

# Twelve Step Recovery League (TSRL) Constitution and By-Laws

## Article I – Name and Purpose

**Section I - Organization:** The name of the association shall be The Twelve Step Recovery League, herein after referred to as the Association of TSRL. The Association shall also do business as TSRL. The Oregon State and Washington State Twelve Step Recovery League is an organization of softball teams.

**Section II – Mission and Purpose:** The Twelve Step Recovery League is a recovery based activity and organized for non-competitive class A/B/C/D recreational softball. The primary purpose of TSRL and its franchises is to further our recovery through the community of softball. All player members and board members need to adhere to the qualifications regarding abstinence and eligibility.

## Article II – Objective

### Section I - The objectives of the TSRL shall be:

- a. Promote addiction and codependence recovery through community and fellowship for all persons regardless of race, color, creed, religion, sex, national origin or ancestry.
- b. To provide a wide variety of consistent activities that reinforce the sense of community shared by persons in recovery and their personal support group.
- c. To promote recovery and the fellowship therein from substance abuse and the effects caused by it.
- d. To establish uniform softball rules and regulation for clean and sober softball competition.
- e. To provide proper safeguards in accordance with the spirit of true sportsmanship and establish principles for ethical behavior and matters relating to conflict of interest as provided by the TSRL Managers and Board Members.
- f. To encourage the union of all eligible teams, organizations or groups into such separate associations with active memberships in the TSRL as may from time to time be deemed best adapted to advance the cause of clean and sober softball.
- g. To establish and maintain by allied memberships, alliances with nonprofit associations or organizations devoted wholly or partially to the promotion and development of fun activities in recovery on a state, regional or national level.

### Section II - To achieve this objective the TSRL will provide a supervised program under the Rule, Constitution and By-Laws of TSRL:

- a. All Board Members, Managers and players shall bear in mind that the attainment of exceptional athletic skill or winning of games is secondary, and that our primary purpose is to enhance unity, service, communication, fellowship and community among people in recovery (i.e. Narcotics Anonymous, Alcoholics Anonymous and Al-Anon, etc.) .
- b. In accordance with the Federal Internal Revenue Code 501(c)(3), TSRL shall operate exclusively as a nonprofit educational and spiritual organization providing a supervised program of competitive softball leagues and tournament games.

# Twelve Step Recovery League (TSRL) Constitution and By-Laws

- c. No part of the net earnings shall inure the benefits of any private shareholder or individual.

## **Article III – Membership**

### **Section I - Eligibility**

- a. Any team sincerely interested in active participation to affect the objective of TSRL may apply to become an active participant.
- b. Any adult person actively interested in participating in the Objectives and Mission of TSRL who meet the eligibility requirements may become a member.
- c. Only team managers or duly appointed team representatives may vote at the Managers meetings. Only one vote per team.
- d. Player eligibility is outlined in detail under the TSRL Rules. In brief, the player will have fourteen consecutive days of drug and alcohol abstinence and involvement in a 12-step addiction recovery related program.

### **Section II - Suspension and/or Termination**

- a. Members may be terminated by resignation or by action of TSRL Board Members. See TSRL rules: Sportsmanship.
- b. The member involved shall be notified of such meeting, informed of the general nature of the charges and given an opportunity to appear at a meeting to answer said charges.
- c. The TSRL shall, in the case of a player, give notice to the manager of the team for which the player is a member. Said Manager, shall appear in the capacity of an advisor, with the player before the TSRL Board which shall have full power to suspend and/or revoke said players right to participate in TSRL.
- d. A player has the right to appear before the Board and petition for reentry to the league.

## **Article IV - Manager Meetings**

### **Section I - Manager Meetings**

- a. TSRL shall conduct Managers meetings on the third Sunday of the month starting in January, through the beginning of season play and as called by the Board.
- b. Notice of each meeting of the Managers and Board Members, shall be emailed to all Managers at least ten days in advance of the meeting stating the date, time, place and purpose of said meeting.
- c. Notice of all meetings shall be posted on the TSRL website.

### **Section II - Special Meetings**

- a. Special meetings of the Managers may be called by the Board of Directors or the Commissioner at his/her discretion.
- b. Upon written request of ten members, the Commissioner shall call a special Board Meeting to determine if the request requires a special Managers meeting.

