

## ***ROCKLAND DIAMOND DOGS SOFTBALL, BY- LAWS EST. 2025***

### **Article 1 – NAME**

1. The name of the organization shall be Rockland Diamond Dogs Softball and shall do business as Rockland Diamond Dogs (RDD) or the Organization.

### **Article 2 – MISSION**

1. The mission of this organization is to foster, promote and advance the understanding and development of softball; Our mission is to provide a safe, inclusive and fun softball program where girls develop their skills, teamwork and leadership.

2. The Organization is a non-profit organization established entirely for the benefit of the children of youth softball.

3. Notwithstanding any other provisions of these purposes, the Organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from Federal Income Tax under line #501 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States Internal Revenue Law).

4. The Organization is organized exclusively for charitable and athletic and educational purposes as a non-profit corporation and its activities shall be conducted for the aforesaid purposes in such a manner that no part of its net earnings will benefit of any member, director, officer or individual. It shall not be its purpose to engage in carrying on propaganda or otherwise attempting to influence legislation.

5. RDDS shall carry out its purpose of sponsoring recreational and travel softball teams, clinics and other softball skills development events for youth of less than 19 years of age and who are residents of the Town of Rockland, MA, and in certain cases - residents of nearby towns at the Executive Board's discretion. Participation on such teams shall not be restricted by virtue of race, creed, religion, national origin or ethnic group.

6. All participants, players, coaches and parents must abide by the rules and regulations of RDDS, the Town of Rockland, MA, respective parental and coaches' conduct as well as any local, state and national softball organizations that RDDS elects to join at its discretion.

### **Article 3 – DISSOLUTION**

1. In case of the dissolution of the Organization, the money and equipment would be given to the Rockland Youth Commission to be disbursed as they see fit. If the Rockland Youth Commission is no longer an active commission, the money and equipment will be given and dispersed equally to the Rockland Schools.

### **Article 4 – EXECUTIVE BOARD**

1. The Members of this Organization shall consist of a President, a Vice-President, a Treasurer, a Secretary, a Director or Player Development and three At-Large Members.

a. For the purposes of Massachusetts state regulations, the Organization shall maintain the official officer positions of **President, Vice-President, Secretary, and Treasurer**.

b. Within the internal structure of the Organization, the members of the Executive Board may need to share leadership responsibilities and adopt duties collaboratively within the

Executive Board.

c. The President and Vice-President shall oversee all organizational communications, including but not limited to: registration and enrollment, coordination with coaches, correspondence with the Parks Department, and other communications necessary to ensure smooth operations and representation of the Organization.

2. The Executive Board Members shall be elected at the Annual Board Meeting which is to be held the first weekend in November, following the conclusion of the Fall season. The time and location of the Annual Board Meeting will be announced to the general public no later than 10 days prior to the date of the meeting.

a. The terms of office of the following Executive Board positions shall be up for election in even-numbered years: President, Treasurer, Secretary, Director of Player Development.

b. The terms of office of the following Executive Board positions shall be up for election in odd-numbered years: Vice-President, Secretary.

c. A position shall only be considered finalized at the end of a term **if it is contested** during the election. If a position is **uncontested**, the current Officer or Member may continue in that role and be re-elected without limitation.

e. Elections are held at the annual meeting in November. Newly elected Executive Board Officers and Members will assume their duties immediately following the election.

4. The Executive Board transacts all business of the Organization and has the power to enforce the laws of the game and the rules of the Organization.

5. Executive Board meetings may be held anywhere or anytime with a minimum of 48 hours' notification at the discretion of the President/Vice President, or any two Executive Board members, for urgent issues pertaining to the wellbeing of RDDS.

6. A minimum of 50% of Executive Board members plus one (1) shall constitute a quorum at all meetings. All voting members of the Executive Board shall be notified of all meetings.

#### **Article 5 – REMOVAL OF EXECUTIVE BOARD MEMBER**

1. Any Executive Board member may be removed in the following circumstances:

a. Absenting him/herself from three (3) Executive Board or general meetings without an advanced notification to an Executive Board member during the fiscal year without just cause.

b. Failing to perform his/her duties as described in the job description; or

c. Acting in a manner that violates the by-laws of the Organization or conduct that is unbecoming to the Organization, including misappropriation of funds.

