

**SUN CITY SENIOR SOFTBALL  
CLUB RULES**

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**ARTICLE I – CHARTERED CLUB REQUIREMENTS**

**Section A – Name of the Club.**

The organization shall be known as the **Sun City Softball Club**. It is referred to as the "Club".

**Section B – Purpose of the Club.**

The purpose of the organization is to promote slow pitch softball for exercise and recreation in an athletic environment designed to sustain a high level of fellowship, sportsmanship, and friendly competition.

**Section D – Definitions.**

These bylaws will fully comply with the Recreation Centers of Sun City, Inc., Articles of Incorporation, Association Bylaws, and Rules Regulations and Procedures for Chartered Clubs. In the event of a conflict between these Bylaws and the above stated governing documents of the Recreation centers, the Recreation Center documents shall prevail.

**ARTICLE II – AUTHORIZED CLUB USERS**

**Section A – Club Membership Requirements.**

Membership shall be open to all members in good standing of the Sun City Recreation Centers.

There shall be no other precondition for membership, nor will members be required to join any national, state or regionally affiliated organization.

Guest Privileges are specified in the Rules, Regulations and Procedures, (RCSC, Policy 12 Section 15). Non-Recreation Card Holders may not be given more privileges than a Recreation Card Holder.

The dollar amount of dues for each member will be determined annually on the recommendations of the club board and approved by a majority vote of the club members attending the meeting after a quorum has been established.

Auxiliary Members (non-playing, non-voting) is \$5.00 per year.

**Section B – Membership Dues and Honorary/Lifetime Memberships.**

**The membership** year begins on January 1 and ends on December 31. Membership requirements include: (a) a signed Registration and Waiver Form and (b) payment of a non-refundable annual membership fee. There will be initiation fee for first year players and annual dues, thereafter, check the web site for details. First year players paying dues effective October 1<sup>st</sup> are covered through December of the following year.

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### **Section C – Club Guests and Visitors.**

Visitors are welcome at the softball facilities during any softball activity as a spectator only and are not required to pay a fee to watch.

Visitors who are RCSC cardholders must join the Sun City Senior Softball Club in order to participate in the club's sponsored softball games and to use the softball batting facility.

Visitors that are non-Sun City residents that use the softball facilities must sign a club waiver and pay the RCSC assessment fee of \$2.50 per day to participate, unless the softball club has a yearly approved reciprocity agreement. Non-Sun City Residents may participate in a Sun City Softball event no more than four times per year. Non-Sun City residents are not permitted to join the softball league.

Visitors (Sun City residents or non-Sun City residents) cannot:

- operate any Sun City Softball equipment
- attend Sun City Softball meetings or elections
- participate in club classes or training

### **Section D – Independent Contractors**

Any contracts for instructors will be handled in compliance with (RCSC, Policy 12 Section 14). Each contract must be renewed on a yearly basis and a copy of each sent to the RCSC Club Office for approval. RCSC Policy 12 Section 14.

## **ARTICLE III – CLUB EXECUTIVE BOARD, OFFICERS, COMMITTEES AND OTHER MEMBER DESIGNATIONS**

### **Section A – Club Executive Board.**

The club board must consist of (at a minimum) four officers: a **President, a Vice President, a Secretary and a Treasurer.**

### **Section B – Club Officers.**

This Club Board (hereafter referred to as the "Board") shall consist of six (6) members, all leagues will have equal representation. Three members will be elected to the Board each year. All Board members shall be elected by the general membership. The Board shall elect from within its ranks a president, a vice-president, a secretary, and a treasurer for two-year terms. Each may serve a limit of two consecutive terms in these offices. All Board members have voting rights. The Green Team Coordinator will have voting rights also.

**Board members may serve two, two-year terms** and may not be reelected until they have been off the Board for one or more years.

A resignation submitted in writing by a Board member becomes effective immediately unless a date and time for it to become effective is specifically noted. In the latter case, the resignation may be withdrawn prior to the date stated. A member who has resigned from the Board may

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only return to the Board by being reappointed to a vacancy or by reelection to the Board. Individuals appointed to complete less than a two-year term may be elected for an additional term.

