

NEWTOWN USA SOFTBALL LEAGUE, INC.
CONSTITUTION

- Article 1: Name. The name of this league is Newtown Hawks Softball, Inc.
- Article 2: Purpose: The purpose for which this league is organized is to develop and operate a supervised, competitive softball program in affiliation with and governed by USA Softball, a Oklahoma City, Oklahoma corporation, and its Regional or State echelons (“USA Softball”). The league shall operate in conformity with and pursuant to the principles, rules and regulations enunciated by said USA Softball. In conjunction with such purposes, the objective of this league is to implant in the youth of the community, ideals of good sportsmanship, honesty, loyalty, courage and reverence, so that they may be finer, stronger and happier youth who will grow up to be good, clean, healthy adults.
- Article 3: Affiliation. This league shall be affiliated with USA Softball, and shall be governed by, and shall comply with, the principles, rules and regulations enunciated and decreed by USA Softball.
- Article 4: Location. The principal operations of this league shall be in and about the Town of Newtown, County of Fairfield, and State of Connecticut, but may extend into such areas as provided for by the State, Regional and National Headquarters rules and regulations.
- Article 5: Self-Governance. This league shall have the following powers in addition to the powers expressly or implicitly conferred on it by law.
- a. To make and enforce rules and regulations to govern itself on a local basis, but consistent with and not contrary to any rules and regulations promulgated by USA Softball.
 - b. Any fees charged to participants of the league require a majority approval from the Board as defined in Article 7.
 - c. Any league expenditures in excess of Five Hundred Dollars (\$500) shall required approval of the elected board. Approval cannot be obtained with less than 50% of the elected officers present and voting.
- Article 6: League Board Eligibility. Any elected officer of the USA Softball Youth Softball Association must be at least 21 years of age and a member in good standing (as defined in the By Laws, below) for a minimum of 1 year.

Article 7: League Board Selection. The USA Softball Youth Softball Association Board will consist of elected Officers and appointed Directors and Administrators.

Officers are elected each year by a majority vote of all members in good standing (as defined in the By-Laws, below).

Officers:

- a) President
- b) Vice President
- c) Secretary
- d) Treasurer
- e) Director(2) of Operations

The elected officers shall appoint Directors to fill the following positions for a term of one year.

Directors:

Reporting to the Director(s) of Operations:

- a) 6 and Under (6U) Division
- b) 8 and Under (8U) Division
- c) 10 and Under (10U) Division
- d) 12 and Under (12U) Division
- e) 14 and Under (14U) Division
- f) 16 and Under (16U) Division
- g) Equipment
- h) Player Development

Reporting to the Vice President:

- i) Director of Travel

Reporting to the Treasurer:

- j) Registration

The elected officers shall appoint Administrators to fill necessary position for a term of one year or less, as mandated by the position.

Administrators:

The Board will vote each year, no later than the December monthly meeting, on the Administrator positions required for the coming season. Each Administrator position description will be documented in writing prior to the appointment being made. Board members may appoint, and Administrators may recruit committee members to assist Administrators in their position functions.

Reporting to Vice President:

- a) Special Events Coordinator
- b) Web Site Administrator
- e) Public Relations/Media Administrator

Reporting to Director(s) of Operations

- a) Scheduling Administrator
- b) Umpire Coordinator

Reporting to Treasurer:

- a) Sponsorship/Fund-raising Administrator
- b) Merchandise Sales

Elections:

The election of the Board Officers shall take place each year during the scheduled August monthly meeting. Nominations for the Elected Officers seats will be accepted at the July monthly meeting. Each board member nomination must be made and seconded by two separate individuals, both of who are members in good standing. The valid nominations will be made known via US Mail and/or electronic mail to all members in good standing at least 7 days prior to the elections. The newly elected Officers will assume their responsibilities beginning at the next scheduled monthly meeting.

Should a vacancy occur in any Officer position for any reason, the election of the replacement shall take place according to the rules of the normal yearly elections no sooner than one week and no later than eight weeks after the position is vacated.

