



Goddard Slow-Pitch Softball Association

CONSTITUTION

April 11, 2011

CHANGE HISTORY

Amended 4/5/2011: Modified Article II to make membership requirements consistent with GEWA constitution; modified Article III to revise officers and EC membership to be consistent with GEWA constitution; modified Article IV to be consistent with GEWA constitution; minor wording changes to Article V for internal consistency; modified Article VII to be consistent with GEWA constitution.

Amended 2/03/06: Modified section 3 to address order of succession

Amended 4/28/04: Added Post-Season Tournament Director

Amended 3/11/03: Re-formatted and made a number of small changes and corrections (see GSPSA-Proposed-Changes-2003-Constitution.doc)

Amended 2/17/02: Added V.P. of Activities

Amended 2/17/98: Changed Player Limitation text

Amended 2/18/97: Added Webpage Curator

Amended 2/21/95: Separated V.P. Grounds and V.P. Facilities into two positions and added V.P. Rules and Regulations

Amended 2/25/93: Eliminated V.P. Activities and Public Information Officer and added Mixed League Representative

Article I. Purpose

The purpose of the Association is to provide wholesome competitive recreation in the form of slow pitch softball for employees of the Goddard Space Flight Center (GSFC).

Article II. Membership

A.GEWA Constitution Requirements

In compliance with the GEWA Constitution, Club Membership is limited to:

1. All NASA Civil Service employees;
2. Retired GSFC civil servants;
3. Other government agency employees stationed at GSFC;
4. Contract, grant or affiliated employees as verified by LISTS; and
5. Members of their immediate families.

In addition, GEWA allows Guests as invited participants in club activities.

B.GSPSA Requirements:

The GSPSA definition of an eligible softball player is:

1. An eligible GEWA club member as defined above;
2. Any person meeting the Membership policies of the GSPSA Policy Book; or
3. A Guest with prior approval of the GSPSA Executive Committee

Article III. Association Administration

Section 1. Officers

Officers of the club are as follows:

1. President
2. Vice President
3. Secretary
4. Treasurer

In compliance with requirements of the GEWA Constitution and By Laws, at least one of the officers shall be a NASA civil servant; all other officers shall be either a NASA civil servant, a Goddard retired civil servant, or an on-site contract employee (as defined by LISTS or its replacement).

Section 2. Executive Committee

The Executive Committee (EC) will consist of the following:

1. Club Officers as defined in Section 1.
2. Commissioners for:
 - Leagues (one commissioner for each league)
 - Scheduling
 - Grounds
 - Facilities
 - Rules & Regulations
 - Umpires
3. Directors for:
 - Activities
 - Club History (Historian)
 - Public Information (PIO)
 - Tournaments

- Concessions
- Webpage Curator
- Post-Season Tournaments
- Co-Ed League Coordination
- Other directors as deemed necessary or appropriate by the Executive Committee to administer the Association.

Section 3. Board of Directors

The Board of Directors (BoD) will consist of the following:

1. Executive Committee
2. Team Captains for each team in the Association

In compliance the GEWA Constitution and By Laws, BoD members who are either NASA civil servants, Goddard retired civil servants, or on-site contract employees (as defined by LISTS or its replacement) shall be voting members.

Section 4. Election of Executive Committee and Term of Office

All officers and commissioners of the Association are to be elected by the Captains of the teams during the "off season" and before the new season commences. The President will issue a call for nominations after the start of the calendar year. Nominations will be accepted from the floor.

For purposes of Association business, each Team's captain will represent their franchised teams until the following season. A team is considered franchised until April 1 of the following year. Franchises will be renewed or new franchises granted after the first general organizational meeting, and according to the date selected by the President or the Executive Committee.

All directors on the Executive Committee will be appointed by the President and approved by a vote of the Executive Committee.

Section 5. Vacancies-Executive Committee

A vacancy in any office occurs immediately upon resignation, transfer, disqualification for cause or otherwise. The President shall appoint a replacement with the approval of the Executive Committee. A Committee member not performing his prescribed duties in a satisfactory manner may be voted out of office by a vote of two-thirds of the Executive Committee.

Section 6. Functions of the Board of Directors

1. The BoD shall meet at least once during the "off season" to plan for the upcoming playing season and to enable the team captains to elect a new Executive Committee.
2. The BoD shall meet whenever deemed necessary by the Executive Committee to vote on changes to the Constitution and on rule changes as deemed necessary by the Executive Committee.

Section 7. Duties of the Elected Officers and Commissioners

A. President

The President shall be the principal executive officer of the Association and shall be subject to the control of the Board of Directors. He shall, in general, supervise and control all of the business affairs of the Association. He shall preside at all meetings of the Executive Committee or Board of Directors, and shall perform all duties incident to said office, and such other duties as prescribed by the Board of Directors within the limits of the Constitution and the Rules and Regulations of the Association. He will act in the absence of any Executive Committee officer where needed.

