

# CSSA East Division By-Laws

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These By-Laws supersede CSSA and USSSA By-Laws. Anything not covered herein, defer to CSSA By-Laws and/or Code.

## Article I: Name and purpose

### Section I: Organization

The name of the organization shall be "The Clean and Sober Softball Association East Division", hereinafter referred to as the Association or CSSA East. The Association shall also do business as the "CSSA East". The Clean and Sober Softball Association is an organization of Class Recreational Softball teams.

### Section II: Mission and purpose

It is the goal of the CSSA East Division to provide recreational activity for members of Alcoholics Anonymous, Narcotics Anonymous and related 12-step programs through the establishment of a clean and sober softball league. It is the league's goal to promote fun, fellowship, sportsmanship, and community spirit in and between the teams and participants. Each team and participant are expected to abide by these principles and to display a fair and courteous attitude toward all other teams and participants, fans and umpires, while adhering to the qualifications regarding abstinence and eligibility.

## Article II: Membership

### Section I: Individual Membership

The league shall be composed of teams consisting of persons claiming membership in AA, NA or related 12-step programs who have at least 30 days of being clean and sober.

### Section II: Team Membership

If a team wishes to join the CSSA East, they need to get the approval of the East Council.

## Article III: East Meetings and Voting Procedures

**Section I:** Quorum

A quorum is the minimum number of members of a deliberative body necessary to conduct the business of that group. Ordinarily this is a majority of the people expected to be there, although bodies may have a lower or higher quorum. CSSA East sets its quorum at 51%, with the exception of the by-laws amendments. (We currently have 13 voting members; therefore we meet quorum with 7 members present). All motions are then passed or failed based on a 2/3rd or 66% affirmative vote of the quorum present, at any duly organized meeting.

**Section II:** Voting in the East

For voting purposes, three (3) Council Members receive one vote each and each team gets one vote.

Only Members in good standing shall be entitled to vote at any meeting of CSSA East, unless otherwise stated herein, a majority of members present at a meeting at which a quorum (51%) is present shall be necessary for the adoption of matters voted upon by the members.

Good Standing Defined: A person adhering to the general eligibility requirements and the CSSA's primary purpose.

**Section III:** Voting on CSSA Motions

The three (3) Council Members will take the votes of the East back to the CSSA Council Meetings. For the purpose of CSSA Motions, only one coach or representative from each team present receives a vote.

80% majority of voters present will carry all three Council Member votes to the CSSA Council. 51%-79% receive two (2) votes. 50% votes will be determined by the Executive Director if a majority cannot be reached.

Voting members of the CSSA East may choose to abstain from voting on CSSA Motions. Abstentions will not count toward the vote total.

**Section IV:** Meeting Schedule

After the CSSA All-Members Meeting in November, the Association will meet once a month until League starts in March. A season re-cap meeting will happen at the completion of League play.

## Article IV: CSSA East Board of Directors (BOD)

### Section I: Number of Directors

The management of the property and affairs of CSSA East shall be vested in the Board of Directors. The number of Directors shall enter upon the performance of their duties immediately after election and shall continue in office until their term has expired. At each annual meeting when a BOD term expires, the East Board and Coaches shall elect such number of directors to be elected for the ensuing year.

### Section II: Available positions

The Board of Directors shall be selected regardless of race, color, creed, religion, sex, national origin, or ancestry.

1. Executive Director (mandatory) - **Council Member** -2 year term
2. Vice Director (mandatory) - **Council Member** - 2 year term
3. Treasurer (mandatory) - **Council Member** - 2 year term
4. Secretary - 2 year term
5. Eligibility/Rules and Ethics - 2 year term
6. Web Coordinator - 2 year term
7. Public information - 1 year term
8. Roll Call - 1 year term
9. Field Equipment Manager - 1 year term
10. Fundraising Coordinator - 1 year term
11. BBQ/End of Season Tournament - 1 year term
12. CSSA Banquet Committee (2 members) - 1 year term
13. Upper Classification/Alt Upper Classification - 1 year term
14. Lower Classification/Alt Lower Classification - 1 year term

### Section III: Qualifications

Each elected official must have two (2) or more consecutive years of drug and alcohol abstinence to be nominated for an officer duty. If a strong candidate does not meet this requirement, the Board can vote to create an exemption for any but Council Member positions.

For the Council Member positions, each elected official must have been a member in good standing the previous year in the East and have previously held a service position in any division for at least one year.

To facilitate and maintain the efficient operation of the East Division business and meetings, all Board of Directors (BOD) are expected to physically participate at every East Division meeting, in its entirety.