1. **The President will** preside at all club meetings, communicate with the RCSC Club Office and assure that the Club Bylaws and any required documents are current and officially recorded. The President shall appoint (with majority approval of the Board), the Chairman of all standing committees and designate Board members who will be an ex-officio member of all Committees except the Nominating Committee, not to exceed one year. He may call Special Meetings and make decisions in emergencies.

2. **The Vice-president** is responsible to reserve a room for the Board meetings. Shall serve in the absence of the president.

3. **The Secretary will** keep minutes of all meetings and take care of all necessary correspondence proscribed by the President.

4. **The Treasurer will receive all funds**, keep an account of funds, and disburse funds approved by the Board. The Treasurer's records may be subject to audit at the discretion of the Board. Shall file timely with the RCSC club office; as well as federal, state and / or local tax reports.

The SC Softball Club Treasurer will submit the (RCSC Policy 12 Section 29 Form 12-8) membership report to the RCSC Club Office by February 1st of each year.

**Impeachment**

To impeach an officer or fill a vacancy, Roberts Rules of Order must be followed. If the impeachment is successful, the election of a new officer must follow immediately.

**Rule Book**

It is the responsibility of each officer to pass the Rules, Regulations and procedures book on to their successor.

**Section C - Club Committees and Other Member Designations.**

**Committees or chairpersons** may be elected by the general membership or appointed by the club board. The President shall appoint (with majority approval of the Board), the Chairman of all standing committees and designate Board members who will be an ex-officio member of all Committees except the Nominating Committee, not to exceed one year.

Permanent (standing) committees, at a minimum, will include Safety and Audit.

Permanent standing committees, at a minimum, will include the following:

- |                    |                           |                            |
|--------------------|---------------------------|----------------------------|
| 1. American League | 6. COED League            | 11. Information Technology |
| 2. Central League  | 7. 70's League            | 12. Membership             |
| 3. National League | 8. Angels in the Outfield | 13. Uniforms               |
| 4. Women's League  | 9. Audit - Finance        | 14. Sponsors               |
| 5. Summer League   | 10. Field Maintenance     | 15. Special Events         |

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**ARTICLE IV – CLUB ELECTIONS**

**Board elections will be held annually** not later than November 15th by secret ballot of the members. The Board will appoint a nominating committee 30 day prior to the election comprised of 1 member each from the American League, the Central League and the National League. The names of the candidates will be posted on the **Sun Bowl Field Bulletin Board** 10 days prior to the election. The winners will be the candidates receiving the most votes in the election by the membership from each league. In the event of a tie vote a flip on the coin shall determine the winner. The Board will have equal representation of 2 members from each league (primary league American, Central and National league as an example), total of six members.

Newly elected or appointed officers, within fourteen (14) business days of taking office, shall attest that they have read and understand Sun City Senior Softball Club By-Laws.

**Election**

The club board shall be elected by a majority vote of those present at the club's November General membership meeting after a quorum is established. The elected officers shall serve without compensation. An officer normally may not serve as an independent contractor. (RCSC, Policy 12, Section 4).

In the event to fill a vacancy (less than 6 months) the Executive Board has the authority to appoint a replacement. In the case of more than 6 months there must be a vote of approval by the general membership.

In an event of an Act of God (example World flood, Earthquake, Pandemic, Snowstorm, Etc.) and we could not have a face to face in person vote, the board could call for an email(electronically) vote. All votes would be sent to the President and the vice President to be tabulated.

**ARTICLE V – CLUB MEETINGS**

**Section A – Club Membership Meetings.**

There will be a General Membership meeting held on the Second Monday in the months of March and November, of each calendar year. In an event of an Act of God (example World flood, Earthquake, Pandemic, Snowstorm, Etc.) and we could not have a face to face in person meeting, the meeting could be postponed or canceled.

