



**CONSTITUTION  
OF THE  
NORTHERN LIGHTS WOMEN'S SOFTBALL LEAGUE, INC.**

**ARTICLE I: Name**

1. The name of this league shall be the Northern Lights Women's Softball League, Inc.

**ARTICLE II: Objectives**

2. The objectives of this league are:
  1. To provide an opportunity to play softball with other lesbians in a comfortable, friendly atmosphere, free of discrimination on the basis of age, race, national origin, creed, ability, and sexual preference.
  2. To institute and abide by the rules and articles of this Constitution and Bylaws, approved 1990, as amended.
  3. To provide a networking for lifelong friendships.
  4. To enhance lesbian pride and commitment through support of other lesbians.
  5. The Northern Lights Women's Softball League, Inc. hereafter, NLWSL, Inc., will have no political affiliations, nor shall any member of the NLWSL, Inc. attempt to represent this league on any political issue.

**ARTICLE III: Membership**

3. Membership in this league shall be open to all individuals who support the objectives of the NLWSL, Inc. Constitution, and pay annual dues/players fees. Members will be eligible for any League office, will be eligible to serve on any League committee, and will have a voice in all League matters.
  - 3.1. The incoming Executive Board shall determine the amount of annual dues/player fees for that particular season. The membership (player) fees, forms and rosters must be submitted by the third week of the season, with checks made payable to NLWSL, Inc.
1. Membership in this League shall begin with the receipt of sponsor fees and end at midnight on March 31<sup>st</sup> of the following season. Any member whose name has been brought to the attention of the Commissioner on charges of unsportspersonlike behavior or conduct

unbecoming a member of the NLWSL, Inc. and/or in violation of League rules, may have her membership reviewed by the Executive Committee. As a result of said review, a member may have her membership suspended, forfeiting all dues or fees paid, and rights to participate in future activities of the League. The Executive Committee has the responsibility to define the review procedure.

#### **ARTICLE IV: Executive Committee and Board**

4. The NLWSL, Inc. Executive Committee shall constitute the League body charged with day-to-day governance. Its governing authority is delegated by the league general membership and defined by this Constitution. The League Executive Committee shall endeavor to effectively represent its various constituencies and the interests of the league as a whole. The Executive Committee membership shall consist of:
  - Commissioner – Executive Board Member
  - Assistant Commissioner – Executive Board Member
  - Secretary – Executive Board Member
  - Treasurer – Executive Board Member
  - Membership Coordinator\*
  - Public Relations Coordinator\*
  - Development Coordinator\*
  - Umpire-in-Chief\*
  - Deputy Umpire-in-Chief\*
  - Scheduling Coordinator\*
  - Corporate Auditor\*
  - Corporate Attorney\*
  - Team Player Representative

\*Positions appointed by the Commissioner

5. If a position appointed by the Commissioner is vacant, the duties associated with that position become the responsibility of the Executive Board member charged with overseeing that position. Another designee or volunteer, not appointed to the position by the Commissioner, may also carry out or assist with the completion of the duties associated with the vacant position.

#### **ARTICLE V: Duties of the Officers**

5. Commissioner

1. Serves as the spokesperson for the League.
2. Directly responsible for ensuring the coordination and facilitation of all League operations.
3. Directly responsible for ensuring that each member of the Board of Directors completes her/his assigned responsibilities.

Directly responsible for ensuring completion of the Development, and Scheduling functions.

4. Has the tie-breaking vote in the event of a stale mate.

#### 5.1 Assistant Commissioner

1. Performs all the duties of the Commissioner in case of absence or disability.
2. Assumes the Commissioner's Chair when vacated.
3. Directly oversees the Umpire functions, arranging with the UIC the training and scheduling of League Umpires.
4. Directly oversees the Public Relations Coordinator assisting with website updates.

Responsible for weekly schedule and standings updates.

5. Has (1) one vote at League meetings.

#### 5.2 Secretary

1. Keeps record of all proceedings of the Executive Committee.
2. Records, prepares and distributes minutes, and maintains an up-to-date file of all minutes, records, and publications.
3. Assists the chairperson by recording speaker sequence during the meetings.
4. Assists the Public Relations Coordinator with maintaining and updating e-mail lists.
5. Directly oversees the Membership function, assisting the Membership Coordinator with the planning and facilitation of the annual membership drive.
6. Has (1) one vote at League meetings.

