



**SALEM NH GIRLS SOFTBALL CHARTER, CONSTITUTION
AND BY-LAWS**

ARTICLE I – NAME, LEGAL MAILING ADDRESS AND AFFILIATION

This organization shall be known as: “*Salem NH Softball*”.

The legal mailing address is PO Box 112, Salem, NH 03079

The primary reason for this address policy is to ensure smooth outgoing and incoming board transitions. This policy should be honored at all times, no exceptions.

Statement of Affiliation:

Each Salem NH Softball Team shall be affiliated with Babe Ruth, and shall be governed by, and shall comply with the principles, rules and regulations enunciated and decreed by Babe Ruth.

ARTICLE II – OBJECTIVE

Section 1.

The objective of the *Salem NH Softball* is to provide the athletes the best possible softball experience and play at any level of softball competition the participant may chose and at the same time be given the opportunity to learn the game of softball and firmly implant the ideals of good sportsmanship, honesty, loyalty, courage and respect for authority, so that they may be well adjusted, stronger and happier children and will grow to be good, decent, healthy and trustworthy adults.

Section 2.

To achieve this objective the *Salem NH Softball* will provide a supervised program under the Rules and Regulations of Babe Ruth Inc.

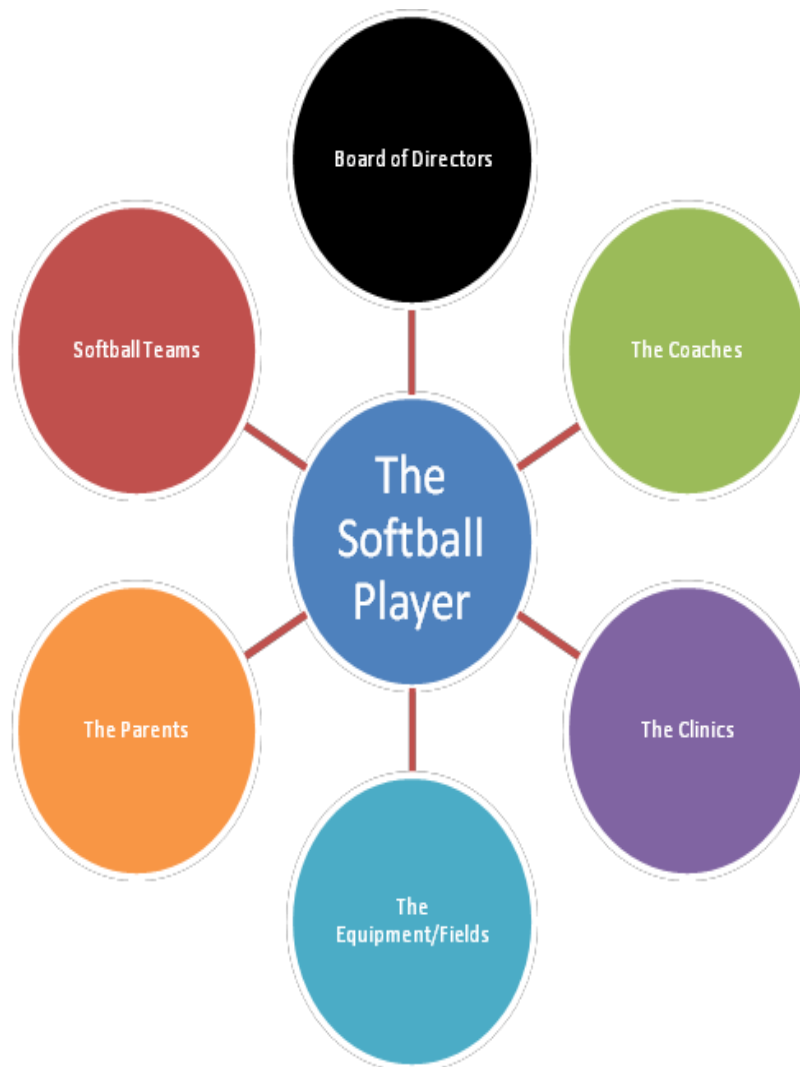
All Board of Directors, Parents and Athletes shall bear in mind that the attainment of exceptional athletic skill or the winning of games is not as important, as the molding of future citizens is the organization’s primary goal.



In accordance with Section 501-©-(3) of the Federal Internal Revenue Code, the *Salem NH Softball* shall operate exclusively as a non-profit educational organization providing a supervised program of competitive softball.

No part of the net earnings shall inure to the benefit of any private shareholder or individual; no substantial part of the activities of which is carrying on propaganda, or otherwise attempting to influence legislation, and which does not participate in or intervene in any political campaign on behalf of any candidate for public office.

ARTICLE III – SALEM NH SOFTBALL OPERATING PHILOSOPHY





ARTICLE IV - MEMBERSHIP

Section 1. Eligibility;

Any person sincerely interested in active participation to further the objective of the *Salem NH Softball* may apply or tryout to become a member within the appropriate class of membership.

Section 2. Classes;

There shall be the following classes of members:

(a) **Playing Members**

Any player meeting the age requirements of Babe Ruth Inc. shall be eligible for membership. Player members shall have no right, duties or obligations in the management or in the property of the organization.

(b) **Regular Members**

Regular members shall be made up of the Board of Directors, Head Coaches and three designated coaches per team plus any registered parents/guardians, and players 18 years or older.

Regular members, including elected and appointed officers, must be active and in good standing.

Regular members are invited and urged to attend all the General and Special Meetings of the *Salem NH Softball* and express their views pertaining to the organization affairs for subsequent consideration and action by their representatives on the Board of Directors.

(c) **Honorary Members** (Optional)

Any person may be elected as Honorary Member by the unanimous vote of all Directors present at any duly held meeting of the Board of Directors but shall have no rights, duties or obligations in the management or in the property of the *Salem NH Softball*.

(d) **Sustaining Members** (Optional)



Any person who is not a regular member who makes financial or other contribution to the organization may by majority vote of the Board of Directors become a Sustaining Member, but shall have no rights, duties or obligations in the management or in the property of the *Salem NH Softball*.

