

**STRUCTURE AND BY-LAWS  
PROSPECT PARK WOMEN'S SOFTBALL LEAGUE  
REVISED AND ADOPTED - 2020**

**ARTICLE I: NAME**

The Prospect Park Women's Softball League (PPWSL) is a not-for-profit organization formed under the laws of the State of New York.

**ARTICLE II: OBJECTIVE**

The PPWSL was conceived in 1981 as an instructional softball league designed to provide an opportunity for women of all skill and experience levels to participate in an organized, competitive sport. Integral to that mission is the inclusion of a diverse population of players. The league contends that its competitive and instructional goals are compatible. As the league expands and players' overall athleticism increases, we continue to encourage development and endorse the benefits of players at all levels of play, working together, challenging themselves, and enjoying the camaraderie of their teammates.

**ARTICLE III: ORGANIZATION**

**A. MEMBERSHIP**

1. To become a team member of the PPWSL, a person must belong to one of the teams that comprise the league. A team member must be a person of at least 18 years of age who identifies as a woman, trans, or non-binary:
  - a. A player who has been evaluated and received a current skills rating.
  - b. A coach or manager.

**B. BOARD OF DIRECTORS**

Governing power is vested in a Board of Directors. The Board of Directors consists of its Officers (Executive Committee): the President, Vice-President, Secretary and Treasurer, and its General Members: one representative appointed by each team currently in the league.

**C. OFFICERS**

An officer must be a rostered member of a team, including coaches, managers, or active players. Officers are elected every year at the November meeting. No officer may serve more than three consecutive terms. The officers comprise the Executive Committee and will be named as follows;

1. President
2. Vice-President

3. Secretary
4. Treasurer

All officers have a fiduciary obligation to the corporation and its members. Officers may elect to serve as the representatives for their teams with the exception of the President who must remain neutral in order to cast a vote in the event of a tie.

The Executive Committee will meet as needed.

## **ARTICLE IV: DUTIES OF THE BOARD OF DIRECTORS & EXECUTIVE COMMITTEE**

### **A. DUTIES OF THE BOARD OF DIRECTORS**

1. To conduct regular business meetings.
2. To elect officers.
3. To remove officers.
4. To determine the powers and duties of officers.
5. To ensure that elected officers carry out their assigned duties.
6. To review alleged instances of misconduct by league members and to determine and carry out disciplinary actions as indicated.
7. To recruit teams, individuals, and sponsors.
8. To acquire field permits.
9. To determine yearly league registration fees.
10. To be responsible for contacting and exchanging information with other leagues and sports organizations.
11. To purchase trophies.
12. To disburse funds as needed. All four officers shall be authorized to sign checks. Each check must be signed by two officers.
13. To review and revise by-laws as needed by a majority vote of the board members.
14. To conduct all business and determine all policies with regard to the functioning of the league.

### **B. DUTIES OF THE OFFICERS OF THE BOARD OF DIRECTORS**

The President will:

1. At the Board of Directors meetings:
  - a. Preside and maintain order
  - b. Present a League Meeting agenda
  - c. Announce all business
  - d. Entertain only one motion of at time
  - e. Extend every courtesy to opponents of a motion, even if presiding officer favors the motion

2. Be authorized to sign checks with other officers
3. Oversee the functions of the league, including committee work, as well as deal with all questions that arise between league meetings, in consultation with other officers
4. Act as contact for prospective players, current players, and sponsors
5. Perform any legally mandated function of the office
6. Cast a vote only in the event of a tie. The President shall not represent their team at the meetings of the Board of Directors.

The Vice-President will:

1. Perform the duties of the President in any absence of the President or at their request
2. Supervise the league's liaisons to the Park's Dept. and the umpires
3. Be the contact person for any member of the league who may be in conflict with the President
4. Be authorized to sign checks with other officers
5. Perform any legally mandated function of the office

The Secretary will:

1. Maintain league records
2. Create and publish a yearly schedule of minute-taking assignments for teams and ensure that every team is emailed a copy of the minutes within a week of every meeting
3. Keep a record of attendance at Board of Directors meetings and notify any team in noncompliance of attendance requirements
4. Disseminate information to teams as necessary
5. Draft an update of League Rules for the February meeting each year, including all motions approved by the Board of Directors during the past year
6. Be authorized to sign checks with other officers
7. Perform any legally mandated function of the office

The Treasurer will:

1. Be authorized to sign checks with other officers
2. Receive and bank all moneys due to the organization
3. Keep appropriate records of all funds received and disbursed
4. Disburse funds as the organization directs - No moneys shall be disbursed except as approved by the Board of Directors
5. Give a statement of finances at every meeting
6. Distribute a written financial report of the past year at the October Board of Directors meeting
7. File all required city, state, and federal documents
8. Draft a proposed budget for the upcoming year at the February Board of Directors meeting
9. Act as the contact for sponsors on specific financial related issues

