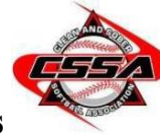




# CSSA Utah Constitution & By-Laws

(Updated January 2020)



## Article I – Name & Purpose

### **Section 1. Organization:**

The Name of the association shall be The Clean and Sober Softball Association of Utah, hereinafter referred to as CSSA. CSSA is an organization of Clean and Sober Softball teams. All teams must be named from recovery centers or be recovery based in nature.

### **Section 2. Purpose:**

The primary purpose of CSSA is to further our recovery through the community of softball, all members shall bear in mind that the attainment of exceptional athletic skill and winning games is secondary.

## Article II – Membership

### **Section 1. Members**

- A. Player Members.** Anyone who meets the “CSSA Utah Eligibility Requirements” may become a Player Member.
- B. Regular Members:** Board Members, Coaches, Executive Director Emeritus. Only Regular Members have voting privileges.

### **Section 2. Suspension or Termination.**

The CSSA Board of Directors, shall have the authority to discipline, suspend, or terminate the membership of any member, when the conduct of such person is considered detrimental to the best interests of CSSA and/or 12-step recovery. The individual(s) and/or team involved shall be notified beforehand, informed of the general nature of the violation(s) and be given an opportunity to respond.

## Article III – Meetings

### **Section 1. Meetings:**

The CSSA shall conduct two scheduled Coaches Meetings.

- A.** Spring Meeting- should be held in January or February.
- B.** Fall Meeting- should be held prior to the start of Fall Ball.

### **Section 2. Notice of Meetings:**

In order to hold any Duly Organized Coaches Meeting, notice of each meeting and what is being voted on must be published on the CSSA Facebook page and emailed at least 10 days in advance to all current Board Members, Director Emeritus and anyone that has been registered as a coach within the last 365 days.

### **Section 3. Special Coaches Meetings:**

Special meetings may be called by the Board of Directors, Executive Director or upon written request of 10 Regular Members.

**Section 4. Absentee Ballot:**

Any regular member unable to attend a meeting may send a representative to vote for them.

**Section 5. Rules of Order:**

Roberts Rules of Order shall govern the proceedings of all meetings, except where same conflicts with the Constitution or By-Laws of CSSA.

**Article IV – Board of Directors**

**Section 1. Board Members**

Board of Directors must include:

- A. Executive Director
- B. Vice Director
- C. Treasurer
- D. Rules and Ethics Director
- E. Secretary

**Section 2. Qualifications for Nomination**

- A. Any Regular Member nominated for the board must:
  - 1. Have 2 or more consecutive years of drug and alcohol abstinence.
  - 2. Have been a regular member in the previous year.
  - 3. Meet the “Eligibility Requirements” for a recovering player
  - 4. Be gainfully employed and financially stable (Treasurer only)
- B. Executive Director must meet qualifications A1, A2, A3 and also have previously served a full term on the board
- C. Any Player Member meeting qualifications A1, A3 & A4(Treasurer only) may be nominated for the board but only in the case when there are no Regular Members nominated.

**Section 3. Term of Office Removal & Vacancy**

- A. **Term of Office** –2 years
- B. **Removal** – Any board member may be removed for just cause, by vote at any Duly Organized Coaches Meeting.
- C. **Vacancy**
  - 1. If the Executive Director’s position becomes vacant the Vice Director shall act as director until the next Coaches Meeting.
  - 2. If the Vice Director, Secretary, Treasurer or Rules and Ethics position becomes vacant, it shall be filled by appointment from the Executive Director until the next Coaches Meeting.

**Section 4. Duties**

**A. Executive Director**

Shall include but not be limited to:

1. Preside at all sessions of the Board of Directors and Coaches Meetings
2. Direct the policies of CSSA as established by the Coaches and the Board of Directors
3. Appoint committees or additional committee members as deemed necessary
4. Serve as a member of all committees
5. Coordinate and approve the agenda for all meetings of the Board of Directors and Coaches
6. Approve the time, date and place of the Board of Directors and Coaches Meetings (Exception: A special meeting may be called for the purpose to remove the Executive Director in such case the board will coordinate those meeting details)
7. Delegate duties to Board Members
8. Provide a tie breaker vote in matters voted upon by coaches or board members
9. Act in behalf of the Association in all matters that are not covered in any current CSSA Utah documents.

#### **B. Vice-Director**

1. Shall assist the Executive Director in every capacity listed under the Executive Director duties. The Vice Director shall also operate in the best capacity the Vice Director sees fit for the best interest of CSSA.
2. Perform duties throughout the board as needed

#### **C. Treasurer**

1. Manage finances for the organization
2. Keep an accurate updated ledger regarding CSSA finances
3. Give an updated treasurers report at all duly organized Coaches Meetings
4. Provide safe handling of league monies.

#### **D. Secretary**

1. Maintain records of the Board and ensure effective management of the organizations records.
2. Record, document and save minutes of all meetings
3. Distribute minutes to Regular Members within 4 days after each meeting
4. Work closely with the Executive Director and others as guided by the Executive Director

#### **E. Rules & Ethics Director**

1. Shall study and make recommendations for the Rules of Play & Procedures and Eligibility Requirements of CSSA.
2. Assist the Executive and Vice Directors in coordinating all activities regarding the development of rules, questions of ethics, and the baseline for discipline
3. Direct the Rules and Ethics Committee

**F. Executive Director Emeritus**

Must have served five or more years on the CSSA Board of Directors, the retired Director shall be elected by vote at any Duly Organized Coaches Meeting to this position. The Executive Director Emeritus shall have a one vote privilege at any Duly Organized Coaches Meeting.

**Article V– Committees**

**Section 1. Rules & Ethics Committee:** (Committee Members are elected every season)

The Rules & Ethics Committee shall consist of the Rules & Ethics Director, the Executive Director and up to four other members elected by the Regular Members. There must be a committee member in each division for a point of contact.

**A. Duties:**

1. Accept, review and report all eligibility protests to the Executive Director and Rules & Ethics Director
2. Review players, coaches and directors' actions that involve conduct detrimental to the purposes and objectives of CSSA.
3. Have players removed from a game for conduct detrimental to the best interests of CSSA and/or 12-step recovery
4. Determine potential forfeits
5. Study and make recommendations for the playing rules of CSSA.

**Article VI – Voting**

**Section 1. Voting Procedures**

- A. The CSSA Utah Constitution & By-Laws, Eligibility Requirements and/or Rules of Play & Procedures may be amended, repealed, or altered in whole or in part by a 51% total Coaches in attendance at any Duly Organized Coaches Meeting.
- B. For any agenda item voted on during any Duly Organized Coaches Meeting, each team is allowed one vote.