(e) As used hereinafter the word "Member" shall mean a Regular Member unless otherwise stated.

Section 3. Suspension/Termination:

Membership may be terminated by resignation or action of the Board of Directors.

(a) The Board of Directors, by a two-thirds vote of those present at any duly constituted meeting, shall have the authority to discipline or suspend or terminate the membership of any Member of any class, including Head Coaches and coaches, when the conduct of such person is considered detrimental to the best interest of the *Salem NH Softball* or Babe Ruth Inc. acts in opposition to the rules, regulations, zero tolerance policy and bylaws established by either organization.

The Member involved shall be notified in advance of such meeting, informed of the general nature of the charges and given an opportunity to appear at the meeting to answer such charges.

Immediately following, the Board of Directors can sanction suspension, termination or disciplinary action by 2/3 vote of the Board of Directors of those present at any duly constituted meeting (quorum is required) and must notify member within a 24 hour period.



(b) The Board of Directors shall, in case of a Playing Member, give notice to the Head Coach of the team for which the player is a Playing member.

Said Head Coach shall appear, in the capacity of an adviser, with the player before the Board of Directors or a duly appointed committee of the Board of Directors.

The player's parent(s) or legal guardian(s) may also be present.

The Board of Directors or a duly appointed committee of the Board of Directors shall have full power to suspend or revoke such player's right to future participation by 2/3 vote of those present at any duly constituted meeting (quorum is required.)

(c) Immediate suspension is only at the President's discretion until the Board of Directors sanctions suspension, termination or disciplinary action by 2/3 vote of the Board of Directors of those present at any duly constituted meeting (quorum is required).

The Member or Player will have an opportunity to meet within one weeks' time of suspension to answer the charge in front of the Board of Directors prior to vote.

To appeal immediate suspension the Member or Player representative must go through any Board Member who will meet with the President on the Player or Member's behalf; only the President can overturn immediate suspension.

ARTICLE V – PARTICIPATION FEES

A reasonable participation fee may be assessed as a parent's obligation to assure the operational continuity of the *Salem NH Softball*.

Registration:

Each applicant must present an acceptable proof of age at registration time.

When and if such proof is not presented, a parent or guardian of the candidate must supply satisfactory evidence to the Organization President prior to player selection.

Fees:

The fee for participation for the *Salem NH Softball* will be as defined by the Board of Directors on an annual basis.

This fee will be re-visited each year at the discretion of the Board of Directors and may increase or decrease depending on the financial situation of the organization.



ARTICLE VI – MEETINGS

GENERAL MEMBERSHIP MEETINGS (No Voting To Take Place – Informational Meeting Only)

A General Membership Meeting is any meeting of the entire membership of the Organization. A minimum of one per year is required.

THE ANNUAL MEETING (REGULAR MEMBERS ONLY)

The Annual Meeting shall be held at the discretion of the Board of Directors **but no later than August 30** each year for the purpose of electing new Members, electing the Board of Directors, receiving reports, reviewing the Constitution, appointing committees, and for the transaction of such business as may properly come before the meeting.

(a)The Membership shall receive at the Annual Meeting of the Members of the organization a report, verified by the President and Treasurer or by a majority of the Directors, showing:

The condition of the organization, to be presented by the President or his/her designate;

A general summary of funds received and expended by the organization for the previous year, the amount of funds currently in possession of the organization, and the name of the financial institution in which such funds are maintained;

The whole amount of real and personal property owned by the organization, where located, and where and how invested;

For the year immediately preceding, the amount and nature of the property acquired, with the date of the report and the manner of the acquisition, the amount applied, appropriated or expended, and the purposes, objects or persons to or for which such applications, appropriations or expenditures have been made;

The names of the persons who have been admitted to regular membership in the organization during such year.

This report shall be filed with the records of the organization and entered in the minutes of the proceedings of the Annual Meeting.

A copy of such report shall be forwarded to Babe Ruth Organization Headquarters if requested.



(b) At the Annual Meeting, the Regular Members shall determine the number of Directors to be elected for the ensuing year and shall elect such number of Directors.

The number of Board of Director Members elected shall be not less than four (4).

(c) After the Board of Directors is elected, the Board shall meet to assume the performance of its duties on the first Saturday after Labor Day.

The Board's term of office shall continue until its successors are elected and qualified under this section.

(d) The Officers of the Board of Directors shall include, at a minimum, the President, one Vice President, Treasurer, Secretary.

NOTICE OF MEETING:

Notice of each General Membership Meeting shall be delivered personally, electronically, posted at the Block House or by mail to each Member at the last recorded address at least ten (10) days in advance of the meeting, setting forth the place, time and purpose of the meeting.

In lieu of the above methods, notice may be given in such form as may be authorized by the Members, from time to time, at a regularly convened General Membership Meeting.

VOTING:

Only Regular Members (see Article IV, Section 2(b)) shall be entitled to make motions and vote at the Annual Membership Meeting.

However, the Board of Directors may invite, admit and recognize guests for presentations or comments during the Annual Membership Meeting.

ABSENTEE BALLOT:

For the expressed purpose of accommodating a Regular Member in good standing who cannot be in attendance at the Annual Meeting, or any Annual Membership Meeting at which new Board members will be elected, may request an absentee ballot from the Secretary of the organization.

The absentee ballot shall be properly completed, signed and returned in a sealed envelope to the Secretary prior to the date of the election.



The Secretary shall present all absentee ballots to the Election Chairman (appointed at the meeting) on the date of the meeting, prior to the voting portion of the election process.

RULES OF ORDER: The order of business for the Annual and Special meetings may include (guideline only):

1. Call to order and roll call.
2. Reading and approval of minutes of previous meeting. (optional)
3. Reports of Board and Standing Committees.
4. Reports of Special Committees.
5. Special Orders.
6. Unfinished Business and General Orders.
7. New business.
8. Adjournment.

