any field inadequacies to discuss a proper course of action.
  - e. Maintain an inventory of league equipment.
  - f. Ensure equipment is in good condition.
  - g. Purchase all league equipment for play and field use.
  - h. Submit a plan to inspect all fields for use during inclement weather.
  - i. Determine whether or not conditions warrant play in consultation with another executive board member.
  - j. Present any planned expenditures to be identified and budgeted for to the league treasurer for approval.

## Section 3: Board of Directors

### Board of Directors Framework

1. The league shall be governed by a Board of Directors.



2. This Board of Directors shall be comprised of a representative from each team as well as the members of the Executive Board.
3. Each team representative shall have one equal vote, and all decisions will be based on a simple majority.
4. All returning teams from the previous season will have voting privileges until April 1 at such time the team would need their team fee paid or ten (10) paid players to retain the right to vote.
5. Any new team may claim the right to vote once their team fee is paid or they have ten (10) paid players.
6. Special circumstances on a team's eligibility will be determined by the Executive Board.
7. Upon payment as outlined above, all voting privileges will be reinstated.
8. Members of the Executive Board except for the Commissioner shall have one equal vote.
9. In the event of a tie vote, the Commissioner shall be responsible for casting the deciding vote. Voting during elections shall be governed by the League Membership.

## Meetings

1. The Executive Board will make all attempts to schedule meetings at a reasonable time to provide sufficient notice.

## Quorum

1. For all Board of Directors meetings, held either in-person or virtually, a quorum of both the Executive Board and Board of Directors will be necessary to confirm a vote.
2. A quorum for this league is defined as no less than three fourths (75%) of the eligible voting members of the Board of Directors.
3. Quorum for Executive Board meetings shall be defined as no less than Fifty-One (51) percent of the executive board including the commissioner, who shall have voting privileges in an executive board meeting.
4. If a team misses 2 consecutive board meetings, they are dropped from the voting quorum. They will remain dropped from the quorum until they have attended 2 consecutive meetings. They will become eligible to vote at that second meeting.

## Attendance

1. All meetings, except Executive Board meetings, held by the officers of the Executive Board are open to any individual playing or non-playing members of the league. However, only the members of the Board of Directors will be recognized at their respective meetings. Others attending will need to follow rules associated with observers given in the League Membership section.

## Observers

1. Attendance at any meeting, except Executive Board meetings, held by members of the league shall be open to observers. The observers shall not be allowed to participate unless motion has been brought forth to recognize the observer. If such a motion is allowed, the observer will be allowed to speak for 5 minutes, followed by a 5-minute rebuttal by the chief opponent if said opponent wishes.

## League Meetings

1. League meeting shall be open to any and all individual playing and non-playing members of the league.
2. These meetings can be called by any Executive Board officer and usually will be the under the responsibility of the commissioner.
3. Normally the commissioner is responsible for scheduling a meeting; however, any member of the Executive Board can be contacted to schedule a meeting.

## Board of Directors Meetings

1. Meetings will be scheduled at reasonable times by the Executive Board. Normally the commissioner is responsible for scheduling a meeting; however, any member of the Executive Board can be contacted to schedule a meeting. An agenda for of the upcoming meeting is to be sent to managers three (3) days prior to the next meeting.
2. Any agenda items must be submitted to the commissioner in writing seven days prior to the next scheduled meeting.
3. These meeting are normally called and conducted by the commissioner of the league.
4. They are in place to allow the Board of Directors the ability to perform its duties.
5. However, any member of the Board of Directors may request a meeting by giving written notice to any officer of the Executive Board.
6. A Board of Directors meeting shall take place approximately once every other month during season play or no more than four (4) weeks after a request is made.
7. The minutes are to be distributed within 14 days after each board meeting to the board. Once the minutes have been approved by the board, they will be posted on the league's website and emailed to the league'.

## Executive Board Meetings

1. These meetings shall be open to Executive Board officers only.
2. The officers may at times request members of the league to attend for special circumstances.
3. Officers' meetings are usually called by the commissioner and should be held at least six (6) times during a season.
4. These meeting are in place to allow the Executive Board the ability to perform its duties.

## Special Meetings

1. In the event of problems or situations where an issue must be resolved, the officers of the Executive Board are allowed to call meetings to resolve issues.
2. The officers will specify those individual playing and non-playing members of the league required at these meetings.

## Social Events

1. All playing and non-playing members of the league will be guests at various non-fundraising league social events.
2. The Executive Board must authorize any social event which is expected to utilize league funds or which will occur in the name of the league.