Membership Meetings- A quorum is the minimum attendance at a club membership meeting necessary to conduct elections, to approve bylaws, to approve budgets or to conduct other club business that requires a vote. A quorum shall be 10 percent of the club membership. However, a **quorum requirement** cannot be less than 20 members or more than 100 members. There

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can be no proxy votes. The required majority must be of those present at a meeting specifically called for such purpose. A simple majority is required for all issues except bylaws. To approve bylaws requires a 2/3 majority. Votes may be by ballot or visual count.

### **Section B – Club Executive Board Meetings.**

The Board shall meet once a month, excluding May, June, July, August and September. Special meetings may be called by the President or by a signed request of 25 members. A seven (7) day notice must be given to all members if a special meeting is called.

Minutes will be taken by the secretary to document all business sessions and approved by the Board. Minutes, as well as other pertinent administrative records, will be retained for a period of seven (7) years.

Club Board Meetings - A quorum is a simple majority of the board

### **Section C - Robert's Rules of Order**

Rules of Order Newly Revised most recent edition shall be used for assistance in parliamentary procedures. Bylaws provisions and Special Rules of Order take precedence over Robert's Rules, i.e., anything not stated in the Bylaws shall be referred to Robert's Rules for parliamentary rule.

## **ARTICLE VI – CLUB RECORDS AND REPORTS**

### **Section A – Club Records.**

Records will be retained for a period of seven (7) years (prior to the current year.) The softball club's by-laws, meeting minutes and league rules are posted on the Sun City Softball Webpage.

### **Section B – Reports**

**The Treasurer** is required to submit Form BP:12-8 (Annual Financial Statement) to the RCSC Club office on or before January 31 of the following year.

The Safety & Field Manager shall be responsible for inventorying all SC Softball Club equipment and property and will submit a complete inventory in writing(form Policy12 Section 21) to the Finance Manager for review prior to the SC Softball Club Secretary submitting the inventory report to the RCSC Club Office by May 15th, of each year.

**The duties of the Audit Chairman/Committee** are further defined in the Audit Committee Guidelines (RCSC, Policy 12 Section-29). The audit committee shall be comprised of three (3) members (President, Treasurer and club auditor) appointed by the Club Board. A Club audit will be conducted in November/December of each calendar year and a report given to the Club Board prior to the January Board Meeting. Results of audit performed will be archived with the Audit Committee Guidelines (Policy 12 Section- 8) for a minimum of 3 years.

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**ARTICLE VII – CLUB FINANCES**

**Section A – Club Fiscal Year and Funds Management.**

The Club Board shall have the authority to spend money (up to \$3,500.00) necessary for the operation of the Club. Spending over \$3,500.00 (Softball Uniforms and Softballs are excluded) must be approved by a vote of the members. However, in an emergency situation, the President may approve a maximum limit of \$1,000.00. Board approval is required for any amount over \$1,000.00., confirmed by telephone or e-mail by a majority of the Board. Only expenditures of \$100.00 or less can be paid by Petty Cash. RR&Ps Chapter 4, Article V, B 4.

The President and Treasurer are authorized to sign checks for the Club. One signature is required for checks under \$2,000.00, and two signatures are required for checks of \$2,000.00 or more. Authorized signatures will be updated within 30 days of taking office.

**No club member shall receive any compensation** or financial award from club funds for contributions or service to the club. The only exception is when a member has an independent contractor agreement previously approved by the RCSC Club Office.

**Club Advertising:** Any commercial advertising or flyers of club activities must be in compliance with Association policies.

**Section B – Audits of the Club’s Financial Records**

**Financial records** must be audited on a yearly basis by individuals other than those elected to the club board. The results of the Report of Audit will be presented to the general membership and duly recorded in the applicable minutes of such meeting. A copy will be provided to the office of the RCSC Club Office.

**ARTICLE VIII - CLUB EVENTS, ACTIVITIES, SALES, CONTRIBUTIONS AND RAFFLES**

**Section A – Club Events and Tournaments - NA**

**Section B – Club Activities - NA**

**Section C – Club Sales - NA**

**Section D – Club Advertising and Marketing - NA**

**Section E – Club Contributions and Raffles.**

With approval from the club president, a local raffle may be held at club events. The club treasurer is responsible for depositing all proceeds from any raffle.