10. Perform any legally mandated function of the office

### C. DUTIES OF THE GENERAL MEMBERS OF THE BOARD OF DIRECTORS

Team representatives should act in good faith, carry out the wishes of their team and should inform their team of all matters before the Board as thoroughly as possible. Each member will:

1. Attend all Board meetings
2. Send a designated alternate if they are unable to attend
3. Chair or sit on committees as needed
4. Vote for officers
5. Vote on all motions or league business as indicated
6. Communicate pertinent league information to their team

## **ARTICLE V: MEETINGS**

All meetings shall be conducted in accordance with the Rules of Order and the PPWSL Rules Document created by and for the PPWSL and voted on annually. Meetings shall be held according to the published schedule provided by the President. If there is no activity occurring for a period of months, the officers will decide on the next meeting date.

Attendance at the meetings is essential. Representation and penalties are described in the PPWSL Rules IV: LEAGUE MEETING AND POLICY RULES #2. At least one representative from each team is required to be present. Each representative is required to perform the duties as outlined in Article III, Section C.

A minimum of one (1) officer must be present for a meeting to be held. All four officers are expected to attend all meetings.

A quorum (51%) of the Board of Directors must be present in order to conduct league business.

## **ARTICLE VI: REGULAR ELECTIONS**

The league should be notified by October 1st of each year when the elections will be held. Nominations for the officers will be held at the October Board meeting. Any nomination must be seconded before it is accepted. Elections will be held at the November meeting.

The term for the officers and the representatives will be the fiscal year;  
January 1 - December 31.

Any officer who is up for re-election may not count the votes for their said office.

All votes will be cast by closed ballot. The vote will be counted by 2 Board members. If the officer is running unopposed the vote can be counted by an open ballot.

## A. IMPEACHMENT:

The procedure for impeachment of officers will be as follows:

One Board member representing a majority of the board members shall contact the President of the league in writing, or if the President is the officer in question, contact will be made with the Vice-President. This written notification shall state the names of the team representatives who are presenting the case along with the name of the officer in question and the cause for the desired impeachment as detailed in the following outline:

The term "cause" as used for impeachment purposes includes, but shall not be limited to, one or more of the following:

1. Dishonesty detrimental to the best interest of the organization
2. Continuing non-attendance to or neglect of the duties assigned to their office, except in the case of illness or injury
3. Conviction of the officer of any felony which would interfere with their regular duties and responsibilities under this agreement
4. Conviction of the officer of any lesser crime or offense involving the property of the organization or any of its subsidiaries or affiliates which would interfere with their regular responsibilities under the by-laws

An unscheduled meeting will be called as needed at which time the representative for the majority of teams bringing the complaint will present the case against said officer. The presentation will be allotted no more than thirty (30) minutes.

The officer in question shall have the opportunity for a rebuttal at which time they will present whatever evidence they may have in their favor, including witnesses who may substantiate their position. The officer will be allowed thirty (30) minutes for their rebuttal. If more time is required, an extension may be granted at the discretion of the presiding officer.

There will be fifteen (15) minutes allowed for open discussion.

Three quarters (3/4) of the quorum of the Board of Directors must vote in favor in order for the impeachment motion to carry. In the event of a tie, the presiding officer will cast the deciding vote.

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Attendance at the meetings is essential. Representation and penalties are described in the PPWSL Rules IV: LEAGUE MEETING AND POLICY RULES #2. A minimum of one (1) officer

must be present for a meeting to be held. All four officers are expected to attend all meetings.

A quorum (51%) of the Board of Directors must be present in order to conduct league business.

### **ARTICLE VII: COMMITTEES**

Committees will be created as needed throughout the year. Standing committees will include:

1. Disputes
2. Fund-raising/Special Events

Committees will be chaired by a board member who will be responsible for reporting the activity of the committee to the board at large. The committee will consist of board members and other league members with each team represented being allowed one vote.

### **ARTICLE VIII: LEAGUE FEES and ROSTERS**

League fees will be set each year by the Board of Directors after review of the proposed budget prepared by the treasurer at the February meeting.

League fees and penalties are described in the PPWSL Rules IV: LEAGUE MEETING AND POLICY RULES #10.

Roster regulations are described in the PPWSL Rules II: LEAGUE PLAYING RULES #12.

### **ARTICLE IX: PROCEDURES OF AMENDING BY-LAWS**

By-laws may only be amended at a regularly scheduled meeting by a two-thirds (2/3) majority vote of the teams present.

### **ARTICLE X: VOTING**

Board members may cast only one vote per team. The President or presiding officer will not be their team's representative and will vote only in the event of a tie.