B. Vice President

The Vice President shall perform the duties of the President in his absence.

C. Secretary

The Secretary shall:

1. Keep minutes of meetings of the Executive Committee and Board of Directors.
2. See that all notices are promptly distributed as reflected in the Association actions.
3. Notify all Executive Committee members of all scheduled working meetings.
4. Perform all duties incident to the Office of Secretary and such other duties from time to time as assigned by the President.

D. Treasurer

The Treasurer shall:

1. Have charge and custody of and be responsible for all funds of the Association. Receive, and give receipts for, all monies payable to the Association from all sources whatsoever and deposit all such monies in the name of the Association in bank, trust company, or other depositories such as NASA Credit Union as selected by the Executive

Committee. Disburse Association funds to meet the financial obligations of the Association as approved by the Executive Committee.

2. Submit a yearly budget for approval prior to the start of each season.
3. Provide a monthly financial statement to the President and/or all Executive Committee members during the regular softball season.
4. Provide a year-ending financial statement to the President by fiscal year ending, Oct. 31st.
5. Perform all of the duties relevant to the Office of Treasurer and such other duties from time to time as assigned by the President.

E. League Commissioners

Each League Commissioner shall:

1. Be the principal officer of his league.
2. In cooperation with the Commissioner of scheduling, re-schedule all postponed games within his league.
3. Keep a record of all players within his league.
4. Enter scores for each game played into the website prior to the next scheduled game for his league. This is usually the following week.
5. Print and post a weekly league standings sheet at the fields prior to the next scheduled day the league plays.

F. Commissioner of Scheduling

The Commissioner of Scheduling shall schedule all fields for purpose of practice and regular play for the entire season. He shall reschedule all make-up fields and from time to time perform duties assigned by the President or the Executive Committee. In the absence of the Commissioner of Scheduling, the President shall perform the rescheduling duties.

G. Commissioner of Grounds

The Commissioner of Grounds shall be responsible for the maintenance of the fields and shall perform such other duties from time to time as assigned by the President or the Executive Committee.

H. Commissioner of Facilities

The Commissioner of Facilities shall be responsible for the maintenance of the facilities and shall perform such other duties from time to time as assigned by the President or the Executive Committee.

I. Commissioner of Rules and Regulations

The Commissioner of Rules and Regulations shall be responsible for maintaining the Association's published set of Rules and Regulations and ensuring

compliance with the GSPSA Constitution, the GSPSA Policy Book, the current Amateur Softball Association (ASA) Rules and the GEWA Constitution.

K. Commissioner of Umpires

The Commissioner of Umpires shall:

1. Prepare an annual roster of umpires consistent with the needs of each league.
2. Train umpires.
3. Schedule umpires.
4. Maintain accountability of games worked and fees paid to the umpires.

Section 8. Duties of the Directors

A. Director of Activities

The Director of Activities shall organize such activities as All-Star Game(s), Banquets, Awards Presentations and other events of that nature. The Director of Activities shall select and coordinate the purchase of all materials associated with awards of the Association. Additionally, the Director of Activities shall be the POC and coordinator for any external groups seeking to use the softball facilities. The Director of Activities shall perform other such duties as assigned from time by time by the President.

B. Historian

The Historian shall develop and maintain the history of the Association. The Historian shall work with the Webpage Curator to ensure that the Association's history is prominently displayed on the Association's webpage.

C. Public Information Officer

The Public Information Officer shall develop and maintain materials such as flyers, posters, articles, and the like, to promote the Association to the GSFC workforce and attract new members to the Association. The Public Information Officer shall work with the Director of Activities and other members of the Executive Committee to periodically publish articles that highlight and promote the activities of the Association to the GSFC workforce.

D. Tournament Director

The Tournament Director and his Committee shall:

1. Establish suitable tournament dates prior to March 1st, with approval of the Executive Committee.
2. Review all materials and procedures pertaining to tournaments (Procedural changes need Executive Committee Approval).

3. Handle the mailing and receipt of tournament invitations and monies.
4. Establish and maintain coordination between the Director of Concessions, Commissioner of Umpires, the Director of Grounds, and Director of Facilities.
5. Direct the Tournament and enforce all Tournament Rules, including protests.

E. Director of Concessions (appointed by Executive Committee)

The Director of Concessions shall:

1. Handle all affairs associated with the operation of the concession facility.
2. Provide a weekly report to the Treasurer of the previous weeks' receipts.
3. Provide concession services for such special events as the All-Star games, tournaments, etc., in addition to the regular season's operations.