**ARTICLE IX – CLUB SAFETY, SECURITY AND CLUB MONITORS.**

**Section A – Club Safety.**

1. Only 1.20 ASA (American Softball Association or USA Softball) approved bats will be allowed on the field. Female players and Super Senior players (75 years and older) may use Senior Softball Bats (1.21 SSUSA bats) if approved by their league committee.

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2. Members that threaten the safety of themselves and others will be referred for disciplinary action (Article X Section B).
3. **Green Team Safety:** The applicant shall have reasonable vision, stability, and balance while batting, fielding, running, and throwing. The board shall have sole discretion in determining the level of the player when rating them. The green committee could refuse a player that they deem unsafe.

**Section B – Club Security**

The club president authorizes club members to have access to the softball facilities. Members must complete training on how to properly lock and unlock the facilities and how to operate the alarm system before receiving authorization.

**Section C – Club Monitors.**

There will be no less than two people on site during club activities or use of the batting facility.

**ARTICLE X – CLUB MEMBER CONDUCT AND DISCIPLINE.**

**Section A – Club Member Conduct.**

Members should be courteous, respectful, be mindful of your tone of language, have a positive attitude, accept coaching without argument, respect the umpire’s decisions and avoid heated disputes. Play hard but fair, cheer for good play, keep profanity and personal attacks off the field. Help in set up and clean up after play is over. Above all, remember it’s about fun and the softball club.

**Section B - Discipline**

Members who threaten the safety of themselves or others, engage in abusive behavior, or intentionally create turmoil, disruption, or division within the club may have their membership temporarily suspended. (See discipline steps below) Written notice regarding any suspension will be provided to the RCSC Clubs Office within two (2) business days. Any suspended or terminated club member has the right to appeal to the Governing Board. (RCSC, Policy Section 17)

The following steps should be followed if multiple discipline issues arise.

1. **First Offense** - a written warning from the club,
2. **Second Offense** - a short-term suspension by the club,
3. **Third Offense** - a longer term suspension by the club not to exceed two weeks,
4. **Fourth Offense** - longer suspension or termination may be recommended.

**ARTICLE XI. AMENDING OR REVISING CLUB RULES AND POLICIES**

To **amend the bylaws** of this club requires a two-thirds vote of the membership present at a meeting specifically called for such purpose, a quorum being present. Procedures for filing amendment(s) are as follows:



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1. Proposed amendments shall be publicized to the membership 14 days prior to the vote. All amendments must be voted upon and approved by a quorum of the membership.
2. A complete revised set of the Sun City Softball Club's By-Laws and the minutes from the General Membership meeting where the By-Laws were approved will be submitted to the RCSC for approval.
3. In the event of an ACT of GOD (example World flood, Earthquake, Pandemic, Snowstorm, Etc.), Bylaws may be amended electronically (email), with a 2/3 vote of the membership response with a quorum.

**ARTICLE XII – CLUB DE-CHARTERING AND DISSOLUTION**

Prior to Club dissolution, and after all debts are satisfied, all property and assets shall be turned over to the RCSC.

**SUPPLEMENTAL SECTION  
Section SS X Spring Hall of Fame Banquet**

1. Hall of Fame Banquet shall be held if conditions permit (ACT of GOD) in the spring of the year annually. Awarded at the Hall of Fame may include Hall of Fame Inductees and Honor Role Inductees.
2. All Team sponsors should be invited to the League Banquet.
3. Team Pictures should be scheduled by the club and available and given to team sponsors.
4. Sponsors should be asked to participate in team pictures.

DATE APPROVED BY THE CLUB MEMBERSHIP: \_\_\_\_\_ November 10, 2025 \_\_\_\_\_

CLUB FORWARDING OFFICIAL: \_\_\_\_\_ Steve Oberg \_\_\_\_\_

RCSC APPROVAL: \_\_\_\_\_