QUORUM:

Two Thirds (2/3) of the Board of Directors shall constitute a quorum for the transaction of business and majority votes shall rule

ARTICLE VII – BOARD OF DIRECTORS

OFFICERS:

The officers of the *Salem NH Softball* shall consist of a President, Two (2) Vice Presidents, a Secretary, a Treasurer, and Directors at Large depending on the league and organization's overall needs and services, all of whom shall hold office for the ensuing year or until their successors will be duly elected.

The Board of Directors shall appoint such other league positions or agents (i.e. a Umpire in Charge, League Scheduler, a Safety Officer, a Player Agent, a Block House Manager, a Chief Information Officer, a League Director, a Equipment Manager, a Clinic Director, a Fundraising Coordinator, and a Tournament Director) as it may deem necessary or desirable, and may prescribe the powers and duties of each and may fill any vacancy which may occur in any office or league positions.



These identified league positions or agents hold no voting rights on the Board of Directors and strictly serve in an advisory capacity to the Board of Directors.

AUTHORITY:

The management of the property and affairs of the *Salem NH Softball* shall be vested in the Board of Directors.

VACANCIES:

If any vacancy occurs in the Board of Directors by resignation, death, or otherwise, it may be filled by a majority vote of the remaining Directors at any regular meeting or at any special meeting called for that purpose.

MEETINGS, NOTICE AND QUORUM:

Regular meetings of the Board of Directors shall be held immediately following the annual election and on such days thereafter as shall be determined by the Board.

The President or the Vice President may, whenever any of them deems it advisable, and the Secretary shall, at the request of any member of the Board of Directors, issue a call for a special meeting of the Board of Directors.

Notice of each meeting shall be given by the Secretary to each Director either by mail, email or telephone at least three (3) days before the time appointed for the meeting.

If meeting attendance falls below ½ of Board membership for two (2) consecutive meetings, a notice goes out to the Board that if attendance does not improve at the following meeting, then the President reserves the right to hold all meetings, and conduct majority vote that will be binding for decisions for participating members.

Robert's Rules of Order shall serve as a guide to govern the proceedings of all Board of Director Meetings, except where same conflicts with this Constitution of the *Salem NH Softball*

The order of business for the Board of Director shall include (guideline only):



2. Reading and approval of minutes of previous meeting. (optional)
3. Reports of Board and Standing Committees.
4. Reports of Special Committees.
5. Special Orders.
6. Unfinished Business and General Orders.
7. New business.
8. Adjournment.

RULES OF ORDER FOR BOARD OF DIRECTOR MEETINGS

Robert's Rules of Order shall guide the proceedings of all Board of Director Meetings, except where same conflicts with this Constitution of the *Salem NH Softball*.

ARTICLE VIII - DUTIES AND POWERS

The Board of Directors shall have the power to appoint such standing committees as it shall determine and to delegate such powers to them as The Board shall deem advisable and which it may properly delegate.

The Board may adopt such rules and regulations for the conduct of its meeting and the management of the *Salem NH Softball* as it may deem proper and is consistent with Rules and Regulations of Babe Ruth Inc.

The Board shall have the power by a two-thirds (2/3) vote of those present at any regular or special meeting to discipline, suspend or remove any Director or Officer or Committee



Member of the *Salem NH Softball* in accordance with the procedure set forth.

The Board shall receive at the annual meeting of the Members of the *Salem NH Softball*:

1. A report verified by the President and Treasurer, or by a majority of the Directors, showing the whole amount of real and personal property owned by it, where located, and where and how invested, the amount and nature of the property acquired during the year immediately preceding, the date of the report and the manner of the acquisition; the amount applied, appropriated or expended during the year immediately preceding such date, and the purposes, objects or persons to or for which such applications, appropriations or expenditures have been made;
2. A report that identifies the names and places of residence of the persons who have been admitted to membership in the *Salem NH Softball* during such year.
3. A report of all team rosters.
4. Financial Balance Sheet, Financial Profit and Loss (P&L) statement which follow General and Accepted Accounting Practices formats.
5. Accounting of all hard copy reports and pertinent organizational information created from the prior year, an accounting of all reports and pertinent organizational information archived from previous years
6. An electronic archive of all reports and pertinent organizational information created from prior year.

Which reports shall be filed with the records of the *Salem NH Softball* Designated accountant and an abstract thereof entered in the minutes of the proceedings of the annual meeting.

A copy of such report shall be forwarded to Babe Ruth if requested.

Appointments:

The Board of Directors may appoint such other officers or agents as it may deem necessary or desirable, and may prescribe the powers and duties of each.

Appointed officers or agents shall have no vote on actions taken by the Board of Directors unless such individuals have been elected to the Board by the membership or have been elected to fill a vacancy on the Board.



Monetary Expenditures:

Expenditure of any sum up to \$250.00 for normal operating expenses can be approved by the President or Treasurer. Any amount over \$250.00 must be approved by the Board of Directors majority vote.

PRESIDENT; The President shall:

- (a) Conduct the affairs of the league and execute the policies established by the Board of Directors.
- (b) Present a report of the condition of the league at the annual meeting.
- (c) Communicate to the Board of Directors, such matters as deem appropriate, and make such suggestions as may tend to promote the welfare of the *Salem NH Softball League*.
- (d) Be responsible for the conduct of the *Salem NH Softball League* in strict conformity to the policies and principles, Rules and Regulations of Babe Ruth Inc. League, Inc. as agreed to under the conditions of charter issued to by that organization.
- (e) Designate in writing, other officers if necessary, to have power to make and execute for/and in the name of the *Salem NH Softball League* such contracts and leases as may have received.
- (f) Investigate complaints, irregularities and conditions detrimental to the **Salem NH Softball League** and report thereon to the Board as circumstances warrant.
- (g) Prepare and submit an annual budget to the Board of Directors and be responsible for the proper execution thereof.
- (h) With the assistance of the Player Agent, examine the application and support proof-of-age documents of every player candidate and certify to residence and age eligibility before the player may be accepted for registration.

VICE PRESIDENT-LEAGUE OPERATIONS; The Vice President League Operations shall:

- (a) Perform the duties of the President in the absence or disability of the President, provided he or she is authorized by the President or Board so to act. When so acting, the Vice President shall have all the powers of that office.