2. When any of these circumstances occur, the Executive Board Member may have his or her office declared vacant at the direction of the Executive Board with a majority vote.

### **Article 6 – PRESIDENT**

1. The President is responsible for the overall direction of RDDS and is charged with ensuring the mission and values of the Organization is carried out in a professional and team-oriented manner. Additionally:

- a. The President presides at all meetings. S/he passes upon and approves all bills (excluding utility bills, standard recurring bills or bills less than \$250) against the Organization. S/he oversees the appointment of all committees, where no conflict exists.
- b. Calls such meetings as required to conduct business;
- c. Cast a deciding vote on all issues on which members of the Executive Board find themselves deadlocked;
- d. Supervise the general affairs of RDDS;
- e. Sign all contracts and documents with the Secretary when the same have been duly authorized;
- f. Service as the RDDS representative to all organizations with which RDDS is affiliated or with which RDDS conducts business;
- g. Become an ex-officio member of all committees and subcommittees of the Organization.

### **Article 7 – VICE PRESIDENT**

1. The Vice President shall perform the duties of the President during his or her absence of incapacity and will assume the office of President in the event of the President's resignation. Additionally:

- a. Support Executive Board Members in completing assigned league responsibilities.
- b. Coordinate, plan and create schedule fields for all Home games;
- c. May attend league meetings and act as the RDDS representative at meetings and other affiliated softball associations in the absence of the President;
- d. Fill in for the other in those situations where one is unavailable;
- e. Serve on other committees as designated by the Executive Board.

### **Article 8 - SECRETARY**

- a. The Secretary develops the agenda for RDD Executive Board meetings.
- b. The Secretary prepares written minutes of each Executive Board meeting, distributes the meeting minutes to Executive Board members and provides them for posting on the RDDS website.
- c. The Secretary prepares other written and electronic communication as requested.
- d. Serve on other committees as designated by the Executive Board.

### **Article 9 – TREASURER**

1. The Treasurer collects all registration fees and all other monies derived from the activities of the Organization, including but not limited to Concessions and Fundraising/Merchandise. Additionally:

a. The Treasurer works with the Executive Board to plan projected income and expenses for fiscal year;

b. Contacts player's family regarding unpaid balances and notifies the President of un-paid balances;

c. The Treasurer has charge of all the money of the Organization and maintains a detailed account of income and expenditures of the Organization.

d. With recurring bills or bill less than \$250, the Treasurer pays all bills properly passed and approved by the Organization.

e. The Treasurer provides a written financial report at each meeting and provides it to the Secretary for Minutes.

f. The Treasurer coordinates and organizes any federal and/or state tax related filings. S/he also ensures that the Organization's non-profit status is maintained. The Organization may use an outside accounting firm to help with these activities if so needed.

### **Article 10 – DIRECTOR OF PLAYER DEVELOPMENT**

1. The Director of Player Development will be responsible for:

a. Overseeing the development of strength training and conditioning for RDDs;

b. Coordinate clinics with Executive Board;

c. Ensure that all Coaches are well-versed in all player development activities throughout the year and shall serve as the chair or member of other committees as designated by the Executive board.

### **Article 11 – MEMBERS AT LARGE**

1. There shall be three (3) members at large that advise and serve on any aspects the Executive Board deems necessary. Members at large have full voting rights. Members at large may consist of members from sub-Committees and/or parents.

### **Article 12 – MEETINGS**

1. All organization meetings are open meetings.

2. There will be a minimum of one (1) general meeting per year which will be open to the public.

3. Executive Board Meetings will be held once per quarter.

4. The order of business will follow Executive Board roles and will be established by the President in coordination with the Secretary.

5. A minimum of 50% of the voting members plus one (1) shall constitute a quorum at all meetings. A majority of votes cast shall decide all questions except amendments to the by-

laws which shall require a majority of 2/3 of the votes cast.

6. Any proposed by-law amendment must be submitted in writing and will be acted on at the next quarterly meeting. Notice of By-law change vote at a meeting must be sent to all voting members in written communication.

