

STONE CREEK SOFTBALL CLUB BYLAWS

Approved by the general membership and CAAC
November 11, 2021

Article I - General

- A. The name of this Chartered Club shall be Stone Creek Softball Club (SCSC).
- B. The purpose of this club is to promote fun, fellowship, and good sportsmanship through playing softball.
- C. The by-laws of the SCSC will fully comply with the Stone Creek Community Association (SCCA) By-Laws and rules and procedures. In the event of a conflict between these documents, the governing documents of SCCA shall prevail.
- D. This club shall operate as a not for profit organization in accordance with the Florida statutes and the by-laws of the SCCA.
- E. The SCSC may consist of Travel League team(s) and an Intramural program to be known as the Stone Creek Community Softball League. These programs are open to both men and women.

Article II - Membership and Dues

A. Membership

Membership is open to all residents in good standing with the SCCA. There shall be no precondition for membership, nor will members be required to join any National, State, or regionally affiliated Organization. In some instances, National, State or regional membership may be required to compete in sanctioned tournaments or league play.

B. Guest

Guest privileges are specified in Chapter Three (3) section 3.2 of the Chartered Club Rules and Procedures and will be complied with by this club.

C. Dues

The amount of dues or no dues will be determined annually on the recommendations of the club Board of Officers and approved by a majority vote of the clubs members in attendance at a duly called business meeting. Dues are payable December 1st *through* December 15th. Effective for the year starting January 1 ending December 31st.

D. Disciplinary Action. Proper behavior and decorum or simply a "Code of Conduct" is expected from all members. Members, who are abusive, project an undesirable or inappropriate image, or

who unnecessarily and blatantly create turmoil, disruption, and dissension among club members or other clubs or the Association in general, may have their membership temporarily suspended and/or terminated by the club leadership.

All SCSC members are responsible for their behavior at all SCSC events. Behavior shall be defined but not limited to lewd, profane, argumentative displays, as well as, any physical contact. SCSC members should conduct themselves in a morally acceptable manner.

Arguing with umpires, players, score keepers or fans will be subject to discipline. No abusive actions or loud outbursts are acceptable.

SCSC members should always display good sportsmanship with a friendly atmosphere for the good of the SCSC.

At all SCSC events, only authorized SCSC players are allowed in the dugouts and on the playing field. In addition, only authorized personnel are allowed in the concession stand. The SCSC portal email should be used for softball club business only. This is not the place for personal emailing of concerns, discrepancies, or disagreements. If there is a concern about a softball club issue or disparity please contact a Club Officer or the CAAC committee for clarification.

The SCSC promotes fun and fellowship and we encourage all members to share our behavior goals and code of conduct expectations with their significant others and guests. Their positive participation in our club events will enhance our playing environment.

Any violation of our behavior goals or code of conduct will result in a warning by the Board, a suspension or termination from SCSC events. All behavior is subject to the discretion of the SCSC Board.

The following are disciplinary actions (in case of serious violations, more appropriate action may be taken):

1. First offense - the offending member/player shall receive an oral or written warning by an official of the club. If an oral warning is given it must be documented and emailed to club officers and specific SCSC player/member.
2. Second offense – SCSC Board of Officers may suspend the offending Club member/player for one (1) to ninety (90) days.
3. Third offense – SCSC Board of Officers may terminate the offender’s membership in the club in accordance with procedure in Chapter Three, Paragraph 3.1 of the Charter Club Rules and Procedures.

Any player who shall strike, push, shove or throw an object at another player or umpire shall be immediately ejected from the game by decision of the umpire(s), manager(s), commissioner or acting agent of that game, and shall be subject to further actions including suspension and termination.

When the club follows the disciplinary action guidelines, a member may be suspended and ultimately terminated and permanently removed from club activities. This action would be reviewed by the CAAC and then proceed to the Board of Directors.

Article III - Officers

- A.** The SCSC Board of Officers shall consist of a president, vice-president, secretary, treasurer and commissioner. Each officer shall have an equal vote. A quorum of 51% of Board Officers must be present to hold an official meeting.
- B.** Newly elected or appointed officers, shall within 14 days of taking office, read and understand the Chartered Club Rules and Procedures, and submit form CC5 listing new club officers to the Lifestyle Director (LD).
- C.** Officers shall serve for two (2) year terms and may serve consecutive terms, up to three (3) times, in any one position for a total of (6) six years.
- D.** Nominations for the Board of Officers will be developed by a nominating committee appointed by the President. None of the Nominating Committee will be candidates for office. At a business meeting 30 days prior to the annual business meeting, nominations will be announced. Additional nominations may be made from the floor. Only resident members of the SCSC may be nominated. Election will take place in the fourth quarter of the current year, with officers taking office on January 1st. Officers terms will run from January 1 through December 31.
- E.** The Board of Officers shall be elected at the SCSC's annual business meeting by a majority vote of those members present, after a minimum of thirty (30) days public notice has been given. Officers shall serve without compensation.
- F.** Boards of Officers are equal and no individual officer has veto power or mandating power over the other officers. All Club business decisions must be approved by a majority of the Board. (This does not prohibit the President from making task assignments to board members or the general membership).

