Summit Sports, socially known as Summit Sports League, is a registered 501c3 non-profit organization. This document reflects our bylaws. The Board will review this charter on an annual basis.

MISSION STATEMENT

Summit Sports League is an inclusive non-profit organization focused on building a welcoming and socially rewarding atmosphere for all, no matter orientation, gender identity, or athleticism. Our mission is to grow and empower each other through recreational sports and social opportunities, bettering the greater Denver community in which we are a part of.

PURPOSE OF THE BOARD

The business and affairs of Summit Sports League (SSL) will be managed by a Board of Directors (BOD). The BOD is responsible for overall policy and direction of Summit Sports League. The BOD consists of our Executive Leadership Team (ELT) and all Directors. The ELT includes the President, Vice President of Administration, Vice President of League Operations, Secretary, and Treasurer. In collaboration the BOD and all manager positions will guide Summit Sports League to advance the organization's mission.

VOTING

SSL will follow Roberts Rules of Order for all voting matters:

- Everyone has the right to participate in discussion if they wish, before anyone may speak a second time.
- Everyone has the right to know what is going on at all times. Only urgent matters may interrupt a speaker.
- Only one thing (motion) can be discussed at a time.

All members of the BOD are in voting-power positions. A passing vote is met with a 51% vote unless otherwise noted. In the event of a tie, the ELT will re-vote to break the tie. Voting will occur in-person at board meetings and virtually. If a passing vote is not met, or a tie is identified, three voting rounds will occur before the ELT will create a deciding vote on the matter.

For ELT tie-breaking and/or other votes, a passing vote is met with a 51% vote.

For a virtual vote, a comprehensive explanation of the vote will be shared at the time voting begins. The BOD will have three days to complete their vote.

TERM LIMITS

All Board Members will serve a minimum one year term with the option to extend for up to three-years total with vote approval by the ELT. To extend their term, Board Members need to notify the ELT before 60 days of their annual term ending.

Members of the ELT are required to serve a minimum of two years with the option to extend for up to three-years total with vote approval by the BOD. A passing vote is met with a 65% vote of eligible members. This does not include the individual of which we are voting on.

In addition to the term limit information for ELT members, the President will *also* serve an additional one year at the end of their term in the role of "Outgoing President" this will allow for a smooth transition of information, systems, and processes. This role will be in an advisory position with no voting power.

League Managers serve a one year term with the option to extend for a second year by approval of the BOD.

Division Representatives serve a two season term with the option to extend for two additional seasons by approval of the BOD.

Board Members are welcome to re-apply to their position at the end of their three-year team for another three year term. They will be considered along with any other candidates that apply.

Newly elected Board Members will begin their term on July 1st in the year elected, or as needed.

NEW POSITIONS

The ELT has the right to create new positions to the board at any time. The ELT can appoint someone to serve temporarily until the role is filled. All new positions must be opened, made public, and follow our election process outlined below. The individual who has been temporarily appointed is eligible, but not required, to apply for the role.

ELECTION PROCESS

Open positions on the board will be made public and available for applications to any active member, in good standing. Interested parties may apply for a position on the Board by submitting an application to be considered.

Board Members must abstain from casting a vote for a position they currently hold or are running for.

Positions will be made public for a minimum of 14 days. The ELT will interview candidates and provide, when able, the BOD a minimum of two candidates to review and vote on. Candidates are selected for their role with a 65% vote. If there are no applications that fit the role, the BOD will re-open the role to the public until the position is filled. The goal is to fill roles within 60 days of opening them up.

Applications will include a nomination period that will be open to the public for a minimum of 10 days. This will allow anyone to nominate someone for the role. Following the nomination period closing, the individual will be contacted by the SSL BOD letting them know they have been nominated and are encouraged to apply. These individuals will then follow the normal open position process for selection.

ELECTION QUALIFICATIONS

In order to be eligible for either President or Treasurer roles, an individual must have a minimum of two years prior experience - within the last five years - of non-profit or business experience.

VACANCIES AND REMOVAL FROM OFFICE

When a vacancy on the BOD exists, the BOD must publicly announce the open position to receive applications. The aforementioned election process will then begin to fill the position. Board Members may voluntarily resign from the BOD at any time. Resignations must be received in writing by the ELT 30 days before the intended departure date.