7. In case of doubt as to procedure at any meeting of the organization, *Robert's Rules of Order, Newly Revised*, shall govern.

### **Article 13 - COMMITTEES**

The following committees and managers will be established:

#### **EQUIPMENT MANAGER**

1. The Equipment Manager is responsible for coordinating all equipment of the organization.
2. For any purchase over \$250, the Equipment Manager presents items for a vote to the Executive Board and submits three (3) bids for a new purchase requiring a new vendor.
3. The Equipment Manager is responsible for ensuring that each team is properly equipped for the upcoming season.
4. The Equipment Manager submits annually to the Executive Board a detailed inventory of equipment.
5. The Equipment Manager collects all equipment at the end of each season for inventory purposes.
6. The Equipment Manager develops procedures for the usage of equipment for RDDS and communicates these procedures to Coaches.
7. The Equipment Manager is responsible for the copy, distribution, and tracking of all keys.

#### **FIELD MANAGER**

1. The Field Manager serves as the liaison between RDDS, Parks Department, and other town agencies to secure field space. The Field Manager also communicates with other permitted field users, as designated by the town of Rockland, regarding field usage.
2. The Field Manager is responsible for in-season supplies including 2 home balls for games, bases, lime for field lining. The Field Manager establishes procedures for set-up and clean-up of fields and communicates these procedures to Coaches, including access to the equipment shed.
3. The Field Manager is responsible for field status and closings and communicates all closings to the Coaches and President.
4. The Field Manager arranges Porta Potty drop off and pick up at the fields before and after each season.

#### **CONCESSIONS MANAGER**

1. The Concessions Manager maintains the Concession Stand(s) during the Spring, Summer and Fall seasons, including the inventory of all food, drink and other supply items.
2. The Concession Manager recruits, schedules, trains and coordinates volunteers working at the concession stand. Ensure that all volunteers over the age of 18 are registered with

RDDS and have taken the appropriate CORI checks.

3. The Concession Manager coordinates regular deposits with the Treasurer, including appropriate documentation and an inventory supply for the Treasurer to re-stock inventory.

4. The Concession Manager must receive prior approval from the Treasurer before any purchase for use at Concession Stand(s), unless otherwise agreed upon.

### **FUNDRAISING COORDINATOR**

1. The Fundraising Coordinator proposes fundraising ideas to the Executive Board and develops and executes all fundraising activities. The Fundraising Coordinator works with the Executive Board to ensure that fundraising meets the needs of RDDS.

2. The Fundraising Coordinator organizes seasonal fundraising events (e.g., calendar, raffle, events).

3. The Fundraising Coordinator maintains records of fundraising expenses and funds raised and submits all invoices and deposits to the Treasurer.

4. The Fundraising Coordinator coordinates the solicitation of donated items for fundraising events

5. The Fundraising Coordinator solicits sponsors, maintains a sponsor list and develops relationships with local businesses.

### **OTHER COMMITTEES**

Committees may be established by the President and Executive Board as deemed necessary to carry out the activities of RDDS.

### **Article 14 – GRIEVANCES**

1. A Grievance Committee will be chosen at the beginning of the year by the President. The committee will consist of (5) Executive Board members of which three (3) need to have no direct knowledge of the incident before the Committee. Should a Member of the Grievance Committee be associated in any way with the protest, he or she shall recuse him or herself and a new member shall take over his or her place.

2. The Vice-President acts as an impartial moderator at the proceedings. He/she will not offer his/her opinion on the merits of the case and will act as a judge would during a trial. His/her primary focus is to ensure the hearing proceed in a fair manner and ensure both parties are able to present their cases. If the Vice President must recuse him or herself, then the Executive Board selects a moderator to act in his/her place.

3. All grievances are forwarded to the Vice President in writing within fourteen (14) days of the alleged incident.

4. The date of the hearing will be within 14 days of the date the Vice-President receives the grievance and will be held when appropriate.