(b) Perform such duties as to the operation of the *Salem NH Softball* League.

(c) Perform such duties from time to time as may be assigned by the Board of Directors or by the President.

(d) Have responsibility for all electronically created information, maintaining the availability, proper archiving, and the security of such information.



VICE PRESIDENT-LEAGUE SUPPORT OPERATIONS; the Vice President League Support Operations shall:

- (a) Perform the duties of the President in the absence or disability of the President, provided he or she is authorized by the President or Board so to act. When so acting, the Vice President shall have all the powers of that office.
- (b) Perform such duties as to the support functions of the *Salem NH Softball* League.
- (c) Perform such duties as from time to time as may be assigned by the Board of Directors or by the President.

SECRETARY; The Secretary shall:

- (a) Be responsible for recording the activities of the Local League and maintain appropriate files, mailing lists and necessary records.
- (b) Perform such duties as are herein specifically set forth, in addition to such other duties as are customarily incident to the office of Secretary or as may be assigned by the Board of Directors.
- (c) Maintain a list of all Regular, Sustaining and Honorary Members, Directors and committee members and give notice of all meetings of the Local League, the Board of Directors and Committees.
- (d) Keep the minutes of the meetings of the Members, the Board of Directors and the Committee, and cause them to be recorded in a book kept for that purpose.
- (e) Conduct all correspondence not otherwise specifically delegated in connection with said meeting and shall, be responsible for carrying out all orders, votes and resolutions not otherwise committed.
- (f) Notify Members, Directors, Officers and committee members of their election or appointment.
- (g) Be responsible for supplying the recommended requirements deemed necessary by the Town Director of Recreation and deliver them when required.
- (h) Check messages on League's answering machine and notify appropriate person(s).

TREASURER; The Treasurer shall:



- (a) Perform such duties as we herein specifically set forth and such other duties as are customary, incident to the Office of Treasurer or may be assigned by the Board of Directors.
- (b) Receive all monies and securities, and deposit same in a depository approved by the Board of Directors.
- (c) Keep records for the receipt and disbursement of all monies and securities of the *Salem NH Softball League*.
- (d) Approve all payments from allotted funds and draw checks therefore in agreement with policies established in advance of such actions by the Board of Directors.
- (e) Prepare an annual budget, under the direction of the President, for submission to the Board of Directors at the annual meeting.
- (f) Prepare a monthly and an annual financial report, under the direction of the President, for submission to the Board of Directors and at the annual meeting.
- (g) Responsible for getting books audited and taxes complete by December 31 each year.

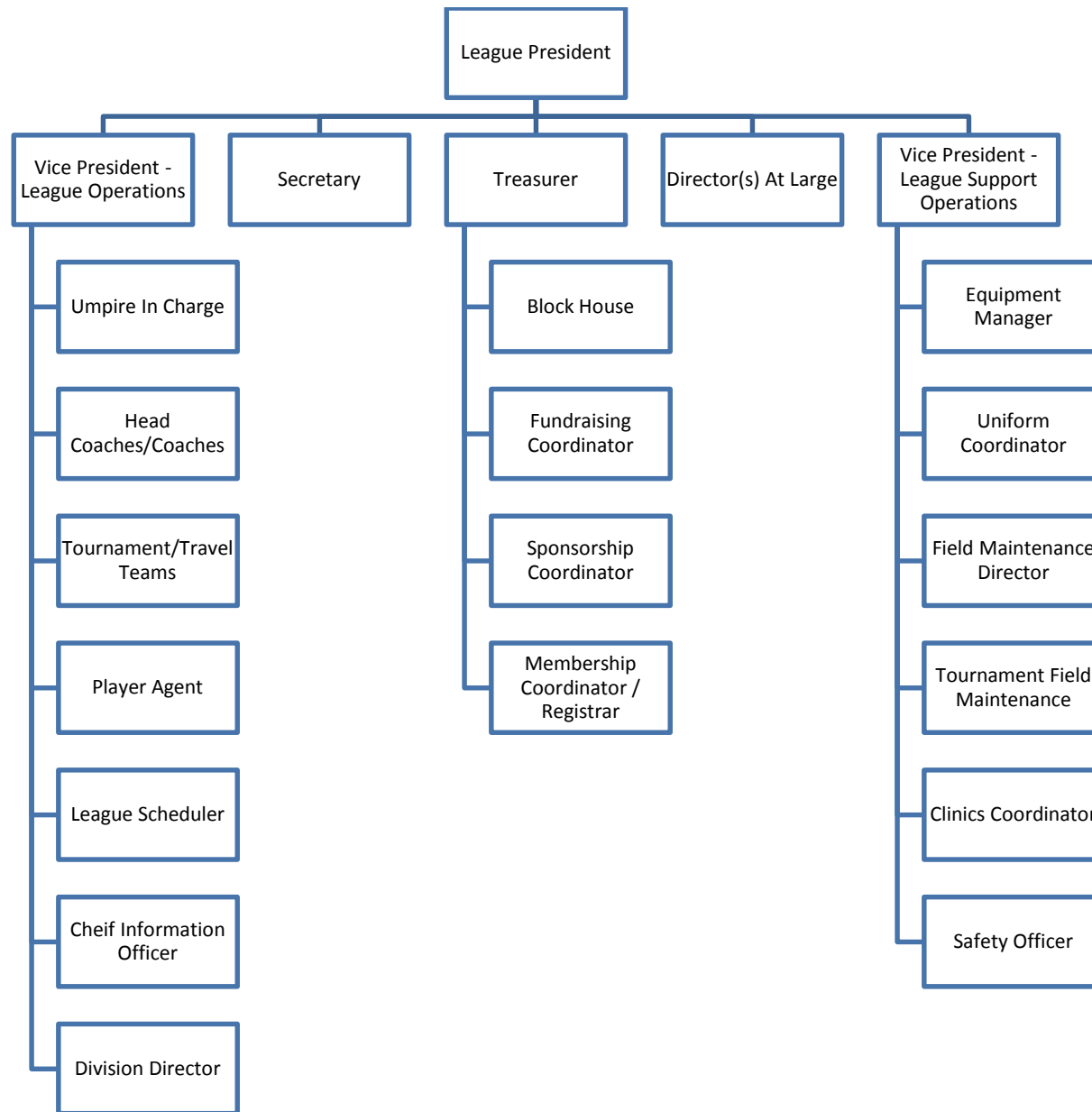
DIRECTOR AT LARGE; The Director At Large shall:

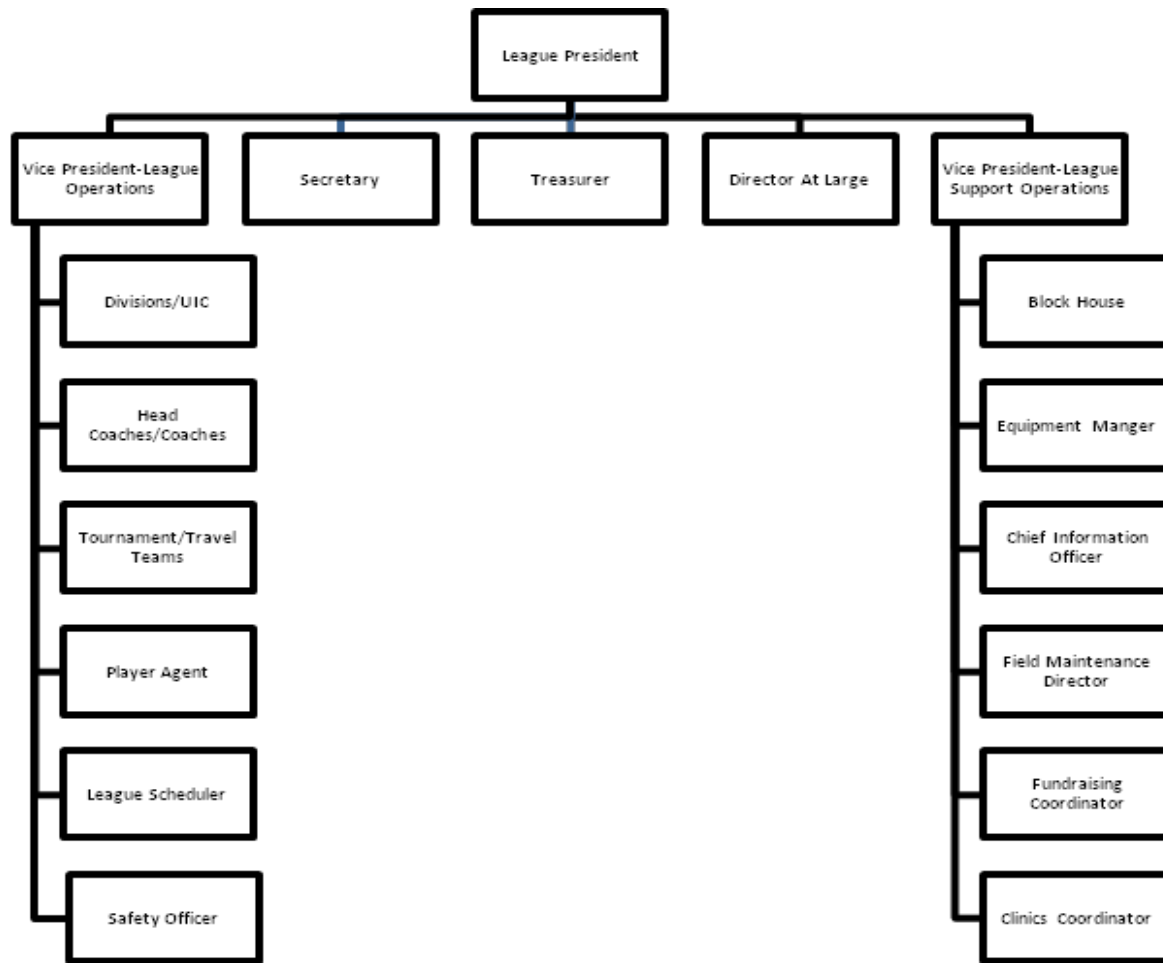
- a) Advise with and assist the Board of Directors in all matters concerning its interests and the management of the Local League, its affairs, and shall have such other powers as may be delegated to it by the Board.
- b) Be eligible to act on any committee.
- c) Be a voting member of the Board of Directors.
- d) Perform such other acts and duties as may be delegated him by the President.



SALEM NH SOFTBALL BOARD OF DIRECTORS ORGANIZATIONAL CHART







SALEM NH SOFTBALL BOARD OF DIRECTORS APPOINTED POSITIONS OR AGENTS

- (a) The Board of Directors may appoint positions or agents to assist the operation of the league.
- (b) The appointed positions and agents shall advise with and assist the Board of Directors in all matters concerning its interests and the management of the Local League, its affairs, and shall have such other powers as may be delegated to it by the Board, but in no event will the appointed positions or agents have authority over the Board of Directors or have any voting privileges on the Board of Directors.

SALEM NH SOFTBALL LEAGUE APPOINTED POSITIONS OR AGENTS:

PLAYER AGENT; The Player Agent shall:

- (a) Record all player transactions and maintain an accurate and up-to-date record thereof and to the prepare the player's agent list.
- (b) Receive and review applications for player candidates and assist the President in checking residence and age eligibility.
- (c) Coordinate the tryouts, player ratings, player draft and all other player transaction or selection meeting.
- (d) Investigate complaints, irregularities, and conditions detrimental to the players of *Salem NH Softball League* and report thereto the Board of Directors as circumstances warrant.
- (e) Prepare for the President's signature and submission to Babe Ruth League Headquarters, team rosters, including players' claimed, Coaches information, and the tournament team eligibility affidavit.
- (f) Notify Babe Ruth League Headquarters of any subsequent player replacements or trades.

SAFETY OFFICER; The safety officer shall:

- (a) Be responsible to create awareness, through education and information, of the opportunities to provide a safer environment for children and all participants of Babe Ruth League, Inc.
- (b) Develop and implement a plan for increasing safety of activities, equipment and facilities through education, compliance and reporting.