# Twelve Step Recovery League (TSRL) Constitution and By-Laws

## **Section III - Quorum**

- a. A quorum is two-thirds of the total number of teams. For example if you have 28 teams then a minimum quorum would be nineteen voting Managers or team representatives.
- b. We strongly recommend that all Manager or a team representatives attend every meeting so that TSRL can conduct business.
- c. The presence in person of a Manager or team representative shall be necessary to submit a vote on TSRL business.

## **Section IV - Voting**

- a. There is only one vote per team.
- b. Only Managers or team representatives may vote.
- c. Absentee votes will not be accepted as valid votes.

## **Section V - Rules of Order**

- a. Roberts Rules of Order shall govern the proceedings of all meetings.

## **Article V - Board of Directors**

### **Section I - Number**

- a. The number of Directors shall not be less that four nor more than nine.
- b. The Directors will begin their terms on January 1 and shall continue until their successors have been duly elected and are qualified.

### **Section II - Members**

- a. The Board of Directors shall be selected regardless of race, color, creed, religion, sex, national origin or ancestry.
- b. Board of Directors will include:
  - i. Commissioner
  - ii. Vice-Commissioner
  - iii. Treasurer
  - iv. Rules and Ethics
  - v. Secretary
  - vi. Tournament Director

### **Section III - Duties of the Board of Directors shall include but not be limited to the following:**

- a. Review and take action on any unethical behavior of TRSL.
- b. Members Attend to all matters concerning business management, fiscal management and the future direction and goals of TSRL.
- c. Review and take action concerning team classifications.
- d. Attend to all business of TSRL throughout the year.

# Twelve Step Recovery League (TSRL) Constitution and By-Laws

## Section IV - Annual Election and Term of Office

- a. A term of office is two years.
- b. There are no term limits and Directors are eligible for re-election.
- c. Election will be held every January to fill any vacant or expired Board of Director positions.
- d. Directors shall be elected by a majority vote of the Managers or team representatives.

## Section V- Minimum Qualification for Director Positions

- a. Commissioner:
  - i. Five or more years consecutive sobriety
  - ii. Managed a team in TSRL for at least two years
  - iii. Member in good standing: meeting three of the five requirements under "Eligibility General Rules"
  - iv. Previous service/leadership position
- b. Vice-Commissioner:
  - i. Two or more years consecutive sobriety
  - ii. Managed a team in TSRL for at least two years
  - iii. Member in good standing: meeting three of the five requirements under "Eligibility General Rules"
  - iv. Previous service/leadership position
- c. Treasurer:
  - i. Five or more years consecutive sobriety
  - ii. Two years active member of TSRL
  - iii. Member in good standing: meeting three of the five requirements under "Eligibility General Rules"
  - iv. Two years of financial/Treasurer experience
- d. Rules and Ethics:
  - i. Two or more years consecutive sobriety
  - ii. Two years active member of TSRL
  - iii. Member in good standing: meeting three of the five requirements under "Eligibility General Rules"
  - iv. Previous service position experience
- e. Secretary:
  - i. Two or more years consecutive sobriety
  - ii. Two years active member of TSRL
  - iii. Member in good standing: meeting three of the five requirements under "Eligibility General Rules"
  - iv. Have previous service position experience
- f. Tournament Director:
  - i. Two or more years consecutive sobriety
  - ii. Two years active member of TSRL
  - iii. Member in good standing: meeting three of the five requirements under "Eligibility General Rules"
  - iv. Previous tournament planning experience

# Twelve Step Recovery League (TSRL)

## Constitution and By-Laws

### Section VII - Ad-Hoc Positions:

- a. Ad-Hoc positions may include but are not limited too; Assistant Tournament Director, Webmaster, and Scheduler.
- b. Minimum requirements for ad-hoc position are:
  - a. Two or more years consecutive sobriety.
  - b. Two years active member of TSRL.
  - c. Member in good standing: meeting three of the five requirements under “Eligibility General Rules”.

### Section VIII - Vacancies

- a. Commissioner: If the Commissioner for any reason resigns, is unable to act, is removed from office or dies, then a past Commissioner shall act as Commissioner until a special meeting and/or monthly meeting can be held.
- b. For all other Board of Director positions: The positions shall be filled by appointment from the Commissioner until a special meeting and/or monthly meeting can be held.

### Section IX - Removal

- c. Any Director maybe removed for just cause by a two-thirds vote of the Board of Directors and voting Manager/team representative combined.