Article 8: Additional Responsibilities. The President shall not be in charge of, or a member of, any committee. All members of the board are permitted to manage or coach teams within the league. With Board approval, an individual may perform more than one appointed role.

Article 9: Regular Meetings. League meetings shall be held not less than once a month. The meeting day and time will be determined and agreed to via a majority vote of the Board. The Secretary of the league shall ensure a sign in sheet is made available for each meeting. The Secretary will maintain a

log of those individuals who attend. Those individuals who attend are responsible for ensuring they sign in.

All residents of the Town of Newtown, or any parent or guardian of an eligible player, are welcome to attend any and all regular meetings. The Board will make every attempt to hear from all attendees within the framework of the meeting agenda, but preference will be given to members in good standing if time constraints exist.

Special meetings: When a special meeting is required, all board members must be notified 48 hours prior to the meeting via a phone call from the Secretary or designee.

Article 10: Amendments. Amendments to the Constitution and By-Laws will require the following procedures to be adhered to:

1. An individual proposing an amendment, must present said amendment request to a Director or Officer of the Board:
2. The Director or Officer who is in receipt of the proposal will present in writing the proposal to the Board for review at a regularly scheduled monthly meeting. The Board may decide by a majority vote whether to act on a proposal at that meeting or table the proposal for a future meeting.
3. At the appointed time, the individual presenting the proposal to the Board for review will give a brief verbal explanation of the proposal to the full Board;
4. The Board will review the proposal. The President will verbally announce that a vote will be taken to approve or not approve the proposal at the next monthly scheduled meeting
5. To be accepted, the proposal must be approved by a 2/3 majority of the of the Members-in Good Standing (“MIG”) as defined within the Bylaws. If a majority of the MIGS rejects the proposal, a written statement explaining the rejection will be provided to the individual who made the original proposal and a verbal statement of rejection will be given to the Board
6. If the proposal is approved, the League secretary will add it as an amendment to the By-Laws of the League within 48 hours.

NEWTOWN HAWKS SOFTBALL, INC.
By-LAWS

Article 1: Responsibilities. The responsibilities of the governing body (“The Board”) of the Newtown Hawks Softball Association are as follows:

President: It shall be the duty of the President to preside at the meetings of this league and perform all duties usually pertaining to his/her office. The President’s duties include, but are not limited to, the following:

- 1) In the event a Board vote is deadlocked the President will determine the outcome of the vote
- 2) Primary representative to USA Softball.
- 3) Primary representative to the Town of Newtown.
- 4) Approve all league expenditures less than \$500.
- 5) Develop and distribute meeting agendas.
- 6) Manage all scholarship activities

Vice President: In the absence of the President the Vice President shall perform all the duties of the President.

The Vice President’s duties include, but are not limited to, the following:

- 1) Insure proper facilitation of travel team’s activities.
- 2) Insure proper coordinator of Special Events.
- 3) Insure proper condition and use of Fields.
- 4) Insure excellent media relations and Web Site Administration.

Secretary: The secretary shall keep the minutes of all proceedings and record same. He/She shall give notice of all meetings, notify all officers of election, and the names of newly elected members to the Treasurer and perform such other duties his/her office may require. File all pertinent forms with the Town, State and Federal governments and maintain the League by-laws and Constitution. Responsible for all printing and copying.

Treasurer: The Treasurer shall receive and safely keep all funds of the league and pay out the same as approved by the President or the Board. The Treasurer shall make an annual report of receipts and disbursements and file all relevant financial documents with the Town, State and Federal governments.

The Treasurer’s duties include, but are not limited to, the following:

- 1) Oversee player registration

- 2) Oversee Sponsorship/Fund Raising administration
- 3) Insure proper coordination of Insurance premiums and claims
- 4) Act as primary liaison to USA Softball. with regards to registration and certification issues.
- 5) Be responsible for the administration of and all contracts relating to the association.
- 6) Prepare and file any required financial statements.