2-year term positions: If 2 or more consecutive meetings are missed, the position holder automatically forfeits/surrenders their position.

1-year term positions: If 3 or more consecutive meetings are missed, the position holder automatically forfeits/surrenders their position.

## **Article V: Board of Directors Define Duties and Powers**

### **Section I:** Executive Director Duties

Term Length: 2 Years (*starting on even number years*) and eligible for reelection up to three consecutive terms.

Qualifications:

Shall include but not limited to:

Preside at all sessions of the CSSA East Board or select an alternate if they are unavailable and a meeting is needed.

Direct the policies of CSSA East as established by the Council and the Board of Directors.

Appoint all committees unless otherwise specified herein.

Create ad hoc committees necessary to meet the needs of the association. Able to sit in as a member of all committees.

Coordinate with the Board of Directors the negotiations and execution of all contracts, agreements, and scheduling on behalf of the Association.

Coordinate and approve the agenda for all meetings of the Board of Directors and Council.

Determine the site of the Board of Directors meetings.

The Executive Director may call a special meeting of the Board of Directors or the Council when business requires or when directed to do so upon request by 5 (five) of the members of the respective bodies.

Delegate duties and authority to the Board of Directors and Council members.

Perform such duties as may be necessary for the proper and efficient conduct of CSSA East.

Negotiate and execute all contracts and agreements on behalf of the Association. The Executive Director shall notify the Council Members of all contracts.

Make the final decision on any interpretation of the By-Laws & Code and appoint a qualified interpreter (such as the Vice Director or other members of the Board) to act in their absence.

Act on behalf of the Association in all matters of emergency that are not covered in the By-Laws & Code.

Report to the Board of Directors if any director/elected official is not carrying out their duties as described in the By-Laws & Code.

**Section II:** Vice Director Duties

Term Length: 2 Years (*starting on odd number years*) and eligible for reelection up to 3 consecutive terms.

Qualifications:

Shall include but not limited to:

Vice Director 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 the CSSA. The Vice Director will manage the apparel purchases, inventory, and sales.

Acting secretary when secretary not present.

**Section III:** Treasurer Duties

Term Length: 2 Years (*starting on odd number years*) and eligible for reelection up to 3 consecutive terms.

Shall include but not limited to:

Treasurer shall maintain financial records of the Board and ensure effective management of organization's records.

Other duties may include but are not limited to:

Is sufficiently familiar with legal documents (articles, by-laws, IRS letters, etc.) to note applicability during meetings.

Manages finances of the organization.

Administrates fiscal matters of the organization.

At each CSSA East Board Meeting, the Treasurer shall provide to each board member the following:

A copy of the proposed budget and all necessary background information.

**Section IV:** Secretary Duties

Term Length: 2 Years (*starting on even number years*)

Shall include but not limited to:

Maintain records of the Association and ensure effective management of the Association's records. Manage minutes of Association meetings.

Ensure minutes are distributed to members within seven (7) days of each meeting.

Work closely with the Executive Director and other staff as guided by the Executive Director.

**Section V:** Eligibility/Rules and Ethics Duties

Term Length: 2 Years (*starting on odd number years*)

Shall include but not limited to:

Rules and Ethics Duties:

Shall be the liaison between the CSSA Classification and Eligibility Committees Chairs and the CSSA Board of Directors.

Urge team manager and coaches to enroll their teams as early as possible in the current year.

Will assist the committees in reviewing players, coaches, directors, and council members' actions that involve conduct detrimental to the purposes and objectives of CSSA, as well as study and make recommendations for the playing rules of CSSA and CSSA East Co-Ed slow pitch.

Monitor Divisional / League Web Content - i.e. Facebook, GroupMe, etc.

Eligibility Duties:

Review standing and future eligibility rules in the best interest of the Association.

Review and conduct needed hearings pertaining to eligibility requirements / violations / complaints per CSSA East guidelines.

Support and assist the Board of Directors in all Eligibility matters as requested.

**Section VI:** Web Coordinator

Term Length: 2 years (*starting on even number years*)

Shall include but not limited to:

Responsible for creation and/or maintenance of division website, currently [www.cssaeast.org](http://www.cssaeast.org).

Add or delete informational sections/pages, pertinent flyers, posts, etc. to keep the members of the division informed, in real time, of all matters pertaining to the division and its business.

Manage domain and web hosting services on behalf of the division.

Update scores and standings throughout league and posting on website.

Will be point of contact for any alterations to website and its content.

Coordinate with board members and coaches to acquire necessary information to keep website current and up to date.

**Section VII:** Public Information

Term Length: 1 Year

Shall include but not limited to:

Promote the general entertainment and off-the-field recreation of the members in the CSSA East.

