

# **Citrus Park 50+ Softball League Constitution**

Amended – November 24, 2022

## **Definition**

The Citrus Park 50+ Softball Constitution is a document (contract) produced and approved by the Citrus Park 50+ Softball Players in the League which defines the League, its purposes and its legal powers. It establishes qualifications for membership, membership duties and benefits, creates the basic structure, such as officers and directors, and functions of standing committees, and the like. Generally, amendments to the Constitution are made through the established amendment process.

The Citrus Park 50+ Softball League Constitution is comprised of the following documents:

1. The League Constitution
2. The Men's Section Rules and Regulations
3. The Men's Player Placement Regulations
4. The Men's Playing Rules
5. The Women's Section Rules and Regulations
6. The Women's Player Placement Regulations
7. The Women's Playing Rules

## **Mission Statement**

First and foremost, it is the expressed desire and purpose of this constitution to establish and maintain a recreational softball league, wherein all eligible players can compete in a balanced and friendly game environment with minimum physical contact or verbal duress regardless of age, ability or experience.

## **Organization**

The name of this organization shall be "The Citrus Park 50 + Softball League" and is to be operated for recreational purposes only under Section 501(c)(7) of the IRS code.

The Citrus Park 50+ Softball Complex (Softball Complex) includes the 3 ball fields, the Tiki Hut and all the equipment, buildings and fixtures which are associated with The Citrus Park 50 + Softball League. The Citrus Park 50+ Softball League is the founding organization and the primary builder of the Softball Complex.

Within the League there are two distinct sections: the Men's section and the Women's section. This Constitution is the document that governs both sections. There are separate rules and regulations which are specific to each of the Men's and Women's sections. These rules and regulations are maintained by the respective sections and amendments to these rules and regulations are reviewed by the Constitution Committee for input prior to section approval and Constitution amendment.

## **Goals & Objectives**

1. To promote, organize, and control all softball that is played at the Softball Complex in Bonita Terra.
2. To control all activities related to the Citrus Park 50+ Softball League on and off the playing field.
3. To control all other activities that take place at the Softball Complex,
4. To maintain the playing field and all buildings and fixtures at the Softball Complex
5. To work with and cooperate with the owners of Bonita Terra to ensure that the Softball Complex remains a Class A facility.

## **Membership and Registration**

1. Members of this organization shall be all persons that have registered and paid their dues.
2. There shall be two players' sections within the Citrus Park 50+ Softball League, namely the Men's section and the Women's section.
3. All registered members must own, rent, lease or reside in Bonita Terra or Bell Villa during the course of the playing season. Members must have reached their 50th birthday by January 1st of the playing year for men and by December 31st of the playing year for women to be eligible for the playing season.
4. The registration of all persons entering the field of play i.e. players, coaches, umpires, and player placement personnel (excluding scorekeepers) will be carried out by the registrars of the Men's and Women's sections.
5. Initial registrations for the next season will be held during the first week of March on days when games are played. Further registration will continue through November 15th. All registrants are required to confirm their intention to play by November 15th. Men's and Women's boards may extend the confirmation date depending upon circumstances.
6. All members, whether on a team or the reserves, must register before they can be placed on a team. Players will be considered eligible to play when they have:
  - a. Signed a registration/release form
  - b. Paid their entry fee, and
  - c. Been officially rated

7. New registrants should start the rating process as soon as possible so the registrar can add them to the list of players.
8. The boards of each of the Men's and Women's sections will determine the number of teams to be formed after the confirmation date. If the registered number of players exceeds the number required to form the teams, the extra players will be placed on the reserve list. Veteran players will be placed on a team first, followed by the last season reserves, and then the new registrants. Any veteran player will be allowed one year grace in which they do not register or pay fees before they lose their veteran status.
9. Any player who needs to be re-rated must have done so by the confirmation date in order to be placed on a team.
10. Players must identify their intent to commit to Citrus Park 50+ softball when they register. Each Citrus Park 50+ Softball team has only the number of players required to field a team and there are a limited number of players available for substitution. As a result, a player should be committed first to their Citrus Park 50+ Softball team. If the player cannot conscientiously commit to playing the full schedule of games and abiding by the "on-time" rules, they must register as a reserve player.

Note (Men's Section only): Commencing January 1, 2008 and all future seasons, non-runner status is eliminated for all new registrants. Eligible players who register to be non-runners will be selected on a seniority basis. Until there are no pre 2008 non-runners, the team selection committee MAY designate on a yearly basis, post 2008 players as non-runners for team selection purposes.