G. Vacancies:

In case of vacancies on the Board of Officers, the succession shall be as follows: The Vice President shall succeed the President; the Secretary shall succeed the Vice President. The President shall appoint a temporary Officer to fill any vacancy on the Board of Officers and the appointee must be confirmed by a majority vote of the Board of Officers and a majority vote of the membership at the next business meeting at which a quorum is present. Anytime there is a change in officers, form CC5 shall be updated and copies filed with the Life Style office.

If there is a question as to whether an office is vacant, the Board of Officers will declare the office vacant before a member is chosen to fill the vacancy. An office cannot be declared vacant when there is an incumbent willing and able to perform the duties of the office.

H. Recall of Officers

If an Officer acts in such a manner that he violates the by-laws, the other Officers will discuss the breach of behavior with that Officer. If the unacceptable behavior continues, that Officer may be recalled by 2/3rds vote of the membership present at a club meeting after a minimum of thirty (30) days public notice has been given.

- I. The Board of Officers will meet at least quarterly to conduct club business and annually review the SCSC's By-Laws.

J. Duties of Officers

President

1. Shall oversee all committees, i.e., finance, portal, sponsorship.
2. Shall appoint a designee to represent the community in all Travel Team involvement with other communities, and the Leagues in which the Travel Team participates.
3. Shall preside at all Club, Board, and Operating Committee meetings.
4. Shall be responsible for field scheduling.
5. Shall call special Meetings when it is deemed necessary.
6. Shall appoint Chairmen of any special committees confirmed by the Board of Officers, including but not limited to the Community Softball Program Commissioner.
7. Shall approve reimbursement of funds to any club member, officer or committee chairman for expenses incurred in the operations of the club upon presentation of a valid receipt.
8. The authority to sign checks and to deposit or withdraw monies from the Club's checking account in the absence of the Treasurer.
9. Shall notify personnel in the Association Board of any SCSC by-law or rules changes.
10. Shall provide the Association Board with Quarterly Reports and an Annual Financial Statement.
11. Shall make appointments to fill vacancies.
12. Shall ensure required Charter Club forms are filed with the Life Style Office.
13. Shall require a review of the financial records every two (2) years unless requested by a member or members of the club. The President shall appoint a committee consisting of two club members and one nonmember to audit the records. The results of the review will be sent to the Lifestyle office, CAAC and shared with the general membership.

Vice-President

1. Shall handle all of the duties of the President in the event of his absence.
2. Shall assist the President in the completion of his duties.
3. Shall have over-site for field Maintenance.
4. Shall have over-site for the Maintenance of Tools and Equipment.
5. Become President if President unable to complete term of Office.
6. Shall perform additional duties as assigned by the President.

Secretary

1. Shall keep minutes of all official business conducted by the SCSC.
2. Shall be responsible for Public Relations including but not limited to contact with donors and the local media.
3. Shall determine quorum for meetings.
4. Shall keep updated membership and attendance roster (at club meetings).
5. Shall assist Portal Manager in completion of duties.

6. Shall perform additional duties as assigned by the President.

Treasurer

1. Shall receive all dues and other monies collected.
2. Has authority to deposit or withdraw monies from the Club's checking account.
3. Shall keep proper records of all income and disbursements.
4. Shall maintain a true and accurate accounting of funds raised through sponsorship's for all Travel Teams and the SCSC.
5. Shall provide the President with Quarterly Reports and an Annual Financial Statement.
6. Shall maintain the petty cash fund.
7. Presides over the Financial Committee.
8. Shall perform additional duties as assigned by the President.
9. Shall coordinate the annual financial records review with the President.