NOTE: In order to implement a safety plan using education, compliance and reporting, the following suggestions may be utilized by the Safety Officer:

- (1) Education - Should facilitate meetings and distribute information among participants including players, managers, coaches, umpires, league officials, parents, guardians and other volunteers.
- (2) Compliance - Should promote safety compliance leadership by increasing awareness of the safety opportunities that arise from these responsibilities.
- (3) Reporting - Define a process to assure that incidents are recorded, information is sent to league/district and national offices, and follow-up information on medical and other data is forwarded as available. This process will be submitted to the Town Recreation Department for approval.

CHIEF INFORMATION OFFICER; The Chief Information Officer shall:

- (a) Manage the league's official home page and website;
- (b) Manage the online registration process and ensure that league rosters are maintained on the site;
- (c) Assign administrative rights to league volunteers and teams;
- (d) Ensure that league news and scores are updated on a regular basis;
- (e) Collect, post and distribute important information on League activities including direct dissemination of fund-raising and sponsor activities to Babe Ruth League, Inc. district, public, league members and media;
- (f) Maintain all forms used by league.
- (g) Serve as primary contact person for Babe Ruth League, Inc. regarding optimizing use of the Internet for league administration and for distributing information to league members and to Babe Ruth League, Inc.

LEAGUE SCHEDULER; The League Scheduler shall:

- (a) Work with Player Agent to identify team(s) in each division to determine size of teams and divisions to ensure desired number for scheduling of games.
- (b) Prepare schedules for practices, batting cages, games for regular and post season. Ensure that Bryan field, T-ball field is used to its fullest capacity due to Blockhouse revenue needed for league.
- (c) Determine suitable game time starts and ends (mostly every 2 hours) to maximize field usage.
- (d) Act as Umpire In Charge (UIC) to schedule umpires for games.
- (e) Work with Town Recreation Department, Salem School District and President to identify fields to be used during regular season, playoffs and summer season.

- (f) The League Scheduler as the UIC shall review the "local League Rules" prior to the start of the new season and make recommendations as needed to the League President.

EQUIPMENT MANAGER; The Equipment Manager(s) shall:

- (a) Record all equipment transactions and maintain an accurate and maintain an accurate and up-to-date inventory record thereof.
- (b) Receive and review applications for equipment and assist the Board in the decision making process for new equipment purchases.
- (c) Purchase all team equipment from approved vendors.
- (d) Supply batting cage, lock box keys, and bathroom keys to all Managers. Blockhouse keys limited to board members and blockhouse staff

FIELD MAINTENANCE DIRECTOR; The field maintenance director shall:

- (a) Obtain bids from vendors to maintain infields during regular season and or other work needed.
- (b) Maintain all field(s) lock boxes to ensure proper lime, equipment, etc is replenished during season.
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- (d) Any and all field maintenance deemed necessary to ensure a safe and well-kept fields.
- (e) This position may also encompass Assistant Equipment Manager role.

BLOCKHOUSE MANAGER; The Blockhouse Manager shall:

- (a) Responsible for managing the blockhouse during the regular season, playoffs and All-star tournament games.
- (b) A blockhouse committee may be formed to oversee the staffing of the blockhouse by the home team during games on the Bryan field and coordinate opening/closing/cleaning of the restrooms.
- (c) This person will be responsible for stocking blockhouse & restrooms by purchasing through selected vendors.
- (d) Work with League Scheduler to optimize field time to increase sales in Blockhouse.
- (e) Work with Treasurer to provide invoices and receipts and ensure accurate income revenue of blockhouse.

DIVISION DIRECTOR; The Division Director shall:

(a) They shall be appointed supervisors by the Board of Directors of their respective divisions and will serve on the Board of Directors after approval by the Board no later than December 1 each year.

(b) He or she shall reserve the first right to resolve all disputes within his or her division. If the said dispute cannot be settled democratically and without animosity within the division the director shall turn such issues over to the Board of Directors. At this time, the division, the managers and the director within that division is eliminated from the voting process. The issue will be heard by the Board (excluding the division's director). Both sides present the issue and the Board will vote in a private session and render the decision.

The decision is binding and nonnegotiable.

(c) He or she shall appoint personnel to handle publicity, schedules, equipment and other assignments required to make the Division run smoothly.

(d) He or she shall inform all Managers/Coaches in their division regarding league information, tryouts, drafts, rating forms, all league activities and other pertinent information regarding their division.

ARTICLE IX – COMMITTEES

TOURNAMENT COMMITTEE;

(a) The Board of Directors may appoint a Tournament Committee which shall consist of 3-4 Division Directors or Board Members to work with the Tournament Director.

(b) The Committee will ensure the proper procedures are followed when selecting the Travel Tournament teams and Babe Ruth tournament teams. Selection of Managers

and Coaches as well will be recommended by the tournament committee.

(c) The committee will set dates/time for tryouts or selection process needed for both players and coaches.

TAG DAY COMMITTEE:

Tag Day committee will include 3-5 volunteers to manage the details of tag day. Contact local businesses by mail and phone to secure dates and times and ensure enough locations are secured. Determine number of players tagging, enough cans available and manage times throughout tag day weekend for volunteers to count money, handout cans and locations.

SPONSORS COMMITTEE:

Sponsor committee will include 3-4 volunteers to manage the details of sponsors. Sponsors are needed for team shirts and signs for fence. All-star sponsorships are also available. Contact local businesses to secure sponsorships for all teams and signs.

PICTURE DAY COMMITTEE:

Picture Day Committee will include 3-4 volunteers to manage the details of picture day. Contact photographer to secure date/time and schedule teams accordingly.

CLINICS COMMITTEE:

Clinics committee will include at least 2 additional volunteers to assist the Clinics Coordinator to manage the clinics. Clinics to include;, coaches clinics, player clinics. Secure dates and locations of clinics and notify all league members through mail and email.

OTHER COMMITTEES

NOMINATING COMMITTEE: (OPTIONAL)

The Board of Directors may appoint a Nomination Committee consisting of one (1) or more Directors and other appointed Regular Members. The Committee shall investigate and consider eligible candidates and submit at the annual meeting a slate of candidates for the Board of Directors. The Committee shall also submit for consideration by the Board of Directors a slate of Officers and Committee Members.

