**SOUTH EASTERN RAMS SOFTBALL BY LAWS**

**Article I – Name**

The name of this organization is South Eastern Rams Softball.

**Article II – Purpose**

To promote the game of girls softball at a youth level, in an organized, safe and competitive manner. Encourage fair play and sportsmanship and develop player’s skill levels in a manner appropriate to their age in a fun and positive environment.

**Article III – Territory**

South Eastern York County Pennsylvania (including Stewartstown, PA) and youth from surrounding communities who choose to play in our organization.

**Article IV – Affiliation**

South Eastern Rams Softball is guided by a Governing Board in conjunction with the Hopewell Area Recreation and Parks (HARP) Board. South Eastern Rams Softball plays in the South Central PA Softball League (SCPAS).

**Article V – Participation**

The South Eastern Rams Softball organization does not discriminate on the basis of race, religion or national origin. A player with a disability or special needs can be considered for play when approved by his or her parents and personal physician. The Chair (Area Rep.) will take any special request to “play down” due to a disability to the Board of Directors of the South Central PA Softball League.

Players must be covered by a personal health insurance carrier in order to participate in the South Eastern Rams Softball organization.

**Article VI – Headquarters**

The headquarters of the South Eastern Rams Softball organization shall be located at the HARP Community Center at 16 College Avenue, Stewartstown, PA, where meetings are held.

**Article VII – Board of Directors**

Section 1 – Composition

The Board of Directors shall be composed of the Officers and appointed members.  The minimum number of members shall be at least 4 (the officers) but not to exceed 20.  Fifty percent of the current Board members shall constitute a quorum for meetings and/or votes. Board Members shall be elected for an open seat by a vote from current Board Members.

Section 2 – Officers of the Board

The Officers of the Board of Directors of South Eastern Rams Softball shall be a Chair, Co-Chair, Secretary, and Treasurer.

Section 3 – Chair

The Chair shall preside and facilitate all meetings of South Eastern Rams Softball, enforce the By-Laws and such rules and regulations which may be enacted by South Eastern Rams Softball, call such meetings as are herein provided to be called, cast a deciding vote on all issues at any meeting of the Board, supervise the affairs of South Eastern Rams Softball, sign contracts and documents with the Secretary and the official representative of South Eastern Rams Softball in all legal and other matters as needed.

Specific duties of the Chair: Act as Area Rep. to the South Central PA Softball Board of Directors, coordinate any affairs and/or contacts needed for South Eastern Rams Softball with HARP, SCPAS, & South Eastern School District, player registration, team assignment, coach/team parent assignment, act as liaison with parents and volunteers (by answering questions via email, social media, etc.) and coordinate practice schedules, complete the duties of Co-Chair in the event of an absence or vacancy, complete the duties of the Treasurer in the event of an absence or vacancy, create a meeting agenda to be sent to the board (3) days before meeting and assist in other duties as needed.

Section 4 – Co-Chair

The Co-Chair shall perform all the duties and exercise all the powers of the Chair during absence or incapacity; and in the event that the Presidency shall become vacant, the Co-Chair shall succeed to the position of the Chair for the then expired term.

Specific duties of the Co-Chair: Assist Events Coordinator with all Opening Day activities (including concessions, photographer coordinating, events and appearances), and assist in other duties as needed.

Section 5 – Secretary

The Secretary shall record the minutes of all meetings of the general organization, the Board and Executive committee; and shall conduct the necessary correspondence incidental to South Eastern Rams Softball business.  The Secretary shall hold the official copies of all documents pertaining to the business and procedures of South Eastern Rams Softball. The secretary will advise the board on correct procedural issues.

Specific duties of the Secretary:  Send meeting minutes to the board members (within 1 week of the meeting), posting meeting minutes on google drive after sending to Board members, and assist in other duties as needed.

Section 6 – Treasurer

Works in conjunction with the Director of HARP.

Specific duties of the Treasurer:  Receive all funds belonging to the organization, ensure all bills are paid, keep itemized account of receipts and expenditures, provide a report of the current state of the treasury to the Board at each meeting, and coordinate with the Director of HARP to ensure all checks are cut and signed in a timely manner.

Section 7 – Other Members of the Board

The following task-specific members shall be appointed to the Board; they shall be ex-official members of the Board with voice and vote.

* Website & Social Media Coordinator
* Uniform &Spirit Wear Coordinator
* Clearance Coordinator
* Fundraising/Sponsorship & Events Coordinator
* Fields & Barn Coordinator
* Equipment Coordinator
* General Member At-Large

Section 8 – Removal from Office

An officer or board member of South Eastern Rams Softball shall be removed from office by a 2/3 majority of qualified board members voting in person.  A board member shall be removed for cause only after an appropriate hearing before the Board.

If a vacancy shall exist in any office during an unexpired term of office, the Chair shall appoint a replacement. This appointment shall then be ratified by a 2/3-majority vote of the board.

Article VIII – Appointed Members of the Board

For clarification, the following appointed Board positions are described.

Section 1 – Website & Social Media Coordinator

Specific duties of the Social Media Coordinator:  Sending blast emails, working with HARP to post updates to the website, contacting the HARP with website issues/questions.  The Website & Social Coordinator will also maintain and promote social media for South Eastern Rams Softball.