Director(s) of Operations: The Director(s) of Operations are responsible for all activities which have a direct impact on the playing of the in-house games (with the exception of field conditions). The Director(s) of Operations are responsible for day-to-day issues and conflict resolution.

The Director(s) of Operations duties include, but are not limited to, the following:

- 1) Insure proper, consistent direction of all divisions.
- 2) Purchase and distribution of equipment.
- 3) Player Development.
- 4) Creation and dissemination of league schedules.
- 5) Insure proper training, certification and coordination of umpires.

Division Directors: Directors shall:

- Communicate any pertinent decisions made by the Board to the coaches of their division.
- Communicate all rules and standard interpretations of those rules to all coaches in their division.
- Act as Player Agent with regards to coordinating players playing up a division, as defined in the rules.
- Communicate feedback from coaches within respective division to the Director(s) of Operations.
- Distribute rosters, uniforms and balls to coaches
- Help to ensure field equipment boxes are kept neat and clean.
- Year-end collection of equipment box keys.
- Report any issues to the Director(s) of Operations.
- Keep division standings
- Coordinate make-up game scheduling, as defined by set procedures.
- Organize playoff schedule.
- Organize all-star team selection.
- Organize year-end player evaluations.
- Distribution and year-end collection of coaches' scorebooks.

Article 2: Term Limitations. There are no term limitations on any Board position. Each position will be up for election or appointment every year.

- Article 3: Membership. A member in good standing (“MIG”) is defined as an individual who meets one or more of the following criteria:
1. An Elected Officer of the Board. It is expected, though not required, that an Officer will have attended no less than 7 of the last 12 regularly scheduled Board meetings;
 2. An individual currently serving as an appointed Director or Administrator of the League AND has attended a minimum of 4 of the last 12 regularly scheduled Board meetings;
 3. An individual who has served as a Head Coach in 2 of the last 3 consecutive seasons AND has attended a minimum of 4 of the last 12 regularly scheduled Board meetings;
 4. Any interested parent or member of the community who attends a minimum of 7 of the last 12 regularly scheduled Board meetings.
- A) A member in good standing has the right and privilege to vote for the Elected Board members and on any motion requiring a general vote including amendments to the Constitution & Bylaws as described in Article 10 of the Constitution. A member in good standing has the right and privilege to run for any one of the Elected Board seats.
- B) A formal resignation is required from any individual who is serving in an Elected or Appointed Board seat. It would be appreciated, but not required, that the individual resigning provide his/her resignation with two (2) months’ notice.
- C) Expulsion of a member of the Board can only take place when it has been determined in the estimation of the Board that the actions of the member in question are such that said actions:
- Cause the League financial harm;
 - Are counter to the stated purpose, objectives or constitution of the League.
- D) Expulsion can take place only after the Board is made aware of the expulsion proceedings, as well as, a full written explanation of the motive for the proceedings. The notification and explanation will be provided a minimum of 7 days before the next regularly scheduled meeting. At that meeting, a discussion of the expulsion recommendation will take place with all members in good standing invited to be present. At the conclusion of the discussion, a secret vote by paper of the Elected Board will take place. The Secretary of the Board will conduct and count the vote. Approval for expulsion requires that seventy-five percent of the elected Board members vote for expulsion. During the expulsion process, the individual named in the expulsion will be suspended from all activities associated with the USA Softball Association pending the outcome of the Board vote.

Article 4: Dues. Dues are not required of any Board member or member if good standing. League revenues will be obtained via player registration fees and various fund-raising activities.

Article 5: Rules and Regulations. USA Softball Softball Rules and Regulations and those rules and regulations duly established by the respective state and provincial organizations, and as amended by the Newtown Hawks Softball Association are to be considered binding on this league.

Article 6: Exceptions. "Roberts Rules of Order" shall be the parliamentary authority on all matters not covered by the Constitution and by-laws of this League.