#### 5.3 Treasurer

1. Keeps accurate records of all monies received and disbursed by the League.
2. Prepares a monthly report and has custody, with the Commissioner, of all funds and assets of the League.
3. Provides an annual financial statement and proposed budget for the new season to all league managers and Board members via e-mail no later than March 1<sup>st</sup> of the current year.
4. Responsible for the collection and disbursement of all League funds.
5. Prepares and presents all financial documents to the Corporate Auditor for annual (January) audit.
6. Prepares and submit annual tax information to the Internal Revenue Service.
7. Has (1) one vote at League meetings.

#### 5.4 Membership Coordinator

1. Responsible for actively seeking new members and promoting the League to other groups and individuals.
2. Prepares and maintains accurate membership records.
3. These records are available only to members of the Membership Committee and the League Board of Directors.

#### 5.5 Public Relations Coordinator

1. Maintains and updates the League database, website and e-mail.
2. May be designated by the Commissioner to serve as a spokesperson for the League.

#### 5.6 Development Coordinator

1. Recruits and directs committees as necessary to plan and facilitate Pre-Season Party, Post-Season Party/All-Star Game, and other League Fundraisers.
2. Assists in devising, preparing and presenting strategies to pursue corporate sponsorships for the League.

#### 5.7 Umpire-In-Chief

1. Responsible for obtaining and scheduling umpires, ensuring proper training and certification for umpires.
2. Communicates rule changes and House Rules to team managers.
3. Ensures that all Umpires are aware of League House Rules.
4. Observes and rates all Umpires at least once per season and reports the ratings to the Assistant Commissioner.
5. Creates an umpire schedule for the season, makes changes as necessary, and sends updated schedule to the Board.

#### 5.75 Deputy Umpire-In-Chief

1. Assists the UIC with recruiting and selecting Umpires, compiling the officiating schedule, preparing and presenting the Umpire training sessions, and supervising and evaluating the officiating staff throughout the season.

#### 5.8 Scheduling Coordinator

1. Prepares the annual schedule for all League teams.

#### 5.9 Corporate Auditor

1. The Corporate Auditor is responsible for overseeing an audit the League's treasury, checkbook and bank statements.
2. This audit will occur following the close of the season in the same years as the Treasurer position is up for election. It will occur prior to January 1<sup>st</sup> of the following year.

#### 5.10 Corporate Attorney

1. The Corporate Attorney is retained by the Commissioner. S/he is responsible for providing legal consultation regarding issues surrounding league administration and function.

#### 5.11 Team Player Representative

1. Represents his/her team at Executive Committee meetings and communicates Executive Committee decisions to them.
2. Distributes publications among team members.
3. Has (1) one vote at League meetings.

## **ARTICLE VI: Election of Officers**

- 6.0 All nominees for elected positions must come from within the membership body. The elected positions to which this applies are:
1. Commissioner
  2. Assistant Commissioner
  3. Secretary
  4. Treasurer
- 6.1 Elected league officers shall take office on January 1<sup>st</sup> following election and shall serve for a term of two years.
- 6.2 Positions vacated are to be filled by the Executive Committee. Exception: In the event the Commissioner's position is vacated, the Assistant Commissioner will assume that position.
- 6.3 The Commissioner and Secretary positions shall be elected in even years. The Assistant Commissioner and Treasurer positions shall be elected in odd years.
- 6.4 The schedule for the election procedures will be as follows:
1. Five (5) weeks prior to the end of the season, elections will be announced.
  2. Four (4) weeks prior to the end of the season, those seeking election will submit a letter to the Commissioner stating his/her qualifications for the selected office.
  3. Three (3) weeks prior to the end of the season, ballots and statements will be distributed to members
  4. Two (2) weeks prior to the end of the season, ballots will be collected from the members.
  5. One (1) week prior to the end of the season, the new officers of the League will be announced.
  6. Commissioner and Secretary will count the ballots in odd number years and the Assistant Commissioner and Treasurer will count the ballots in even number years.
- 6.5 In the event that a Board Member, other than the Commissioner, resigns, the position will be filled by special election. The Executive Committee will nominate replacements and vote on the nominees. The new officer will serve until the next general election.