F. Webpage Curator

The Webpage Curator shall:

1. Establish, maintain, and update the GSPSA webpage.
2. Take inputs from all members of the Executive Committee for the purpose of updating the webpage.
3. Assist the Commissioner of Scheduling in disseminating information on game schedules, rained out games, postponed games, and makeup games.
4. Post and update team rosters on the webpage.

G. Post-Season Tournament Director

The Post-Season Tournament Director shall organize and run the annual post-season tournament that's only open to GSPSA franchised teams.

H. Director of Co-Ed League Coordination

The Director of Co-Ed League Coordination shall:

1. Represent the GSFC Co-Ed League at all GSPSA Executive Committee meetings.
2. Plan and supervise the Mixed League pre-season work party.

Article IV. Power and Responsibilities of the Executive Committee

Section 1. Meetings

The Executive Committee shall meet at least once in every month during the regular season. The date and place of such meetings shall be stated by the President.

Section 2. Voting

- A. To pass a resolution by the Executive Committee requires a majority vote, providing a quorum is present. A Quorum is defined as a minimum of five members.
- B. Each member of the Executive Committee is entitled to one vote. In compliance the GEWA Constitution and By Laws, EC members who are either NASA civil servants, Goddard retired civil servants, or on-site contract employees (as defined by LISTS or its replacement) shall be voting members.

Section 3. Authority & Order of Succession

The Executive Committee shall have entire authority in the management of affairs and finances of the Association and shall have general control of all its property. All rights and powers connected therein shall be vested in them.

In the absence of the President, the Order of Succession shall be the Vice President, the Secretary, and the Treasurer, in that order.

Section 4. Rules & Policies

The Executive Committee shall make such rules and policies as they deem proper respecting the use of the Association's property; they shall prescribe policies for the admission of guest teams, set penalties for offenses against the rules and policies, and make rules or policies for their own government and for the government of the committees appointed by them.

The Executive Committee shall publish a set of Rules and Regulations governing such matters as playing rules, field conditions, use of facilities, and the like.

The Executive Committee shall publish a Policy Book governing such matters as policies for their own government, league and franchise policies, membership policies, personal conduct policies, facility and safety policies, playoff and award policies, and the like.

Section 5. Appropriations

The Executive Committee shall make all appropriations from the funds of the Association.

Section 6. Audits

The Executive Committee shall audit records of the Treasurer, Director of Concessions, and of the committees.

Section 7. Suspensions and Expulsions

The Executive Committee shall have the power to suspend or expel any member of the Association for violations of the Constitution, the Rules and Regulations, the Policy Book, or for conduct which the Executive Committee shall deem improper.

No GSPSA member shall be expelled or suspended for longer than 30 days without a Case Hearing between that individual and the Executive Committee.

Appeal Hearings may be conducted upon the request of the suspended player in cases where suspensions of 30 days or less have been assigned. The suspended player must request a hearing within 7 days of the start of his suspension by contacting the GSPSA President. A quorum, as defined in the Article IV, Section 2, must be present to conduct a hearing. The terms of the suspension or expulsion levied upon the player at the hearing shall be considered final, and no further appeal from the suspended/expulsed party will be accepted.

Article V. Franchise Procedures and Player Eligibility

Section 1. Franchise Procedures

A request for a team franchise consists of:

1. Participating in the formal registration process by submitting to the Executive Committee, on the date indicated by the President at the first general membership meeting of the season, the following:
 - a. A completed "Franchise Request Form"
 - b. A completed "Roster Form" and "Waiver Form"
 - c. A Franchise Fee deposit (minimum amount and refundable amount will be announced at the first general membership meeting of each season).
2. The team franchise fee will be established and collected each year to help cover the cost of the Association's operation. The franchise fee will be determined during the "off-season" budget review conducted by the Executive Committee. The franchise fee will be announced at the first general membership meeting of each season.
3. New franchises will be considered based on the date of receipt and on the needs of the GSPSA as judged by Executive Committee.
4. "Returning" or "Established" franchises will be given first priority for League placement.

Section 2. Rosters

- A. Team captains will submit their roster to the Executive Committee prior to the start of the season as stated in Article V, Section 1.
- B. Each team roster will be limited to a maximum of twenty-five (25) and a minimum of twelve (12) players.
- C. A new franchise must have a minimum of fifteen (15) players.
- D. Team captains will submit additions to their rosters to the Executive Committee, up to the deadline posted on the official league schedule.

Section 3. Player Eligibility

- A. No player will be eligible for play unless his name has been added to the Team's Roster.
- B. A player is considered a "Free Agent" during the non-playing season.
- C. Any new Goddard employee (Article II) will be eligible to join a team throughout the current season.

- D. Any employee on post prior to the Player Transfer Deadline (on or about July 4th as specified on the official league schedule) of the season in question will not be eligible to join a team after that time.
- E. A player's eligibility in the League begins on the designated date for submitting rosters.
- F. If at any time during the season a team should withdraw, or be dropped from the League, the players will be eligible to play with any other team. Existing teams may pick-up a maximum of two of these players.