## **Elections**

1. The League Executive (The League Board) and each of the Men's and Women's Boards will appoint an ad-hoc nominating committee by the third week in January or act as the nominating committee themselves.
2. In addition to names brought forward by the nominating committee, nominations will be received by the board members from the general membership in writing.
3. Submitted nominations must state the name of the person being nominated, the signatures of the nominator and a seconder, and confirmation that the person being nominated will indeed run for office.
4. Nominations must be submitted to the Chair/Presidents at least one week before the election.
5. No member of any Board may be elected to the same office in two consecutive terms.

6. The election will be held on the third Monday, Tuesday, and Wednesday in February at the ball park and will be conducted by the Boards.
7. Players will be allowed to vote the Wednesday of the week before, if they are going to be absent from the park on Election Day.
8. Before the end of the season, the new executives should meet to organize for the new season. The out-going Chair/Presidents will call and chair the meeting.

## **The League Board**

The League Board shall consist of seven elected officers: Men's Past President, Women's Past President, Men's President, Women's President, Treasurer, Vice-President Field Maintenance & Equipment and Vice-President Tiki Hut. The Treasurer, Vice-President Field Maintenance & Equipment and Vice-President Tiki Hut are elected to hold office for a two year term. The Treasurer and the Vice-President Field Maintenance are elected in alternate years to the Vice-President Tiki Hut.

Each year when the new League Board takes office, the members of the League Board will elect a current Past President to act as the Board Chairperson. The other Past President will act as the Board Secretary. Each member of the League Board shall hold office for the term for which he/she was elected or appointed, or until he/she is unable to carry out his/her duties because of illness, or he/she refuses to carry out his/her duties, or he/she resigns from office, or he/she is removed from office, or a new League Board is organized.

The term of office for the League Board begins after the Banquet of the year in which it was formed until the Banquet of the following year.

One person, even though he/she represents more than one group, may have no more than one vote on any matter before the Board.

## **Duties of the Board**

**The Board** (as a group) shall:

1. Appoint the committee chairs for the 50/50 Draw Committee, Team Sponsors Committee, Uniforms Committee, Emergency Procedures Committee, Scoring Committee, Pancake Breakfast Committee, Las Vegas Night Committee, Publicity Committee, Constitution Committee, and the Memorial Committee
2. Approve of the activities of the committees listed in (1) and deal with all problems related to these activities.
3. Approve the spending of all League funds.

4. Appoint an auditor(s).
5. Appoint members to fill vacancies on the League Board should any occur.
6. Schedule the use of the Softball Complex.
7. Keep membership informed of all activities.
8. Approve all additions to the Softball Complex e.g. benches, trees, nets, fences etc.
9. Set the Registration Fee each year, such fee to include one ticket to one of the year-end banquets (if attending).
10. Appoint individual(s) to take care of the ball season responsibilities such as: scheduling, stats, standings, providing balls for each of the games, and marking legal bats.

**The Chairperson (Past President) shall:**

1. Act as chairman of all regular and special meetings of the League Board or appoint a Board member to act in his/her stead.
2. Call special meetings of the League Board or General Membership when necessary,
3. Prepare agendas for all meetings.
4. Control the distribution of keys to the Tiki Hut and other locked properties of the League.
5. Have one vote on all matters before the Board, only to break a tie. If the Chairperson is not the chair of the meeting, he/she may vote as other members.

**The Secretary (Past President) shall:**

1. Preside at any meetings that the Chairperson requests.
2. Assist the Chairperson with his/her responsibilities.
3. Act in place of the Chairperson if he/she cannot or will not act.
4. Record the minutes of all meetings of the Board and keep a record of same to be handed down from year to year to the incoming secretary and kept for posterity.
5. Inform all persons concerned, in writing if necessary, of the decisions made by the League Board.
6. Assure notices of information are posted on the League website and bulletin boards to keep all members informed of decisions made by the League Board.
7. Provide a report of the minutes of any meeting of the League Board.
8. Have one vote on all matters before the League Board.