## **ARTICLE VII: Removal of Officers**

- 7.0 In the event that a member of the NLWSL, Inc. Board of Directors fails to perform any or all of her/his assigned duties, the following procedure will be followed:
1. Board of Directors will gather "failure to perform" documentation.
  2. The Board of Directors will attempt to resolve the matter internally, with the individual in question.

3. If internal resolution is not possible, all documentation will be presented to the Executive Committee of the league and a vote will be taken to determine the Board Member's status.
4. If a Board member is removed, the position will be filled by special election. The Executive Committee will nominate replacements and vote on the nominees. The new officer will serve until the next general election.
5. If the Commissioner is removed, the Assistant Commissioner will assume the Commissioner's duties and a new Assistant Commissioner will be nominated and elected.

#### **ARTICLE V111: Duties of Coaches**

8. Coaches are responsible for all on-field activities of their team members. Coaches are responsible for ensuring that a full team is present for each regular game of the season.

#### **ARTICLE IX: Team Player Representatives**

9. Each team shall select one of its members to serve as a voting member of the Executive Committee. The method for selecting these representatives shall be left to the discretion of the team members. In the event that a player rep cannot attend a meeting, a proxy representative, with full voting power can be sent.
- 9.1 Membership on the Executive Committee for Team Player Representatives shall begin on the occasion of the first Executive Committee Meeting following payment of team sponsor fees and will terminate on March 31<sup>st</sup> of the following year.

#### **ARTICLE X: League Structure**

10. Season:
  1. The playing season shall commence no sooner than the last week of April and shall end no later than the third weekend in August.
- 10.1 Team Size:

A team shall consist of not more than 20 players.
- 10.2 Division:
  1. The number of NLWSL divisions shall be determined by the number of teams that complete membership requirements by April 1<sup>st</sup> of each year. Teams will be placed in divisions based on the classification request marked on the current year's membership form, ASA classification, and the discretion of the Executive Board.

#### **ARTICLE XI: Rules and Procedures - NLWSL Executive Committee and General Membership Meetings**

11. Questions of privilege concern:
  1. The physical conditions of the meeting site;
  2. The conduct of members of the meetings;
  3. The accuracy of minutes and publications.

- 11.1 Questions of order concern:
  1. The order of business at the meetings;
  2. The adherence to adopted rules and guidelines;
  3. A request for a count of the vote.
2. Questions of order and privilege may interrupt a speaker. The Chair rules.
3. All persons must be recognized by the Chair before speaking.
4. Only one person can have the floor at a given time.
5. A motion is out of order if it is moved when a motion of a higher precedence is on the floor. Only one main motion may be considered at a time.
6. Any motion of higher precedence can be moved when a motion of lower precedence is before the meeting.
7. No member shall speak twice on the same subject without permission from the Chair. The exception is the presenter who may open debate and provide summation. Each speaker is limited to five minutes unless this rule is waived by the Chair.
8. A motion to suspend the rules of order must specify what procedure will be adopted.
9. A motion to withdraw can only be made by the presenter of the motion.
10. A motion to table must specify at what time the motion will be reconsidered.
11. A motion to refer to committee must specify the size of the committee and method of selection unless a standing committee exists.
12. The Chair can move only the following motions:
  1. Suspend the rules of order
  2. Call for the vote
  3. Limit debate.
13. Any Constitutional or Bylaw change listed on the agenda may be amended by Player Representatives in attendance at the Executive Committee meetings. The agenda must be submitted to all Player Representatives prior to the meeting at which the vote is taken.
14. The Executive Committee will review all proposed Constitution and Bylaw changes and must present them at an Executive Committee meeting. The Executive Committee must pass these changes with a 2/3 vote of those eligible at the time. At the discretion of the Board, a special Executive Committee meeting may be called, or voting may be done via e-mail, to consider a change
15. In cases of tie votes at the Executive Committee meeting or of e-mail votes, the Commissioner will have the tie-breaking vote. In counting the vote, an exact count will

be recorded. In determining whether a motion has passed, abstentions will be ignored, but recorded.

- 11.16 Attendance at the Executive Committee meetings will be by Team Player Representatives and Board Members only, and attendance at all meetings will be mandatory. Guests (i.e., outside speakers, representatives from other leagues, etc.) will be allowed.
- 11.17 The Board shall meet quarterly (January, April, July and October). Minutes of all Board meetings shall be kept, and all Board meetings shall be open to any league member or guest.

**Revised March 2016**