Responsible for getting information about our events (Roll Call, Bingo 4 Bats, End of the Season BBQ) into the related 12-step programs, meetings, and functions (i.e. Intergroup, treatment centers, meeting halls) via all relative media platforms.

**Section VIII:** Roll Call

Term Length: 1 Year

Shall include but not limited to:

Create a flyer at least 45 days prior to the first roll call weekend and distribute it to the Association, coaches, and Public Information.

Communicate with coaches to determine open positions, team participation, and create and distribute a schedule for Roll Call weekends.

Act as liaison for questions, information, and filling rosters prior to and during Roll Call.

**Section IX:** Field Equipment Manager

Term Length: 1 Year

Shall include but not limited to:

Responsible for installation of cones at the co-ed line on each field and distribution of balls at fields before games.

Manage collection of cones and game-day balls at end of league day.

Responsible for AED being at every game.

Responsible for maintenance and service of AED.

**Section X:** Fundraising Coordinator

Term Length: 1 Year

Shall include but not limited to:

Create a committee to facilitate fundraising for the Association.

Facilitate at least two fundraising events per year and act as liaison for any transactions, organization, venues, etc.

Maintain records of all transactions associated with fundraising.

Communicate with coaches and board members about events, requests for support, and outcome of events.

Collect all funds raised to give to the Treasurer.

**Section XI:** End of Season Tournament/BBQ Coordinator

Term Length: 1 Year

Shall include but not limited to:

Gather league standings for the year and create brackets and schedule for the end-of-the-year tournament.

Figure out the number of attendees and coordinate with treasurer about funds.

Assign teams food and beverage responsibilities for potluck.

Work with the Vice Director to acquire championship shirts for upper and lower classifications.

Coordinate cooking schedule for teams to run the BBQ's.

Manage the procurement and cooking of the meat.

Manage the CSSA East propane tank.

**Section XII:** CSSA Banquet Committee (2 positions)

Term Length: 1 Year

Shall include but not limited to:

Attend CSSA Banquet Committee Meetings and act as liaison between the CSSA Banquet Committee and the CSSA East Board of Directors and coaches.

Ensure photos of all teams in the East are taken and submitted to the CSSA Banquet Committee.

**Section XIII:** Upper & Lower Classification/Alt Upper & Lower Classification (2-4 positions)

Term Length: 1 Year

Shall include but not limited to:

Work with Council Members to review classifications at the beginning of League and 4 weeks prior to Prairie Dog.

Make an effort to observe as many different teams as possible within your classification level to provide information to ensure the proper classification of teams.

Primary or Alternative Classification Officer needs to attend Classification Committee Meetings.

**Section XIV:** Director Emeritus

Term Length: Indefinite

Shall include but not limited to:

Standing seat on the East Division Council, with an independent council vote on all East Division business only. (i.e. if also a coach, can carry 1 vote as coach and 1 vote as Director Emeritus) Voting power ends at anything outside division level.

Invited to attend all meetings of the East Division and East Division Council.

**Section XV:** Vacancies

If any vacancy occurs in the Board of Directors; for any reason resigns, is unable to act, removed from office or dies, then the position may be filled by a majority vote of the remaining Board of Directors present at any regular meeting or at any special meeting called for that purpose.

**Section XVI: Removal**

Two-thirds vote (Quorum) of the Board of Directors and voting Council members combined may remove any Board of Director for just cause.

**Article VI: Changes & Amendments**

**Section I: By Law Amendments**

This Constitution and By-laws may be amended, repealed, or altered in whole or in part by a quorum of 66% voting members, and then are passed or failed based on a 2/3rd or 66% affirmative vote of the quorum present, at any duly organized meeting.

**Section II: Rule Amendments**

The CSSA playing rules and governing code needs a quorum of 51% voting members, and then all motions are passed or failed based on a 2/3rd or 66% affirmative vote of the quorum present, at any duly organized meeting.

**Article VII: League play**

**Section I: Game Day Rules**

The East will play by the most current Clean and Sober Softball Association East Division Rules of Play. These expire at the end of each year.

**Section II: Eligibility**

**Official Rosters**

Rosters are due before your first league game along with the CSSA eligibility form for each player. Team rosters cannot exceed 20 players. A copy of the official roster must be present at every game during league play.

### **First Year Players**

Any first-year player (never rostered in CSSA before) who does not participate in at least 40% of league games can be removed from a team's roster up to the final roster deadline. A written statement must be submitted to the division director for approval. The eligibility committee can review roster deletion(s) if necessary. To be eligible for deletion, the first-year player must no longer be participating in league games (i.e., no show/no call, schedule conflicts with other commitments, etc.). Teams are allowed 1 per gender per year.