**The Treasurer shall:**

1. Keep an accounting of all monies and money transactions carried out by the League.
2. Provide an up-to-date and detailed report of the treasury as requested by the Board.
3. Make arrangements to keep all monies in an account at a chartered bank and deposit all monies in said account for safe keeping.
4. Arrange with the bank at the beginning of the fiscal year (April) that the signatures of the Treasurer the Chairperson and the Secretary be recorded as having signing authority. Two of the three signatures are required on checks or withdrawal slips.
5. Pay all bills incurred by the League as directed by the League Board.
6. Report, either directly or through a designate, to the governments all necessary information regarding our non-profit status and tax exemption.
7. Have one vote on all matters before the League Board.

**The Vice-President, Field Maintenance shall:**

1. Chair the Grounds and Equipment committees and have responsibility for and report activities to the Board when requested.
2. Have one vote on all matters before the League Board.

**The Vice-President, Tiki Hut shall:**

1. Chair the Tiki Hut committees and have responsibility for and report activities to the Board when requested.
2. Have one vote on all matters before the League Board.

**The Men's and Women's Presidents shall:**

1. Bring all Board matters forward from their respective sections.
2. Have one vote on all matters before the League Board.

**Meetings**

1. There shall be an Annual Membership Meeting called by the Chairperson on a day in the week just prior to Opening Week.
2. The purpose of the Annual Meeting is to introduce the new League Board to the members, give the Men's and Women's Sections an opportunity to update

everyone on changes in their playing rules, update everyone on changes in the Constitution, announce the time and place of the League Board meetings, appeal to members for help in areas that require it, present an overview of the League Board's plan for the year, and for any other reason that may become apparent at the time.

3. Regular meetings of the League Board will be held at a time and place determined by the Chairperson.
4. All decisions made by the League Board must be in the form of a motion, duly moved and seconded, and voted on by the League Board members only.
5. A quorum of 72% (5 of the 7) of the League Board members must be present to vote on motions.
6. A simple majority of 51% of those present and voting (the Chairperson of the meeting votes only to break a tie) is required to carry the motion.
7. League Board special meetings will be held when the Chairperson or any other League Board member requires one.
8. Special meetings of the League Board or the Membership may be called by:
  - a. the Chairperson or
  - b. any other League Board member if he/she has the written support of four (total of 5) other League Board members. Such a meeting would obviously not have the support of the Chairperson and would be chaired by the League Board member who called the meeting. The League Board member would have one vote on all matters before the meeting only to break a tie. The Chairperson will vote in this case like any other member.

## **Financing**

1. The League's sources of income will be:
  - a. registration fees
  - b. team sponsor contributions
  - c. banner sponsor contributions
  - d. proceeds from the Tiki Hut
  - e. proceeds from the 50-50 draws
  - f. proceeds from the collection and sale of aluminum
  - g. proceeds from special events such as a pancake breakfast and Las Vegas Night
  - h. private contributions
  - i. other sources approved by the League Board.
2. The League Board must approve all expenditures.

## **Committees**

1. Standing committees shall be organized each year to carry out the traditional duties associated with the committee.
2. The League Board shall appoint the Chairperson for each committee. The chair of committees may select their members from volunteers and give a written list of the committee members to the League Board.
3. Other ad hoc committees may be added by the League Board, if they are required.
4. All committees that deal in the raising of money must submit an accounting at the conclusion of the activity for the Treasurer/ Auditor.
5. All committees that will require funds to carry out their planned activities for the year must submit such requests to the League Treasurer well before the Annual Membership meeting.

## **Duties of Committees**

### **Field Maintenance Committee**

1. organize the preseason “clean up” of the field in preparation for the season,
2. maintain the field during the season,
3. organize the volunteers to maintain and prepare the diamonds for game days,
4. make recommendations to the League Board for summer maintenance,
5. make recommendations to the League Board for the purchase of all new equipment and repairs to existing equipment e.g. bases, soil, maintenance equipment, etc.

### **Tiki Hut Committee**

1. organize the helpers that are supplied by the teams on game days,
2. arrange for the purchase of all supplies for the Tiki Hut,
3. keep a written accounting of the income and expenses of the Tiki Hut for the season and turn over funds to the League Treasurer for deposit,
4. keep the Tiki Hut clean and orderly and keep the equipment in good repair,
5. make recommendations to the League Board for retail price changes,
6. make recommendations to the League Board for the purchase of all new equipment and repairs to existing equipment,
7. present a final accounting of the finances of the Tiki Hut to the League Board by March 31st of the current playing season.