Commissioner

1. Responsible for running the Community softball league
2. Select and recommend team managers to the Board
3. Commissioner or designee shall be present at all league games
4. Arbitrate disputes and appeals
5. Provide balls and team jerseys
6. Other duties as outlined in the Softball League Rules

Article IV - Meetings

- A.** There will be at least four (4) quarterly business meetings conducted in each calendar year.
- B.** Minutes will be taken at all business meetings and approved by the President or membership as determined by the SCSC. All minutes and correspondence shall be retained for a period of three years.
- C.** The annual business meeting for election of officers will be held yearly between September 1st and December 31st for a term beginning January 1st following the elections.
- D.** Roberts Rules of Order shall be used as a guide for parliamentary procedure in conducting all meetings. However, Chartered Club Rules and Procedures and the Chartered Club by-laws will take precedent over Roberts Rules of Order.
- E.** A quorum will be one-third (1/3) of the membership. Voting procedures require a majority of the quorum present at the time of the vote. Voting will be by a show of hands, except when voting for Officers which will be a written ballot.
- F.** A simple majority (51%) of members present will be required to pass any motion unless otherwise stated in the SCSC by-laws. **G.** Proxy voting will NOT be allowed.
- H.** Absentee voting may be used for By-law changes. Absentee voting must be done in accordance with SCCA Rules and Regulations.

1. By-Law changes must be made available to all members a minimum of 30 days prior to absentee ballots being issued.
2. The reason for the vote must be clearly stated on the ballot. SCCA absentee voting policy must be followed.

Article V – Financial

- A. Financial records shall be retained for a period of seven (7) years.
- B. All expenditures must be done by check except for the petty cash fund.
- C. All reimbursements by the SCSC shall be made only upon the presentation of a valid receipt.
- D. All checks require the signature of any two of the officers.
- E. Individuals other than those currently seated on the SCSC's Board may audit the financial record of the club prior to the annual business meeting as directed by the President. The results of the audit shall be presented to the general membership and duly recorded in the applicable minutes of the meeting following the audit. A copy of the audit shall be provided to the Life Style Director.
- F. The SCSC may use a petty cash fund provided receipts for purchases are provided. Petty cash funds may not exceed \$100.00. The petty cash account will be funded by a two signature check.
- G. The fiscal and operations year shall run from. January 1st through December 31st.
- H. Expenditures of SCSC funds up to \$100 may be authorized by the President. Expenditures between \$101 and \$1,000 require approval of the majority of Board of Officers. Expenditures over \$1,000 will require a vote of the general membership, excluding the ongoing purchase of team uniforms and field maintenance supplies.
- I. In the event the Treasurer is unavailable, any of the Officers may deposit funds in the club account in order to insure the timely deposit of funds.

Article VI - Committees

- A. Committees and/or chairpersons shall be appointed by the President and confirmed by the Board of Officers.
- B. Standing Committees
 1. Finance
 2. Social/Concession Stand
 3. Sponsorship
 4. Operations
 5. Portal
 6. Field Maintenance
- C. Standing Appointed Positions (Appointed by the President and approved by the Board)

1. Concession Stand Manager
 1. Authorized to expend Club funds for purchases not to exceed \$100 without Board approval in order to effectively run the concession stand. Reimbursement will be made upon presentation of a valid receipt. All payments will be by check.
 2. Duties include;
 1. Maintaining a calendar of schedule usage of the building
 2. Maintain an inventory of supplies
 3. Scheduling volunteers for staffing of the concession stand
 4. Provide Treasurer with an accounting of all income and expenses quarterly
2. Portal Administrator 1. Duties include:
 1. Maintaining the portal softball page
 2. Post minutes of business meetings
 3. Update softball calendar and field schedule
 4. Provide notification of all SCSC meetings and communications to the community at large
 5. This position falls under the direction of the Club Secretary

Article VII – Amendments

To amend the By-Laws of the SCSC will require a (2/3) vote of the general membership present at a meeting duly called for such purpose, a quorum being present and required notice being given.

Public notice will be given to the membership of the proposed amendment(s) and the justification for the proposed changes in the SCSC By-Laws. Thirty (30) days following public notice, the proposed changes will be voted upon at a membership meeting.

Absentee Voting Policy may be used for by-law changes in accordance with SCCA Rules and Procedures.

Complete revised set of the by-laws shall be submitted to the Life Style Director for initial approval. The amended by-laws require the approval of the SCCA prior to implementation. The results and date of the membership vote shall be noted on the submitted document. **Article VIII**

- Dissolution

Prior to SCSC dissolution, all property and assets shall be turned over to the SCCA. In the event that the SCSC has incurred debts that are not satisfied by the Club assets, members may be held liable.

FOR THE CLUB:

FOR THE ASSOCIATION

 -----Name/Signature
 Name/Signature

Date_____

Date_____

Revision 11-12-2021