### Section X - Meetings

- a. The Board of Directors shall convene before the Managers meetings and may hold such additional meetings as are necessary to conduct the interim business of TSRL.
- b. All meetings are open to Managers except when in “special session”.
- c. Site: TSRL Commissioner shall determine the time, place and date of all Board of Directors meetings
- d. Notice: The Commissioner shall notify Managers of the meeting of the Board of Directors at least ten days prior to such meetings. The notice shall specify the date, time, place of meeting and also be posted to the TSRL website. The notice need not specify the purpose of the meeting. Any business that may be transacted by the Board of Directors at a regular meeting may also be transacted at a “special meeting” of the Board of Directors.
- e. Voting: It only takes a majority vote of present Directors to conduct business. Quorum does not apply.

## Article VI - Director's Duties and Powers

### Section I - Commissioner

- a. Preside at all meetings of the Board of Directors and Manager meetings.
- b. Direct all policies of TSRL as established by the Board of Directors and Managers.
- c. Appoint all committees unless otherwise specified herein.
- d. Create and appoint members to Ad-Hoc committees as necessary to meet the needs of TSRL.

# Twelve Step Recovery League (TSRL)

## Constitution and By-Laws

- e. Serve as an ex-officio member for all Committees.
- f. Coordinate the negotiations and executions of all contracts on behalf of the TSRL.
- g. Develop and approve the agenda for all meetings of the Board of Directors and Managers meetings.
- h. Establish meeting dates, times and place.
- i. Delegate duties and authority to Board of Directors and Managers.
- j. Perform such duties as necessary for the proper and efficient conduct of TSRL.
- k. Make final decision on any interpretation of the By-laws or Rules. Can appoint a qualified representative in his/her absence.
- l. Act on behalf of TSRL in all matters of emergency that are not covered in the By-laws.
- m. Report to the Board of Directors if any Director is not carrying out their duties as described in these By-laws.
- n. Work in conjunction with the Treasurer to prepare a preliminary budget for the coming year for presentation to the Board of Directors and Managers.
- o. Is authorized to sign checks.
- p. Must receive prior authorization from the Board of Directors on any expenditure that exceeds a line item of more than 15%.
- q. Any emergency authorization requests shall include an explanation regarding the nature of the emergency. Authorization shall be obtained by the Vice Commissioner through email or telephone vote of the Board of Directors.

### **Section II - Vice Commissioner**

- a. Shall assist the Commissioner in every capacity listed under the Commissioners duties.
- b. Shall operate in the best capacity the Commissioner sees fit for the best interest of TSRL
- c. Shall research and review softball procurement options to be presented to the Managers for approval.
- d. Perform other duties as assigned by the Commissioner.

### **Section III - Treasurer**

- a. Shall maintain and ensure effective management of all TSRL financial records.
- b. Shall be sufficiently familiar with legal documents (articles, by-laws, IRS letters, etc) to note applicability during meetings.
- c. Manage finances of the organization which can include:
  - i. Pay bills
  - ii. Make deposits
  - iii. Track financials in a bookkeeping system
  - iv. Provide financial reports to outside bookkeeper or auditor
- d. Administrate fiscal matters of TSRL.
- e. Develop yearly budget with the Commissioner for presentation and approval at the Manager's meeting.
- f. Authorized as a check signer.
- g. Perform other duties as assigned by the Commissioner.

# Twelve Step Recovery League (TSRL)

## Constitution and By-Laws

### Section IV - Rules and Ethic Director

- a. Seek out new and potential additions to TSRL rules and codes through the most efficient and effective means available.
- b. The responsibility of the Director is to gather and submit information about adult softball trends regarding safety and integrity in reference to playing softball, competition rules, ethics and discipline.
- c. Assists the Commissioner and Vice Commissioner to coordinate all activities regarding the development of rules, ethics and the baseline for discipline.
- d. Perform other duties as assigned by the Commissioner

### Section V - Secretary

- a. Take notes at all Board meetings and Manager's meetings.
- b. Send and/or post meeting minutes to the TSRL website. To be posted no later than thirty days after meeting.
- c. Maintain all TSRL records and ensure effective management of organizational records.
- d. May serve as the webmaster.
- e. Perform other duties as assigned by the Commissioner

### Section VI - Tournament Director

- a. Plans and coordinate the logistics of the annual tournament(s) that include but are not limited to:
  - i. Bracketing
  - ii. Scheduling Teams and Fields
  - iii. Liaison with the Umpire organization
  - iv. Procuring equipment
  - v. Perform other duties as assigned by the Commissioner

## Article VII – Finance and Accounting

### Section I -

The Board of Directors shall decide all matters pertaining to the finances of the TSRL and it shall place all income including auxiliary funds, in a common league treasury, directing the expenditure of same in such manner as will give no individual or team an advantage over those in competition with such individual or team.