### **Roster transfers**

Players are allowed one roster transfer per year. The player, releasing coach, and receiving coach must complete the Roster Transfer Form online at [cssanw.org](http://cssanw.org) under Forms and submit it. They should also notify the Division Director

### **Exemptions (Non-recovering players)**

Each team is allowed two exemption players per roster, per year. Non-recovering players must be an eligible person's domestic partner or immediate family member (i.e., mom, dad, brother, sister, son, daughter). All players must be a minimum of 16 years of age. Exemption players must maintain a minimum of thirty (30) consecutive days of drug and alcohol abstinence throughout the season. Exemption players must complete the proper CSSA Exemption form. In the event that a separation between exemption player and eligible player occurs, the exemption player will lose exemption status at the conclusion of the current season.

### **League and End-of-Year Tournament player pick-ups**

Teams are allowed to pick up rostered players within their division to field a 10-player team to avoid forfeiting as long as both coaches agree. In the event that either coach disagrees, the picking up coach either needs to forfeit or find agreeable pickups.

### **Section III: League Fees**

Each team shall be responsible for paying leagues fees in full prior to the first game of the season.

Final costs will be determined after Roll Call (one week before the first game).

### **Section IV: Scheduling, Rainouts, and Forfeits**

Schedules will be completed after Roll Call. If teams want to change opponents and all impacted coaches agree on changing the schedule, they must let the Director know ahead of time.

In the event of a rainout, money for games will not be refunded.

In the case of a forfeit, a \$50 forfeit fee may be applied at the discretion of the East Council Members.

## **Section V: Member Suspension & Terminations**

The CSSA East Council has the authority to suspend or terminate any member from the CSSA East Division and all affiliated events, for engaging in any of the following acts of disqualification:

- 1) A team, team member, manager or team official may be disqualified for any of the following:
  - (1) Disrespect of the CSSA abstinence policy.
  - (2) Unsportsmanlike conduct.
  - (3) Physical violence, such as an attack on an umpire or tournament or association official immediately preceding, during or immediately following a game.
  - (4) Commission of fraud, such as playing under an assumed name, falsifying an affidavit or roster, or giving false information to tournament officials.
  - (5) Participating when (s)he does not meet the eligibility requirements of the CSSA.
  - (6) Commission of any act while participating in CSSA activities such as: failure to pay indebtedness, destruction of property, violation of state or local laws or any other acts that are contrary to the objectives and purposes of CSSA.
  - (7) Forfeiting a game in championship play due to any of the aforementioned acts of disqualification or use of an ineligible player.

In the event of a suspension and termination, the CSSA Board of Directors will be notified. Limits of suspension and/or termination will be decided by the Council. Suspension or termination games will not count towards the 40% tournament game requirement.

### **Right of Appeal:**

Following the decision of the Council, the player or any person claiming that an act of disqualification was or was not committed may appeal in writing within 14 days to the Executive Director or their designee, whose decision shall be final. The Executive Director

must render a decision on any appeal within 3 days. During the Appeal process, the suspended/terminated player cannot be at the fields.

**Article VIII:**            Berth

The East Division receives one berth to send a team to Northwest Championships.

The berth will be held for the Lower Classification winner of the End of the Season tournament. In the event of that team winning a berth at another tournament, the East berth will be passed down to the winner of the Upper Classification End of Season Tournament. From there, it will trickle to the highest placed team in either bracket. In order to qualify to receive berth from the East Division, a team must participate in the entirety of the End of the Season Tournament weekend. (BBQ and podding as well as EOS tournament)

The final decision of who gets the berth must be declared prior to Last Call according to the CSSA Deadline.

**Article IX:**            Fundraising Procedures (added 7/17/25)

All monies to be tracked to the specific source of fundraising income (i.e. entry fee, bat raffle sales, bingo book sales, etc.).

All cash needs to be **double-counted and documented** by fundraising committee members and/or members of Board of Directors, **prior to delivery** of cash to Treasurer.

Cash to be deposited by Treasurer and/or Director **within 24 hours of fundraising event ending**.

Cash holder(s) above mentioned must be escorted to vehicle after event ends.

Treasurer to produce, **within 7 days of fundraising event:**

- Itemized report (income and expense) per function of fundraiser (i.e. entry fee, bingo, raffles, baskets, etc.).
- Itemized report of income per payment method accepted (i.e. cash, credit card, apps (Venmo, PayPal, etc.)) and total expenses for fundraising event.