5. All Grievance Committee decisions are final.

### **Article 15 – COACHES**

1. Coaches register each season in the USA Softball, Cori Check & Safesports system.
2. Coaches submit all documentation required for CORI check in the USA Softball system. Coaches are not permitted to volunteer until confirmation of the CORI check.
3. Coaches attend RDDS and League meetings, as needed.
4. Coaches are deemed volunteer positions
5. Coaches adhere to the Participant Protection Policy and educate players on sportsmanship.
6. Coaches communicate any issues with the team, players and parents to the appropriate board member.
7. Coaches participate in the set-up and break-down of fields.
8. Coaches provide appropriate communications to families, including schedules, cancelled and change to field locations.
9. Coaches are knowledgeable about softball rules of play for the applicable age group.
10. Coaches are responsible for communication with opposing coaches and league, if applicable regarding games, including changes and cancellations.
11. The Executive Board reserves all rights and privileges in the assignment and dismissal of coaches.

#### **Article 16 - RDDS PARTICIPANT PROTECTION POLICY**

##### 1. Purpose:

The intent of this RDDS Participant Protection Policy is to sustain and promote a safe, organized softball environment for our players, student umpires, parents and coaches.

##### 2. Policy:

RDDS has a Zero Tolerance Policy with regard to instances of player, umpire, coach and parent abuse. One instance of confirmed negative behavior will be grounds for dismissal of any existing coach, assistant coach, umpire, member at large, committee chairperson/member or Executive Board member. Offending parents may be banned from attending games and practices. Examples of negative behavior include berating of players, umpires, coaches; fighting, altercations or confrontations conducted in a loud, threatening, irrational or violent manner. Further, any instances of domestic, child or school violence documented through a background check will be grounds for exclusion from all RDDS participation. "Second chances" will be given at the discretion of the Executive Board.

##### 3. Implementation:

Coaches shall report to the President all significant or recurring instances of negative behavior that are brought to their attention by coaches, umpires, players or parents. If the significant or recurring instances of negative behavior are brought directly to any participating member of the RDDS Board by a coach, umpire, player or parent, they too shall report it to the President. The President will be responsible for gather all relevant facts, eye witness accounts when applicable, etc. pertaining to the alleged behavior and present the facts and their recommendation on how it shall be remediated to the Executive Board. The Executive Board will then vote as to the severity of the action taken.

## **Article 17 - COMPLAINT POLICY**

### 1. Purpose:

The intent of this Complaint Policy is to make clear that RDDS takes all complaints about the on and off-field behavior seriously and that RDDS has a framework in place for complaint handling that leverages the principles of procedural fairness, which are:

- All complaints will be taken seriously; both the person making the complaint (complainant) and the person the complaint is against (respondent) will be given full details of what is being said against them and have the opportunity to respond (give their side of the story).
- Irrelevant matters will not be taken into account; decisions will be unbiased and fair. Any penalties imposed will be fair and reasonable.

More serious complaints may be escalated to our Executive Board and/or other League officials and may be handled according to the RDDS Participation Protection Policy as stated in Article 16 and as deemed necessary by the Executive Board.

### 2. Process:

When a complaint is received, the person receiving the complaint will:

- Listen carefully and ask questions to understand the nature and extent of the problem; ask what the complainant would like to happen;
- Explain the different options available to help resolve the problem;
- Take notes; maintain confidentiality but not necessarily anonymity.

Once the complainant decides on their preferred option for resolution, RDDS will assist, where appropriate and necessary, with the resolution process. This may involve:

- Supporting the person complaining to talk to the person about being complained about;
- Bringing all the people involved in the complaint together to talk objectively through the problem;
- Gathering more information (e.g. from other people that may have witnessed the behavior);
- Seek advice from RDDS Executive Board and/or outside agencies if appropriate;
- Referring the complaint to the RDDS Executive Board for further redress.

In situations where a complaint is referred to an outside league or other governing body under which RDDS is participating and in investigation is conducted, RDDS will:

- Cooperate fully; ensure the complainant and respondent are not victimized;
- Where applicable, ensure the complainant is not placed in an unsupervised situation with the respondent(s);
- Action on RDDS and/or league or association's recommendations.

If the complaint relates to suspected child abuse, sexual assault or other criminal activity, RDDS will promptly report the behavior to the police and/or relevant authority.