Any Board Member may be removed by 65% vote of the BOD at a properly announced Board meeting if the duties of such office were violated or not performed. At least two weeks' written notice must be provided to the Board Member being considered for removal as well as to the entire BOD in order for said vote to be properly announced. The Board Member being considered for removal will not have a vote.

A board member may be removed for other reasons including but not limited to:

- The board member has consistently not completed agreed upon responsibilities.
- The board member has violated policies of the organization, and/or acted unethically, and/or criminally.
- Excessive absences including more than three unexcused absences from board meetings in a year.

Improper behavior that goes against the league code of conduct and/or mission statement.
In the case of the Presidential vacancy, the Vice President of Administration will immediately become the Interim President until the BOD can convene to determine next steps. The BOD can

vote for any member of the ELT to assume the President role without publicly opening the role. If no member of the ELT is able to fill the President role, the position is opened to the current BOD. Upon approval by the BOD, any vacancy for an ELT position will be announced and follow the aforementioned process. In the case of an ELT vacancy, the President will temporarily manage these roles.

BOARD MEETINGS

The ELT will meet once a month to conduct SSL business. The BOD will meet every other month. ELT members are expected to regularly meet with their teams to ensure all business is being executed to the benefit of SSL. Minutes of all Board meetings are circulated to members and approved by the Board at the subsequent meeting.

The Secretary shall give at least 7 days' notice for a Board meeting. A quorum for meetings shall consist of the members in attendance with at least 50% of the Board.

CONFLICT OF INTEREST POLICY

The BOD and Managers of SSL **can not have a financial interest**, directly or indirectly, in any matter relating to the operations of the league–unless disclosed to and approved by the ELT. All paid roles will be determined by a majority of the ELT at an ELT meeting. Members of the ELT who have a financial or family relationship with any paid role will not be eligible to vote on relevant compensation decisions.

PAID POSITIONS

All paid positions will be open to the general public to apply for a minimum of two weeks. Interviews and selections will be determined by the President and ELT member where this position falls within the organization. The individuals who are selected will be required to sign their contract ahead of their term start date.

ROLES AND RESPONSIBILITIES

All of our BOD roles are expected to attend league play, events, board meetings, and other specified organization initiatives to maintain a presence for our members and community. This is not an exhausted list of responsibilities. BOD roles are expected to additionally perform other duties as needed.

President

Responsibilities include:

- Set the vision and tone for Summit Sports League
- Organize elections for the Board positions.
- Collaborate with the BOD on their goals, timelines, and budgets.
- Communicate with the League Membership.
- Work with the Treasurer to ensure league budgets are created annually that align with the goals and missions of Summit Sports League.
- Provide updates to the BOD on the state of the league.
- Act on behalf of the League in any matter of emergency that is not covered in the Bylaws and League Code of Conduct
- Follow all Summit Sports League Standard Operating Processes

Vice President of Operations

Responsibilities include:

- Manage the roles and responsibilities of the Director of Marketing, Director of Social, and Director of Service.
    - Help maintain our social and service events to bring SSL to the community
    - Make sure that our social media & marketing efforts are in compliance with the goal and mission of SSL.
- Assist in maintaining Summit Sports League standing in the community, with sponsors and members
- Develop, maintain, and secure relationships with current and future league venues
- Work with the Secretary & VP Admin to maintain inventory, including ordering replacements, noting damages, and reporting to the BOD
- Managing seasonal swag, swag store, trophy, and medal inventory/orders
- Maintain organizational insurance coverage and compliance requirements
- Own and annually review the Emergency Action Plan in coordination with VP Admin and league venues
- Shared Responsibilities
    - Collaborate with VP Admin for league venue planning, marketing & recruiting
    - Collaborate with VP Admin for Emergency Action Plan Seasonal/Venue Review
    - Collaborate with Director of Marketing for League Key Dates
- Follow all Summit Sports League Standard Operating Processes

Vice President of Administration

Responsibilities include:

- Primary Responsibilities:
    - Manage Sports League Managers & Division Reps to assure quality, standardization, and overall strength of our sports leagues
        - Registration systems and functionality
        - Referee scheduling, qualification, and payment coordination
        - League leadership communications and expectations
    - Conduct league quarterly audit & evaluation surveys
    - Have a presence during playoffs and championships
- Shared Responsibilities
    - Collaborate with the VP of Operations for:
        - Supplies (condition and replenishment)
        - Venue securement
        - Swag quantities
        - Medal and Trophy updates
    - Collaborate with the Director of Marketing for communications and recruitment
    - Collaborate with the Director of Member Services on any related issues and concerns with members of different leagues.
    - Collaborate with the Director of Member Services on personnel matters (contracts, vacancies, disputes, etc.)
    - Collaborate with the Treasurer for leadership and referee payment
- Follow all Summit Sports League Standard Operating Processes

Secretary

Responsibilities include:

- Preside at any Board Meeting the President is unable to attend
- In the case of the resignation, removal, or death of the President, be prepared and willing to serve as Interim-President
- Set meeting agenda with input from the ELT and BOD
- Take and maintain careful and authentic written records of each meeting.
- Provide the BOD with a copy of meeting minutes no later than 2 days after all meetings.
- Keep the current list of the Board.
- In conjunction with the Treasurer and Book Keeper, submit and file all necessary forms required by the internal Revenue Service, the State of Colorado, or any others that may be necessary.

- Preserve all records, reports, and official documents of the organization as deemed by the Board
- Work with Marketing on maintaining the Summit calendar of leagues and events.
- Schedule board and general meetings.
- Perform all other duties assigned by the Board.
- Follow all Summit Sports League Standard Operating Processes

Treasurer

Responsibilities include:

- Be accountable for the receipt and disbursement of funds or property on behalf of the corporation.
- Render a written account of all corporate action to the Board at each meeting of the Board.
- Exhibit the account books of the corporation and all securities, vouchers, papers and documents of the corporation in his or her custody to any officer of the corporation or (designee of the officer) upon reasonable request.
- Manage the Director of Fundraising and Book Keeper
- Draft budgets for the upcoming year, to be updated on a quarterly basis at minimum. Assist the Vice President of League Operations with planning and maintaining budgets for their leagues. Provide analysis of budgeted-versus-actual finances to the board and to the sports representatives after the close of sports seasons and fiscal years.
- In conjunction with the Secretary, submit and file all necessary forms required by the Internal Revenue Service, the State of Colorado, or any others that may be necessary.
- Assist in the funding/grant efforts with Director of Fundraising and Sponsorships
- Follow all Summit Sports League Standard Operating Processes

Fundraising Director (reports to Treasurer)

Responsibilities include:

- Be head of all fundraising and sponsorship activities, scheduling and planning;
- Lead exposure through community events/sponsors
- Coordinating with Treasurer to execute towards financial planning and goals
- Planning, scheduling and participating in fundraising/sponsorship opportunities for all sports and the overall organization
- Coordinate effort with Board for effective scheduling and availability of funds for growth and sustainability

- Organize, maintain and fulfill SSL responsibilities to sponsors
- Maintain sponsor exposure through SSL events, social media and other avenues, utilizing appropriate channels
- In conjunction with the Board, pursue available funding/grants through foundations, corporations, city, state, and federal government grants along with assisting with and/or writing and editing grant proposals and reports
- Follow all Summit Sports League Standard Operating Processes

Marketing Director (reports to the Vice President of Operations)
Responsibilities include:

- Provide artistic direction and maintain league website, social platforms, marketing materials, newsletters, etc.
- Coordinate with all Board Members on providing the appropriate content for the website to address including, but not limited to, schedules, events, updates and any pertinent information
- Create monthly communication plan to align with league strategy with for all Summit communications
- Support in creation of league marketing materials including shirt designs
- Assist in the funding/grant efforts with the Director of Fundraising and Sponsorships on behalf of SSL.

- Follow all Summit Sports League Standard Operating Processes

Social Director (reports to Vice President of Operations)
Responsibilities include:

- Serve as the primary liaison between members and the Board for all social engagement initiatives.
- Lead the planning, coordination, and execution of a robust events calendar, including:
    - Bi-monthly, smaller social events designed to foster member connection and community across the league.
    - Quarterly large-scale events that reflect the organization's mission and expand visibility within the broader community.
    - Act as the primary organizer and point of contact for all Pride-related efforts and events, including partnerships, planning, and representation.