### **Fifty/Fifty Draw Committee**

1. organize a 50-50 draw at all regular season and playoff games of the CP 50+ SL and any other games where a large crowd is anticipated,



2. keep a written accounting of the income and expenses of the 50-50 for the season and turn over funds to the League Treasurer for deposit,
3. conduct the draws, seek out the winners, and post the results,
4. purchase what supplies are needed for the committee,
5. present a final accounting of the finances of the 50/50 draws to the Board by March 31st of the current playing season.

### **Publicity Committee**

1. report the League activities in the Citrus Park 50+ Softball website,
2. solicit news coverage of special events/activities.

### **Team Sponsors Committee**

1. solicit sponsors, one for each team,
2. solicit sponsors for field banners,
3. arrange for sponsors to send checks to the League Treasurer,
4. manage the process of sponsor's banners and placement on the field fencing,
5. arrange for letters of thanks to be sent to the sponsors,
6. arrange for invitations of sponsors to the annual banquet,
7. present a final accounting of the finances of the Team Sponsors to the League Board by March 31st of the current playing season.

### **Uniforms Committee**

1. shall consist of a member from each of the men's and women's sections,
2. set up competitive bidding process with available vendors and/or negotiate contract pricing with existing vendors
3. place orders for league uniform requirements as follows: initial uniform order for all teams, second order for all teams requiring additional uniforms, specialty shirts for winning teams, and jackets required for awards at the banquets and all other uniform requests of the League Board
4. choose the uniform style and order uniforms after Men's and Women's Board approval
5. present a final accounting of the finances of uniform purchases to the League Board by March 31st of the current playing season.

### **Emergency Procedures Committee**

1. arrange for first aid kits and ice packs to be kept at the Tiki Hut and keep all renewed when necessary,
2. make people familiar with the location of the items,
3. arrange for scorekeepers to take the kits and packs to each ball field before the games,

4. keep members aware of the location of the defibrillators,
5. organize a yearly CPR training session for volunteers if possible.

### **Las Vegas Night Committee**

1. arrange for games, cards, etc.,
2. organize set—up crew (tables, games, ticket booths, refreshments, etc) and clean—up crew,
3. arrange for dealers etc.,
4. arrange for “money” sales and draw ticket sales,
5. solicit or purchase prizes from local merchants and league supporters in the park,
6. arrange for refreshments,
7. present a final accounting of the finances of the Las Vegas Night to the Board at the end of the activity.

### **Pancake Breakfast Committee**

1. organize two work crews: early for set-up and serving early diners and late for serving later diners and clean-up,
2. work with the pancake cooks on the system of serving that best suits them,
3. keep a written accounting of the income and expenses for the pancake breakfast and turn over funds to the League Treasurer for deposit,
4. present a final accounting of the finances of the Pancake Breakfast to the League Board at the end of the activity.

### **Memorial Committee**

1. update and maintain all memorial displays that relate to the League e.g. the Memorial Plaque of deceased players at the field and bleacher donation plaques, etc.
2. recommend to the League Board any future memorial displays.

### **Constitution Committee**

1. shall, typically, be comprised of past presidents from both Men’s and Women’s sections,
2. recommend to the League Board updates to the Constitution,
3. hear protests of the Citrus Park 50+ Softball League Constitution (the decisions of the Constitution Committee will be final and binding),
4. be the “watchdogs” of the Constitution,
5. members of the Constitution Committee must not be Members of the League Board.

## **Responsibilities of Appointed Individuals**

### **Scheduling**

1. Prepare a schedule for the regular season, playoffs, and other tournaments that may be requested.

### **Scoring**

1. Arrange for official scorers for all regular season and playoff games.
2. Ensure that scorecards for the season are prepared and printed.
3. Provide daily scoring to Standings individual.

### **Standings**

1. Maintain and post standings for both Leagues.
2. Provide the Publicity Committee with newsworthy softball information.

## **Special Notes**

1. Anyone wishing to use the Softball Complex must have League Board approval as to their purpose and the requirements that they need from the League (e.g. field prep, Tiki Hut, etc.). They must follow the rules and regulations in this Constitution that relate to the use of Softball Complex but, of course, are free to define their own playing rules.
2. The practice area behind Diamond 2 is to be available to the two teams who are scheduled to play the next game on Diamond 2. The visiting team of that game will use the field for 20 minutes starting 40 minutes before their game time and the home team for the 20 minutes following.
3. Anyone that is involved in any way in any activity, i.e.: playing ball, working the Tiki Hut, 50/50 etc. will be required to sign the Bonita Terra Park waiver
4. For the safety of all participants, the Board has specified that no person may enter the field of play (inside fencing) while using physical aids such as crutches, wheelchairs, or any other physical aid deemed unsafe by the Board.