### Section II -

The Board shall not permit the contribution of funds or property to individual teams, but shall solicit same for the common treasury of the TSRL, thereby to discourage favoritism among teams and to endeavor to equalize the benefits of TSRL.

# Twelve Step Recovery League (TSRL) Constitution and By-Laws

## **Section III -**

The Board shall not permit the solicitation of funds in the name of TSRL unless all of the funds so raised are placed in treasury.

## **Section IV -**

The Board shall not permit the disbursement of TSRL funds for other than the conduct of TSRL activities in accordance with the rules and policies of TSRL.

## **Section IV -**

No Manager, Board Member or Member of TSRL can receive, directly or indirectly any additional salary, compensation, or loan from TSRL.

## **Section VI -**

All monies received including auxiliary funds, shall be deposited to the credit of TSRL in a bank account approved by the Board and all disbursements shall be made by check. All checks shall be signed by the TSRL Treasurer or the Commissioner

## **Section VII -**

The fiscal year of TSRL shall be the "Calendar Year".

## **Section VIII - Distribution of Property upon Dissolution**

Upon dissolution of TSRL and after all outstanding debts and claims have been satisfied, the Members shall distribute the property of TSRL to such Federally Incorporated entity maintaining an objective similar to that set out herein, which are or maybe be entitled to exemption under Section 501(c)(3) of the Internal Revenue Code or any future corresponding provision.

## **Section IX - Treasures Report**

At the January meeting the Treasure will report on the final financials of the previous year for review and motion to accept.

## **Section X - Budget**

In February, the Treasurer will present a proposed budget for approval for the coming year. S/he will answer all questions pertaining to the income/expense of the proposed budget.

- a. TSRL reserved the right to disperse league monies for payment of bills and fines.

## **Article VIII - Committees**

### **Section I - Rules and Ethics Committee**

- a. This committee shall make recommendations to the board of Directors for immediate and future directions regarding TSRL rules, conduct and ethics violation.
- b. Members of the Committee:
  - i. The Rules and Ethics Director will act as Chair of this committee



# Twelve Step Recovery League (TSRL) Constitution and By-Laws

- ii. Up to three Manager elected by the Board of Directors
- iii. The Commissioner or Vice Commissioner shall be ex-officio member of this committee.
- c. Committee Responsibilities:
  - i. The committee shall review players, coaches, directors and managers actions that involve conduct detrimental to the purposes and objectives of TSRL.
  - ii. They will study and make recommendations for the playing rules of TSRL coed slow-pitch softball.
  - iii. They shall review, study and formulate the official playing rules governing the game of softball making recommendation to the Board on all proposed changes.

## **Section II - Classification Committee**

- a. This committee will consist of the Board of Directors. If each division is not represented by a Board member, then the Board of Directors will duly appoint a division representative.
- b. Committee Responsibility:
- c. This committee will review and make appropriate division classification of TSRL teams.

## **Article IX - Team Managers**

- a. Attend all Managers meeting.
- b. As a team manager you will represent your team in TSRL and be responsible for, yet not limited to the following:
  - i. Remit annually all registration fees as set forth by the Board of Directors.
  - ii. Responsible for all monies and dues owed to TSRL.
  - iii. Enforce and abide by the rules and regulations of TSRL as set forth by the league Rules and By-laws.
- c. Responsible to see that TSRL rosters, exemption forms, minor supervision clause, pick-up player form, are submitted to the Commissioner by agreed upon deadlines.

## **Article X - Amendments**

### **Section I – By-Law Amendment’s**

These By-laws may be amended, repealed or altered in whole or part by two thirds total Manager vote at any duly organized meeting of the Managers provided notice of the proposed change is included in the notice of such meeting.

### **Section II – Rule Amendments**

The TSRL playing rules may be amended, repealed or altered in whole or part by a two thirds total Managers vote at any duly organized meeting of the Managers provided notice of the proposed change is included in the notice of such meeting.