- Oversee event strategy and logistics, including venue selection, budgeting, vendor coordination, and on-site execution. Works with Treasurer, Director of Fundraising, and Director of Marketing.
- Collaborate with other Board members and committees to co-host events that align with organizational priorities and values.
- Ensure all events and outreach efforts uphold and reflect the organization's mission and vision.
- Assist the Board in those duties specified as necessary
- Follow all Summit Sports League Standard Operating Processes

Service Director (reports to Vice President of Operations)
Responsibilities include:

- Primary liaison between members and Board for community engagement
- Plan and execute minimum of 4 service events per calendar year
- Maintain database of feedback from members
- Maintain mission and vision statement through appropriate events and outreach;
- Assist the Board in those duties specified as necessary
- Follow all Summit Sports League Standard Operating Processes

Member Services Director (reports to the President)
Responsibilities include:

- Cultivating a diverse, equitable, and inclusive organizational culture by developing and implementing relevant strategies and assisting in managing volunteers.
- Provide guidance to the organization on all matters concerning HR-related legal and compliance requirements.
- Address SSL grievances, conflicts, and disciplinary issues fairly and consistently.
- Work closely with the VP of League Operations to provide our members with a fair and equal experience through our sports leagues.
- Maintain database of feedback from members
- Serves as the primary owner of leadership contracts, vacancies, disputes, and personnel processes, collaborating with the relevant VP and escalating to the Executive Board as needed

- Follow all Summit Sports League Standard Operating Processes

Paid Positions:

League Managers (report to Vice President of Administration)
Responsibilities include:

- Required to sign our League Manager contract for their specific league before starting the role.
- This is a one year term with the option to extend for a second year with BOD approval.
- Reach out to registered players about unpaid invoices, must be paid before they can play.
- Handle payments for subs, make sure waiver has been filled out for the current season, and give out wrist bands.
    - A card reader will be given to accept card payments for subs and the league manager will be responsible for the reader for their entire term. If the card reader is lost, stolen, or damaged they will be required to pay $75 for a replacement.
    - Any information provided by the app, that is required to use the card reader, is confidential, it will not be discussed with anyone outside of the Executive Leadership Team and will be uninstalled after the term is finished.
- Bring supplies for the division to and from the storage unit.
    - Make sure tote is organized and is adequately stocked.
    - Fill out purchasing request form for any supplies that are needed.
- Help set up and take down equipment that is needed for each night.
- Coordinate dates for the next season with the VP of Operations to confirm facility availability.
- Create teams for the next season, making them as even as possible with a draft or buddy draft.
- Make a schedule for the entire season and set up a tournament style bracket.
- Print things off to bring to the division.
- Help Ref, if needed.
- Hit registration numbers, set by the VP of Operations.
- Have players fill out the Incident Report for disputes, make the VP of Operations aware of any major incidents.
- Make sure frequent and effective communication is going out for that league.
- Distribute the Captain's guide to the next season's captains.
- Coach refs to ensure fair gameplay.
- Need to be there every day of the season, otherwise need to find coverage from someone else in leadership.
- Attend board meetings, as scheduled, and communicate if unable to attend.
- Follow all Summit Sports League Standard Operating Processes

<u>Division Representatives</u> (report to League Managers)
Responsibilities include:

- Required to sign our League Manager contract for their specific league before starting the role.
- This is a two-season term with the option to extend for an additional two seasons with BOD approval.
- Help create teams for next season, making them as even as possible with a draft or buddy draft, where applicable.
- Help set up and breakdown courts each night.
- Help Ref, if needed.
- Make announcements each night.
- Make Captain's chat and relay information as needed, ie: taking a picture of the scores each week and sending them to the chat for the captains to enter.
- Monitor disputes between teams, direct players to fill out the Incident Report, and make League Manager aware of any major incidents.
- Help hit registration numbers for the division, set by the VP of Operations.
- Follow all Summit Sports League Standard Operating Processes

REVIEW OF CHARTER

The Board will review this charter on an annual basis with the new board starting July 1 to ensure it remains consistent with the Board's objectives and responsibilities. Any revisions require a 65% vote of the board. Annual reviews will begin on July 1 and voted on at a future board meeting. Updated bylaws will be shared out on our website for all members to access.