## **Rescheduling Games Due To Inclement Weather**

The decision to reschedule games in the morning shall be made by the League Board with at least one member from each of the Men's and Women's sections and the Vice-President of Grounds and Equipment. Every effort should be made to make a decision as early as possible to minimize the impact on all concerned.

### **Inclement Weather**

1. Thunder/Lightning – play must be suspended and players take shelter until either the lightning has stopped for over 30 minutes or until the game has been rescheduled.
2. Rain – play will be suspended during a game by the umpires when there is a danger of player injury or the field has been determined too wet to play on.
3. Cold – games will be cancelled and rescheduled when the temperature is forecast to be a windchill of 45 degrees F or less at 9am or there is an opportunity to play the games at a warmer time.

### **Options for Rescheduling:**

1. Move games back 1-2 hours. The 2 hour option is only available when there are no 3:15 games scheduled.
2. Move the women's schedule to Friday in lieu of the practice schedule.
3. Cancel the schedule for the day and reschedule on Thursday or Friday of the same week. The preference for Men's games would be Thursday and for Women's games would be Friday. The expected weather on those days may be the determining factor.
4. Single games to be rescheduled will be played at the earliest convenience of both teams.
5. Other options which will work to the benefit of all. (Notice: Cancellation notices will be posted to the League website and on field bulletin boards.)

### **Special Equipment**

Legal aluminum bats will be only bats with a rating not to exceed 1.20 BPF, single wall construction. No multi—layer or bats with more than one layer fused together will be allowed. All bats must be registered and marked by the League before they can be used in League games.

### **Playing Fields**

Any changes to the playing field dimensions, lines or bases shall be agreed upon by the Men's and Women's executive boards. If the boards do not agree, the changes shall be brought to the League Board for a final decision.

### **Audit**

The League Board shall appoint an auditor to audit the books of the League Treasurer in March of each year. The auditor will submit a written report to the Board.

## **Awards**

1. All League awards are to be the responsibility of the Citrus Park 50+ softball League.
2. Individuals and teams must not create "League" awards on their own.
3. Individual teams are free to create their own "team" awards such as team MVP etc.
4. The Men's and Women's sections are free to create their own awards and must submit any and all costs to the League Board.

## **Challenges to the Constitution**

1. Challenges to the Constitution will be heard by the Constitution Committee. Any member of the Constitution Committee hearing a challenge of the Constitution and who has a conflict of interest must declare so and ask the Chairperson for a replacement.
2. Challenges must be made in writing and presented to the League Board Chairperson who will forward them to the Constitution Committee.
3. Challenges will be heard as soon as possible after the problem occurs, at a time and place set by the person in charge of the hearing, and a decision made.
4. If a challenge is upheld, the League Board will do everything in its power to correct the error to the satisfaction of the injured/offended party or parties.
5. The decision of the Constitution Committee will be final and the League Board will notify all parties concerned.

## **Amendments to the Constitution**

The Constitution may be amended at any time before and in preparation for a new season. Proposed amendments must be directed to the League Board or the Constitution Committee Chairman at any time during the softball season. The League Board will forward any suggestions received to the Constitution Chair for consideration by the Committee. Viable amendments will be constructed by the Constitution Committee and then taken to the League Board for input and approval.

When both the League Board and the Constitution Committee agree on the amendment, the Constitution Committee will make the amendment to the Constitution

and post the amended document. Failure to reach agreement by the League Board and the Constitution Committee on a proposed amendment would result in the proposed amendment presented at a general membership meeting for a vote.

Note: there should be no changes to the Constitution which would impact the Playing Rules and Regulations to become effective during the course of the season. Any submissions having a potential impact on Playing Rules must be made before November 30, with the expectation that it would be dealt with in time to have it tested during the pre-season (if approved).

It is hoped that the Citrus Park 50+ Softball League will function with few problems. However, problems and their solutions are healthy for the growth of the organization.

The information in this Constitution should make problem solving easy and organized. Should any complication occur for which a solution cannot be reached by following the Constitution, the League Board is empowered to make a decision.