Article 7: Conduct. Managers and Coaches shall abide by the guidelines in the Coach's Code of Conduct.

Parents of players will be provided a code of conduct to which they will be expected to adhere. Failure to adhere to the Parent's Code of Conduct can and will result in the parent being asked to leave the playing field for the game in question. If a similar incident occurs a second time, in addition to being asked to leave the playing field area for the game in question, the parent will be subject to further expulsion up to and including expulsion from all remaining games. The League President will make the expulsion determination, including the expulsion duration.

Article 8: Team formation: All teams are selected via a modified draft system, based on an evaluation of skills performed prior to the season and/or performance in prior seasons. Parent and Coach requests are honored only where possible and only when such requests are not expected to impact the competitive balance of the division. These requests are not guaranteed.

Further team formation details are as follows:

1. The Board of Directors will determine the number of teams in each division based on player registrations, field availability and other constraints.
2. The Board of Directors will appoint the appropriate number of coaches for each division and the Newtown Hawks Board and League Director maintain full authority in coaching selections.
3. The Division Director may be a coach and may or may not have a child in the division.
4. The Division Director and Director(s) of Operations will define the initial rosters for each respective division.
5. The Division Director and Director(s) of Operations will assign coaches to each team.
6. The Board will decide prior to roster formation whether and how many trades will be allowed. All trades must be completed prior to roster distribution to any player. Based on that decision, coaches may be allowed to trade a limited number of players of equal (or nearly equal) caliber, based on the evaluations, during a limited time period prior to

the season. All coaches involved in the trade, as well as the Division Director, must approve the trade. The Division Director will set the time period during which the trades may be made.

Article 9: All-Star Team Coaches: All-Star Team Coaches are nominated based on league standings. It is intended that the coaches of the league champion and the league runner-up will coach the all-star teams. In the event that either or both of these coaches decline, the Director(s) of Operations and Division Director will select a suitable replacement. The Newtown Hawks Board and League Director maintain full authority in coaching selections.

Article 10: Selection of All-Star players: The Director(s) of Operations and the Division Director will decide on the size of the All-Star team rosters. The All-Star teams are created for the sole purpose of a single in-house, All-Star, exhibition game. Each Head Coach will nominate an appropriate number of players such that each team has an equal distribution of players on the All-Star team.

The Director(s) of Operations and the Division Director may, at their discretion, add or remove players from the All-Star rosters. The Division Director and All-Star Head Coaches will jointly divide the rosters into distinct teams.

Article 11: Summer Travel & Tournament Level Teams

The organization may be represented by a primary “age appropriate” Tournament level team. If enough adequately skilled players exist, the league may opt to establish two tournament level teams within an age group. Additionally, a “Summer Travel” team within each age group may be created to allow for continued play at the conclusion of the in-house/recreation season. The Summer Travel team will be administered by the in-house program however, the Travel Director in concert with the Head Coach and Vice-President, will make the final determination with respect to the Summer Travel team’s ability to participate in tournament level play. All players under this article must be “adequately skilled” in order to meet the demands of competitive play within each age group. Adequately skilled is defined as being fully capable of competing within each age group and doing so without risk of injury to oneself or others.

All players under this article, 10 and under are required to play in the recreational “in-house” league. The travel season for teams 10 and under will begin in April. No Travel games should be scheduled in direct conflict with scheduled in-house games. In-house games will take precedence over Travel practice within these age groups.

11U – 14U Summer Travel team candidates, who are registered and participate in the “in-house” league, will be given preference during the Summer Travel team selection process. The Summer Travel team program will begin after the in-house season has been concluded.

Each team may participate in USA Softball tournament(s) assuming the requirements to do so have been fulfilled. Each team may also participate in other travel leagues such as the FCFSL, CVL, Pony and USSSA.

The 14U and 16U travel season will begin in early June at the completion of the high school season. The travel season will typically conclude at the end of July although additional play may occur if the coaches and players are in agreement to do so.