## Section 4: Elections

### General Elections

1. The terms of the elected officials shall run from October 1st to October 1st.
2. Any elected position that has been filled by an appointment will be subject to election at the next general membership meeting.
3. When more than two candidates are running and a candidate does not receive a majority of the vote (51% of total votes cast), then the top two vote getters will remain on the ballot for a runoff election.
4. Members of the Executive Board will be elected in the following manner:
  - a. Commissioner, Assistant Commissioner – Recreational Division, Secretary, Membership Chairperson and Fields Chairperson will be elected in odd numbered years for two-year terms.
  - b. Assistant Commissioner – Competitive Division, Treasurer, and Marketing Chairperson will be elected in even numbered years for two-year terms.

### Nomination Process

1. The nominations for candidates for election as an SCSL Officer will open on June 1st.
2. The nominations for candidates for election as an SCSL Officer will close on July 15th.
3. Any candidate nominated must be a member in good standing of the SCSL.
4. Candidates may nominate themselves or may be nominated by another SCSL member. If nominated by another SCSL member, the candidate must be informed by the Secretary and then must accept the nomination. If the candidate refuses the nomination, the nominator will be informed of the candidate's decision.
5. After nominations are closed, all candidates will be requested to submit a resume, and a short paragraph of no more than 400 words describing why they should be elected.

### General Election

1. An email announcing the candidates and the positions they seek will be emailed to the general membership on or by July 25th.
2. Voting will take place online. Instructions on how to vote must be emailed by the Secretary to all eligible members by July 25th.
3. All SCSL playing and non-playing members who have paid the registration fee for the current calendar will be eligible to vote.
  - a. The member's email on file will be the only acceptable email in which voting will be permitted from.
4. Voting will close on the first Friday of August.
5. Following the end of voting, if the current Secretary is not a candidate, the Secretary will analyze, tabulate, and review the results. If the current Secretary is a candidate, then the Assistant Commissioners will analyze, tabulate, and review the results.

### Results

1. The election results will be emailed and posted on the league's website and Social Media platforms by the first Sunday following the close of voting.

## Special Elections

1. Should the need for a special election arise, such as removal of an officer from the Executive Board or inability of an officer to perform his/her/their duties to the league, an election will be set up to replace this officer of the Executive Board within one month.
2. If no suitable replacement is available, then the remaining officers of the Executive Board must decide among themselves who will assume the responsibilities of the office unfilled. In assuming responsibilities of the former officer, no title change will occur.
3. Should all Executive Board determinations prove unwilling, the de facto inheritor of Commissioner responsibilities shall be the Assistant Recreational Commissioner.

## Section 5: League Funds

### League Funding Management

1. League reimbursement is payable upon receipts submitted to and approved by the SCSL board. The SCSL will then forward the amount to the league treasurer the amount to be reimbursed.
2. In the event of a relevant league travel requirement, as approved by the Executive Board:
  - a. The Commissioner or designated league representative will be reimbursed for that travel.
  - b. Flight costs should be purchased at the most current economy flight airfare with advanced thirty-day notice.
  - c. Any fuel costs for personal vehicle used to drive.
  - d. Miscellaneous travel expenses will be reimbursed up to a maximum of \$50.00 per day per diem.
  - e. All reimbursement requests must be received within 90 days of expenditure.
3. All deposit receipts must be presented to the treasurer within 30 days of deposit.
  - a. If no receipt has been presented after 30 days, the Treasurer must inform the executive committee.
  - b. If this issue is not resolved at the time of the board of directors meeting, the matter will be brought to the full board of directors for discussion and resolution.
  - c. All cash raised at league fundraisers must be counted by at least three league members.
    - i. These three league members must be from different teams and non-partners.
    - ii. One person must be a league officer.
    - iii. After counting fundraiser proceeds, the league officer will take possession of the cash, if the treasurer is not present and the other individuals will carry signed receipts documents the cash total.
    - iv. These receipts will be delivered by the individuals' team representative to the next board meeting.

## Section 6: Dissolution or Final Liquidation of Steel City Softball League

### SCSL Pittsburgh, Inc.

1. **Payment of Debts.** The Board of Directors, after paying or making provision for the payment of all lawful debts and liabilities of the Corporation upon dissolution or final liquidation, will distribute all the assets of the Corporation to one or more of the categories or recipients authorized by this Article.
2. **Distribution to Non-Profit Organization.** The Board of Directors may distribute remaining assets to a non-profit organization or organization, having similar aims and objectives as the Corporation.
3. **Distribution to Succeeding Organization.** The Board of Directors may distribute remaining assets to a non-profit organization or organization created to succeed the Corporation.