Section 4. Illegal Player

All games in which any team found guilty of using an illegal player(s) will be forfeited to the other team(s). Failure of a team to discontinue the use of an illegal player(s) will result in a Team's loss of future Franchise consideration. The illegal player(s) will be subject to a suspension deemed appropriate by the Executive Committee.

Section 5. Player Transfers

A player who desires to change teams during the playing season prior to the Player Transfer Deadline (on or about July 4th as specified on the official league schedule) must:

1. Complete the "Request for Transfer Form" available via download from the Association's website. Once this form is completed and submitted to the League Commissioner, the individual is permitted to play with his new team.
2. The League Commissioner must notify the team captain's in his league of the player's transfer.
3. Individuals may make a maximum of two (2) transfers per season.
4. No player transfers are allowed after the Player Transfer Deadline.

Article VI League Structure and Organizational Intent

Leagues will be established from personnel eligible for GSPSA membership under Article II of the Constitution.

Section 1. Regular League Structure

The League Structure will be set up so as to try to maintain leagues based on the caliber of play. In forming these leagues, the Executive Committee will use such criteria as:

1. Prior years standing
2. Current roster, and
3. Overall needs of GSPSA, for team placement.

Note that the Executive Committee, in an attempt to maintain caliber of play, reserves the right to move any team to whichever league it deems appropriate to better achieve a balanced league structure. Appeals concerning league placement will be considered by the Executive Committee only for unusual or significant circumstances.

Section 2. Additional Leagues

Additional League(s) may be established by the Executive Committee prior to the start of league play should they feel the need exists. The Executive Committee will determine any special eligibility and/or player limitation policies for such leagues based on the needs of the GSPSA for a given season.

Section 3. Player Limitations

The number of leagues that a player may participate in will be determined by the Executive Committee prior to the "franchise fee initial deposit" general membership meeting for each season and specified in the GSPSA Policy Book for that season.

In the event that a player violates the Player Limitation Policy, all games that the player participated in, by all teams with which the player participated, will be forfeited to the team(s) played. Both player and teams involved will be subject to penalties specified in Article V, Section 4 of this Constitution.

Article VII Amendment of Constitution

To change the Constitution, a simple majority of the Board of Directors must approve the change. This vote may be conducted by mail or phone if not enough teams are present to pass or reject a change at a scheduled meeting. Each eligible member of the Executive Committee gets one vote, and each team gets one vote. In compliance the GEWA Constitution and By Laws, BoD members who are either NASA civil servants, Goddard retired civil servants, or on-site contract employees (as defined by LISTS or its replacement) shall be voting members.

Glossary of Terms

GSPSA League Functions

These functions include all activities associated with the established softball leagues, Banquets, Socials, League meetings, etc of the GSPSA. The Goddard Summer Invitational Tournaments are not considered GSPSA league functions, as used in the following definitions. However, the GSPSA does manage these tournaments.

Probation

A state in which a player or all the members of a team has been placed because of a violation of the GSPSA Constitution, Rules and Regulations or Policy Book. The player or team is eligible to participate in any GSPSA league function. However, any subsequent violations of the GSPSA Constitution, Rules and Regulations, or Policy Book may result in suspension or expulsion. The length of probation shall be at the discretion of the Executive Committee.

Suspension

A state in which a player or all the members of a team has been placed because of violations of the GSPSA Constitution, Rules and Regulations, or Policy Book. The player or team is ineligible to participate in any GSPSA league function. The length of suspension shall be for a specified length of time as defined by the Executive Committee.

Expulsion

A state in which a player or team is permanently ineligible to participate in any GSPSA function including tournaments.

Illegal Player

A player shall be deemed illegal to participate in any GSPSA function (mostly a softball game) if he:

- a. Does not meet the GSPSA membership requirements (Article II Section B)
- b. Is currently suspended or expelled
- c. Violated any procedures set forth in this Constitution, or in the Rules and Regulations, or the Policy Book.

LISTS

Goddard Locator and Information Tracking System, used to identify badged center employees.

New Franchise

A new franchise is one that was not franchised in the previous year or a team that has 4 or fewer ballplayers remaining from a previous year on its new roster. The Executive Committee will use its discretion in this determination caused by any unusual circumstances. Under a new franchise it would be possible for a team to have 4 or fewer ballplayers from one or more franchises existing from the previous year.

Returning or Established Franchise

A returning or established franchise is one that was franchised in the previous year and which has 5 or more players from that team on its new roster. In the event that a dispute arises as to franchise ownership, the dispute is expected to be resolved by the teams themselves. If the teams cannot resolve the dispute, the Executive Committee will make an arbitrary binding decision.