1. Director of Travel. The Director of Travel will oversee all travel activities including but not limited to the following:
 - Formulate and present a Travel Budget along with the Treasurer for Board approval
 - Recommendations of all Travel Coaches for Board approval, (the Newtown Hawks Board maintains final decision and authority over all coaching selections).
 - Coordinate try-outs with Head Coaches
 - Registration of all Travel Players
 - Communicate schedules to Umpire Director
 - Register teams for USA Softball, FCFSL, Pony and USSSA tournaments
 - Work in concert with the Vice-President to select, order and distribute travel team uniforms and equipment.

2. Selection of Travel Head Coaches.
 - Non-Parent Head Coaches are preferred in 11U-16U divisions. If an adequately skilled and experienced Head Coach is not identified, the board will approve the appointment of a parent Head Coach in order to fulfill the objective of the Travel program.
 - At the 10U level, a parent Head Coach is permissible. However, the Head Coach must have at least two years’ experience as a Head or Assistant coach within an In-House or travel level program.
 - Anyone interested in pursuing a Head Coach position must submit their name and qualifications to the Director of Travel prior to tryouts.

Each Head Coach must:

- Be a Coach in good standing OR
- Have significant coaching experience, i.e., multiple years ‘In-House’ and/or Travel experience) AND
- Acquire BR Certification in accordance with USA Softball regulations
- Pass the required background check mandated by BR HQ.

The League Vice President and the Director of Travel will interview all interested candidates and formulate a recommendation to the Board for Head Coach only.

The Director of Travel will be responsible for presenting the recommendations to the Board for approval.

Each Head Coach will be allowed to select and appoint their assistant coaches after try-outs are completed.

The Board will finalize and confirm the Head Coaches no later than the monthly Board Meeting immediately preceding the try-outs for each team.

Any disputes between players, coaches or other parties will first be addressed by the Director of Travel. If a resolution is not reached, the issue will then escalate to the League Vice President, President and Board of Directors for further review.

Article 12: Selection of Travel Players. Each Division will hold fair and impartial tryouts for all interested players. The Director of Travel will communicate the dates and Travel details through the various League communication channels including the USA Softball website, the Newtown Bee and general mailings.

10U Travel team: All registered participants of the "In-House" program are eligible to try out for a Travel Team if they so desire.

12U, 14U and 16U: Any interested player meeting the appropriate age requirement is eligible to try out for the Travel Team. The program is first and foremost for Newtown residents. Non-Newtown residents will only be considered when there are not enough qualified players to fill a roster. There must be a majority of adequately skilled Newtown residents for each team.

Each Head Coach along with the Director of Travel will organize and select 3-5 evaluators for their respective tryout. No parent of a child, with the exception of the Head Coach in that Division will evaluate their own child's division.

The evaluations will be used as the basis for selecting players 1-8. However, the Head Coach will have final say as to the balance and size of the Official Team Roster.

Each participant will commit to 90% participation during the Travel Season. Inability to meet this commitment due to vacation, participation on other sports teams, or any other planned events will prohibit selection for the Travel Team. Exceptions to the commitment participation should

not be expected but may be granted for special circumstances at the discretion of the head coach.

Article 13: Travel Team Fees: No less than 90% of the Travel Team budget, including uniforms and tournament fees, but excluding shared equipment (as described below), must be funded by Travel Player fees and/or Travel Team fund-raising/sponsorship efforts. Where the Travel Team purchases equipment that is to be shared by the in-house divisions, no less than 50% of the equipment purchase price must be funded by Travel Player fees and/or Travel Team fund-raising/sponsorship efforts.

Article 14: Order of Business:

- a) Attendance
- b) Minutes
- c) Budget Report
- d) President's Report
- e) Old Business
- f) New Business
- g) Around the Room
- h) Adjournment

CERTIFIED by the Secretary of Newtown Hawks Softball as the By-Laws. Recreated to include all adopted amendments through June, 2016, at the organization meeting of the corporation.