When the Committee makes its report the President shall ask if there are any other nominations. at which time they may be made from the floor. Each member may vote for any eligible person whether nominated or not.

BALLOT COMMITTEE: (OPTIONAL)

During the annual meeting for elections the President shall appoint at least 3 members who have not been nominated for election, to serve as tellers for the counting of ballots. They shall be responsible for keeping the check list of all members who vote (including absentee votes) and maintain that the number of votes do not exceed the total number of signatures on the check list and the absentee ballots. When the polls are closed the tellers shall proceed to count the ballots. The President shall be given the report from the tellers and shall declare who is elected.

MEMBERSHIP COMMITTEE: (OPTIONAL)

The Board of Directors may appoint a Membership Committee consisting of one (1) or more Directors and other appointed Regular Members. The Committee shall receive then names of prospective honorary and Sustaining Members, investigate for eligibility and recommend those qualified for election at the annual or any special meeting of the Members or of the Board of Directors as the case may be.

FINANCE COMMITTEE: (OPTIONAL)

The Board of Directors may appoint a Finance Committee consisting of not less than three (3) nor more than five (5) Directors. The Treasurer shall be an ex-official member of the Committee. The Committee shall investigate ways and means of financing the *Salem NH Softball* League including team sponsorships and submit recommendations. It shall be responsible for taking up collections at games, if such collections are authorized by the Salem Girls Softball League and shall turnover said collections to the Treasurer immediately after each game.

BUILDING and PROPERTY COMMITTEE: (OPTIONAL)

The Board of Directors may appoint a Building and Property Committee consisting of one (1) or more Directors, an appointed Safety Officer and other appointed members. The Committee shall investigate and recommend available suitable sites and plans for development, including ways and means, the latter in cooperation with the Finance Committee. It shall be responsible for repair and improvement recommendations. other than normal maintenance. and supervise the performance of approved projects.

GROUND COMMITTEE: (OPTIONAL)

The Board of Directors may appoint a Grounds Committee which shall be responsible for the care and maintenance of the playing field(s), buildings and grounds. It shall operate within the amount appropriated in the approved budget for that purpose.

PLAYING EQUIPMENT COMMITTEE: (OPTIONAL)

The Board of Directors may appoint a Playing Equipment Committee headed by the Equipment Manager, which shall secure bids on needed supplies and equipment and make recommendations for their purchase to the Board. The Committee shall be responsible for the proper issuance of such supplies and equipment and for the repair, cleaning and storage thereof at the close of the season.

MANAGERS COMMITTEE: (OPTIONAL)

The Board of Directors may appoint a Managers Committee consisting of three (3) or more Directors. The Committee shall interview and investigate prospective managers and coaches, including those for the Minor League and farm teams, and recommends acceptable candidates to the President for approval by the Board of Directors. It shall, during the playing season, observe the conduct of the managers and coaches and report its' finding to the President of the *Salem NH Softball* League. It shall, at request of the President or Board of Directors, investigate complaints concerning managers and coaches and make a report thereof to the President or Board of Directors as the case may be.

UMPIRE COMMITTEE: (OPTIONAL)

The Board of Directors may appoint an Umpire Committee consisting of one (1) or more Directors and other appointed Regular Members. The President shall be chairman of any such Committee. The Committee shall recruit, interview and recommend to the Board for appointment a staff of umpires, including a chief umpire and replacements. When appointed, the staff of umpires shall be under the personal direction and responsibility of the President, assisted by The Chief Umpire who shall train, observe and schedule tile staff.

DISTRICT COMMITTEE: (OPTIONAL)

The Board of Directors may appoint a District Committee consisting of the *Salem NH Softball* League President as chairman and two (2) other Directors.

The Committee shall assist the District Administrator in inter league functions including the selection of members of the District Administrator's Advisory Committee and the selection of tournament sites and area tournament directors.

AUXILIARY COMMITTEE: (OPTIONAL)

The Board of Directors may appoint an Auxiliary Committee. The Committee shall coordinate the activities of the Auxiliary. It shall review and evaluate auxiliary, projects for raising money and disposition of profits, and make recommendations to the Board. The Board of Directors shall approve in advance all projects and actions of the Auxiliary.

AUDITING COMMITTEE: (OPTIONAL)

The Board of Directors shall appoint an Auditing Committee consisting of three (3) Directors and at least two (2) other members. The President, Treasurer or signatories of checks are not eligible.

The Committee will review the *Salem NH Softball* League books and records annually prior to the Annual Meeting and attach a statement of their findings to the annual financial statement of the President and

Treasurer; or may, if directed by the Board of Directors, secure the services of a Certified Public Accountant to accomplish such review.

PROTEST AND RULES COMMITTEE: (OPTIONAL)

This committee shall be comprised of the Player Agent who shall serve as chairman, Umpire-in-Chief, and the President. In the absence of any of these three (3) officials, Player Agent shall pick another Board member not involved in outcome or Director of Division involved in dispute.

This committee shall make themselves thoroughly familiar with the Playing Rules as set forth by National Babe Ruth League and *the Salem NH Softball* League.

The decisions of this committee shall be binding on all parties concerned and shall not be overturned by the Board of Directors. Any necessary meeting of this committee shall also include all parties involved with the exception of Playing Members.

SPONSORS COMMITTEE: (OPTIONAL)

Shall be knowledgeable of the entire operation of both National and Local Babe Ruth League structure, and to seek sponsors for all teams, Softball and Tee Ball.

Only members of this committee shall contact sponsors regarding Babe Ruth League matters except for the Treasurer, who may contact individual sponsors regarding League matters.

Shall keep a list of potential sponsors for purposes of replacement or League expansion.

Recommend the rate, fee or contribution sponsors are required to remit annually.

To report at least once annually to the sponsors and to present the sponsors with letters of Thanks or Certificates or Pictures.