Section 2 – Uniform & Spirit Wear Coordinator

Specific duties of the Uniform & Equipment Coordinator:  Assist in establishing a vendor for uniforms and spirit wear, organize orders, and distribute spirit wear to coaches and families within the South Eastern Rams Softball organization.

Section 3 - Clearance Coordinator   
Specific duties of the Clearances Coordinator:  Ensures that all criminal clearances, required by Pennsylvania legislation and those required by HARP are completed by all coaches for the safety and security of the organization and its players.

Section 4 – Fundraising/Sponsorship & Events Coordinator  
Specific duties of the Fundraising/Sponsorship & Events Coordinator:  Coordinate with the director of HARP on all events, schedule fundraising, contact potential donors, develop advertising campaigns, and oversee the many activities at actual fundraising events, coordinate all special events, including but not limited to: opening day, tournaments, night games, etc.  This includes obtaining vendors as needed, special appearances, media announcements, scheduling of photos and coordinating with photographers, etc. 

Section 5 – Fields & Barn Coordinator

Specific duties of the Fields & Barn Coordinator:  Maintains lining and placing of equipment on fields, provides the Board with status updates on field lining and calls for volunteers, coordinates volunteers to assist with field maintenance, and advises the Board of issues/problems. The Fields & Barn Coordinator also coordinates with Baseball to schedule fields and the Barn.

Section 6 – Equipment Coordinator

Specific duties of the Equipment Coordinator: Ensures the teams has the necessary equipment for the season (including lime, tees, balls, score book, coacher equipment, first aid kits, equipment bags, etc.), prepares an order for new or replacement equipment to the Board, advises the board of equipment issues/problems, coordinates with SCPAS in equipment (balls and scorebook) distribution and collection.

Section 7 – General Member At-Large

General Members At-Large will assist board members and coordinators with duties as needed, and will be encouraged to fill vacant positions on the Board.

Note: In the event of an absence and/or vacancy, the duties of the Coordinator are assumed by the Chair or Co-Chair.

Article X – Seasons

The season typically runs from the beginning of April through the end of July.  The spring season will be organized for a 4-month season, including opening day.  Every team should have a minimum of 10 games for 7U & 12 games for 10U, 12U and 14U unless specified by SCPAS. Fall season will be organized based on interest, and consist of 6 weeks with double headers on the weekends.

Article XI – Meetings

Section 1 – Annual General Meeting

The Annual General Meeting shall be held in July.  The date will be announced to the General Membership. The agenda of the Annual Meeting will include board elections.

Section 2 – Board Meetings

The Board shall meet once a month, and as directed by the Chair.

Section 3 – Committees of the Board

Special committees of the Board shall meet at the discretion of the chairpersons.

Section 4 – Special Meetings

Special Meetings of the organization may be called by the Chair or 25% of the members of the organization upon demand in which case a meeting shall be called within one week of such demand.

Article XII – Coaches

Coaches shall be responsible for scheduling of games. Complete game schedules through SCPAS, communicate final schedule to parents and HARP, and attend Coaches meetings. Coaches shall complete required clearances required by Pennsylvania legislation and those required by HARP.

Article XIII – Amendments

These By-Laws of the organization may be amended at any General Meeting by a vote of the majority of the members present.

Article XIV – Finances and Treasury

The treasury of South Eastern Rams Softball will be held in a bank account with access restricted to the HARP’s Treasure and Director.   
  
Article XV - Records  
The records of the South Eastern Rams Softball will be kept on a Google Drive account with access given to all current board members.  All major correspondence, copies of clearances, schedules, contracts, meeting minutes, incorporation documentation, etc. will be archived on the Drive for reference by any board member at any time.  In the event of a member leaving the board, the password to the Drive will be changed and provided to the remaining board members.

The South Eastern Rams Softball Board also maintains a Code of Conduct pertaining to Coaches, Players and Parents and investigates complaints regarding violations of said guidelines and resolves complaints in the manner set forth in those guidelines.

**RULES AND POLICIES**

This section lists rules which acts as guiding principles for the organization. The Board reserves the right to amend any rule by a majority vote as the needs of the organization evolve.

Rule 1 All persons acting on behalf of or in association with South Eastern Rams Softball are subject to the Code of Conduct published by the Board. These guidelines are posted on the HARP website and are also available upon request.

Rule 2 All Head Coaches, Assistant Coaches, Board Members must obtain their clearances thru the HARP Criminal 411 process and sign HARP’s Code of Conduct for youth sports coaches.

Rule 3 Head Coaches are chosen by the Board and will be provided a copy of the By Laws, and Code of Conduct.

Rule 4 Players will play at their appropriate age levels. Players will not be automatically advanced to a higher age level simply based upon request. Exceptions to move players up will be based on the need to fill a team as well as a player’s skill level. In addition, should a player exhibit skills which are advanced well beyond those of other players of the same age bracket, the Board can consider a request from coaches (or concerned parents) to move a player to a higher age bracket. Decisions on this subject will be made with the safety of other players at that age as the first priority and development of the player in question as the second priority.

Rule 5 Players may be called up from a younger age group for purposes of filling roster spots if a team does not have enough players available to field a team for a particular game. Players who are called up shall not start if enough players are available from a team’s normal roster. Coaches requiring a call up should first contact the player’s head coach to check availability and make a request to borrow a player. A player’s primary responsibility is to the team they are rostered upon. Under no circumstances should a player who has been called up be allowed to pitch before a pitcher that is rostered on that team.