ARTICLE X HEAD COACHES, COACHES AND HEAD COACH PROCESS

A. Candidates for Head Coach’s positions should submit an application and summary of qualifications in writing to the Board of Directors who have the authority to accept and approve head coaching positions.

B. All Head Coach positions are renewable annually, based on ability to work with young children, personal conduct, and/or softball knowledge, as well as participation in the Organization. (Note: all Board members should never disclose voting results)

C. Each Head Coach and coach must abide fully by the *Salem NH Softball* organization by-laws, rules, Zero Tolerance Policy, and regulations of the Bath Ruth Inc.

D. If a Head Coach or coach fails to assume the noted duties and responsibilities, he/she shall be requested to appear before the Board of Directors to show cause why disciplinary action should not be taken.

E. Head Coach of each team shall be responsible for all equipment and property of the organization. All property shall be inventoried no later than July 1st and a written report forwarded to the appropriate Vice President/Equipment Manager regarding the inventory, inspection, and condition of such property.

F. Head Coaches and coaches will not demonstrate or permit any player to act in any manner, which could possibly cause injury to himself/herself, or to another. No poor sportsmanship shall be permitted in any fashion, verbal or otherwise.

ARTICLE XI AFFILIATION

CHARTER:

The *Salem NH Softball* shall annually apply for a membership from Babe Ruth Inc. and shall do all that is necessary to obtain and maintain such membership.

RULES and REGULATIONS:

The Official Playing Rules and Regulations as published by *Salem NH Softball* local league rules and Babe Ruth Inc. shall be binding on the *Salem NH Softball*.

LOCAL ORGANIZATION RULES:

The local rules of this Organization (the bylaws) shall be adopted by the Board of Directors at a meeting to be held not less than one month previous to the first scheduled game of the season, but shall in no way conflict with the Rules and Regulations of Babe Ruth Inc.

ARTICLE XII FINANCIAL AND ACCOUNTING

Authority

The Board of Directors shall decide all matters pertaining to the finances of the Organization and it shall place all income including Auxiliary funds, in a common Organization treasury, directing the expenditure of same in such a manner as will give no individual or team an advantage over those in competition with such individual team.

Contributions

The Board will permit the contribution of funds or property to individual teams but shall solicit some for the common treasurer of the *Salem NH Softball*, thereby to discourage favoritism among teams and to endeavor to equalize the benefits of the *Salem NH Softball*

Solicitations

The Board shall not permit the solicitation of funds in the name of Babe Ruth unless all of the funds so raised be placed in the *Salem NH Softball* treasury.

Disbursement of Funds

The Board shall not permit the disbursement of funds for other than the conduct of *Salem NH Softball* activities in accordance with the rules and policies of Babe Ruth.

All disbursements shall be made by check or debit card,
accompanied by receipt.

All checks shall be signed by the *Salem NH Softball* Treasurer and such other officer or officers or person or persons as the Board of Directors shall determine.

Compensation

No Director, Officer or Member of the Organization shall receive, directly or indirectly any salary compensation or emolument from the *Salem NH Softball* for services rendered as Director, Officer or regular member.

Deposits

All monies received, including Auxiliary Funds, shall be deposited to the credit of the, *Salem NH Softball* in a bank (s) or financial institution(s) as elected by the Board of Directors and all disbursement shall be made by check.

All checks shall be signed by the *Salem NH Softball* Treasurer and such other officer or officers or person or persons as the Board of Directors shall determine.

Fiscal Year

The fiscal year shall begin on the first Saturday of September and shall end on the last day of August.

Distribution of Property upon Dissolution

Upon dissolution of the *Salem NH Softball* and after all outstanding debts and claims have been satisfied, the Members shall distribute the property of the *Salem NH Softball* to such other organization or organizations maintaining an objective similar to that set forth herein, which are or may be entitled to exemption under Section 501©(3) of the Internal Revenue Code or any future corresponding provision.

ARTICLE XIII – BALLOTING AND VOTING

1. The League Present Will:

- (i) Declare all offices vacant;
- (ii) Call for a motion for a secretary for the election
- (iii) Have a meeting decide the following:
 - (a) Call for nominations from the membership
 - (b) When to close the nominations
 - (c) Ask for a vote, date, time, duration and place.
 - (d) Ask for final counts and results.
 - (e) Commence the results.

ARTICLE XIV - AMENDMENTS

This Charter, Constitution and By-Laws may be amended, repealed or altered in whole or in part by a majority vote.

Amendments should always be 2/3rd vote at any duly organized meeting of the Board of Directors provided notice of the proposed change is included in the notice of such meeting. (Quorum required).

Amendment Process:

Any amendment to the Charter, Constitution and By-laws must be well documented and dated.

- Document Issue
- Document Options to Eliminate Issue

- Document Consensus Opinion of Board
- Document Voting
- Add to the Amendment Listing on Last Page of this Document

This Constitution and By-Laws was approved by the *Salem NH Softball* Board of Directors on this day _____ of the Month _____ in the year 20__.

President's Name (Print) _____

President's Signature: _____

Vice President's Name (Print) _____

Vice President's Signature : _____

Equipment Manager's Name (Print) _____

Equipment Manager's Signature _____

Chief Information Officer's Name (Print) _____

Chief Information Officer's Signature _____

Secretary's Name (Print) _____

Secretary's Signature _____

Treasurer's Name (Print) _____

Treasurer's Signature _____

Safety Officer's Name (Print) _____

Safety Officer's Signature _____

Block House Manager's Name (Print) _____

Block House Manager's Signature _____

Player Agent's Name (Print) _____

Player Agent's Signature _____

League Director's Name (Print) _____

League Director's Signature _____

UIC's Name (Print) _____

UIC's Signature _____

League Scheduler's Name (Print) _____

League Scheduler's Signature _____

Clinic Director's Name (Print) _____

Clinic Director's Signature _____

Tournament Director's Name (Print) _____

Tournament Director's Signature _____

Fundraising Coordinator's Name (Print) _____

Fundraising Coordinator's Signature _____

The *Salem NH Softball* League, does not limit participation in its activities on the basis of disability, race, creed, color, national origin, gender, sexual preference or religious preference.