

Guidance Documents for Softball Solutions of Sandia Laboratory

Document 1: Constitution

Document 2: By-Laws

Constitution

Of Softball Solutions of Sandia Laboratory

Created April 29, 2018

Article I. Name

The official name of the organization shall be Softball Solutions of Sandia Laboratory, henceforth referred to as either SSSL or the Association.

Article II. Membership

Membership in SSSL shall be limited to individuals who meet one of the following criteria:

- Current Sandia Employees
- Current Sandia Contractor (in-place, found in the Sandia Directory)
- Officially Retired Sandia Employee (i.e. eligible for Sandia retirement [pension, 401(k)] benefits)
- Current DOE/NNSA employees working at the Sandia Site Office
- Current KAFB personnel (active duty, civilians, contractors)
- Cohabitant Significant Other or Spouse of any SSSL member
- Legal Dependent of any SSSL member at least 14 years of age and under 26 years of age

To be considered a member of SSSL you must be registered on a SSSL team for the current season and have a current SSSL waiver on file with the SSSL Executive Committee

Members of other affiliated organizations (i.e. Sandia Laboratories Softball Association, SLSA) are not considered members of SSSL unless they are also separately registered on a SSSL team. A player may not be registered on a SLSA and SSSL team in the same league during the same season.

Article III. Government

Section 3.01

The governing body shall be the Executive Board, which shall consist of at least three members: President, Vice-President, and Treasurer, plus additional members at large.

Section 3.02

The Executive Board should consist of at least one member from each established league (i.e., Men's A, Men's B, Men's C, Co-Ed, and/or Women's).

Section 3.03

The Executive Board shall exercise and discharge all duties and powers as granted and required by the Constitution, By-Laws, and Rules of Play.

Article IV. Amendments

Section 4.01

Any change to the Constitution, By-Laws, or Rules of Play requires the affirmative vote of two-thirds (2/3) majority of the Executive Board.

Section 4.02

At a minimum, these guidance documents of SSSL shall be reviewed every three (3) years. The Executive Board shall create a committee for this purpose.

Article V. Liability

Section 5.01

Association members shall participate at their own risk. Neither Sandia National Laboratories, SERP, SSSL, the SSSL Executive Board, National Technology and Engineering Solutions of Sandia, LLC (NTESS), nor the Department of Energy shall assume responsibility for injuries incurred.

Section 5.02

All SSL members are required to sign and submit to the SSSL executive committee a liability waiver prior to participation in any SSSL events.

By-Laws

Of Softball Solutions of Sandia Laboratory

Created April 29, 2018

Article I. Association and Governing Body

Section 1.01

Softball Solutions of Sandia Laboratory (SSSL) shall promote and organize men's, women's, and Co-ed slow pitch softball leagues.

Section 1.02

The governing body of the Association shall be the Executive Board, consistent with the SSSL Constitution.

Section 1.03

The Executive Board may create committees as deemed necessary and appropriate (e.g. Field Maintenance, Rules, and Scheduling). Each committee will consist of, at a minimum, a chairperson selected by the Executive Board. The chairperson will be a member of the Executive Board. Additional committee members may be selected from a pool of team representatives or league volunteers.

Section 1.04

All decisions under the jurisdiction of the Executive Board shall be determined by the affirmative vote of a simple majority (1/2) of the Executive Board. In the event that a required position on the Executive Board is vacant, that position will not be counted towards the majority count for votes.

Article II. Elections

Section 2.01

Volunteers for elected positions on the Executive Board (see Section 3.01 of the Constitution) will be solicited from the SSSL membership at the conclusion of the summer season.

Section 2.02

In the event that multiple persons are interested in an elected position, an election will be held thirty days after the conclusion of the summer season. The manager of each team in each established league shall have the opportunity to appoint a representative to vote in this election. The vote will be held via a means determined by the Executive Board.

Section 2.03

Elected officials will assume office on January 1 of the following year; their term of office will expire on December 31 of that year.

Section 2.04

The term for elected officials shall be limited to three years at a given position and is not to exceed five consecutive years of membership on the Executive Board.

Section 2.05

In the event that a position on the Executive Board is vacant due to lack of nominations, resignation, or dismissal, the remaining members of the Executive Board may appoint an individual to the position.

Article III. Notification of Significant Actions

Written notification of any significant action by the Executive Board (e.g., game schedules, call for a general meeting, listing of Board members, controversial decisions) shall be accomplished by **prompt** correspondence to either (a) each member of the Association directly or (b) to the Manager of each team in the Association who will be responsible for disseminating the information to the members of his/her team.

Article IV. Duties of League Officials

Section 4.01 Government

The SSSL is governed as described in Article III of the Constitution.

Section 4.02 Responsibilities

The Executive Board is responsible for all aspects of league play including:

- (a) Finances (Determining the annual budget, setting all applicable fees, paying for league costs)
- (b) Scheduling (Setting the season, post-season, and make-up schedule as well as the distribution of such schedules to the league managers)
- (c) Rules (Administration, Interpretation, and Revision)
- (d) Records (Maintain current versions of the Constitution, By-Laws, and Rules, retaining league standings and scores, retaining probationary/suspended teams/players)
- (e) Committees (Committees may be created as necessary to address specific needs of the Executive Board)

Section 4.03 Meetings

- (a) Meetings of the Executive Board shall be scheduled as necessary.

- (b) Executive Board members are expected to attend all meetings as possible. Failure to attend required meetings may result in dismissal from the position. The remaining members of the Executive Board may then appoint another candidate to the position.

Article V. Membership and Fees

Section 5.01 Membership

Membership in the SSSL shall be administered on a seasonal basis.

Section 5.02 Fees

Seasonal team fees shall be determined by the Executive Board and shall be fully due and payable prior to the start of the softball season.

Section 5.03 Team Registration

Team registration requires completion of the following:

- (a) Submission of the official team roster form as provided by the Executive Board
- (b) SSSL membership for all players on the roster (including SSSL liability form)
- (c) Payment of SSSL team fees

Section 5.04 Registration Timeline

- (a) The call for the start of the season (including start dates and deadlines) shall be sent by the Executive Board no later than two months prior to the start of the season.
- (b) Registration and fees shall be due one month prior to the start of the season. Late registrations received after this deadline will be subject to at most a 25% late fee.
- (c) No registrations will be accepted later than two weeks prior to the start of the season. Exceptions to this rule can be granted on a case-by-case basis by the Executive Board.

Section 5.05 Post-season play

To be eligible for post-season (tournament) play, an individual must be a rostered member of the team four weeks prior to the last regularly scheduled season game. Make-up games will not affect this date.

- (a) A member of SSSL choosing to withdraw from their team during the season (for reasons other than disciplinary action) may be replaced by a new member who meets all eligibility requirements defined in Article III of the Rules of Play.
- (b) Special circumstances can be reviewed by the Executive Board for possible additions prior to the tournament.

Article VI. Funds

Section 6.01

The funds collected in dues/fees shall be used as an operating fund for the SSSL to be disbursed at the direction of the Executive Board in the best interest of the SSSL.

Section 6.02

All funds collected by SSSL shall be deposited into a checking account.

Section 6.03

All disbursements of SSSL funds shall be made by check or electronic funds transfer.

Article VII. Equipment Inventory

Section 7.01

The Executive Board shall be responsible for the storage, maintenance, check-out, etc. of all property (bats, bases, etc.) owned by SSSL.

Section 7.02

All equipment checked out by a team shall be returned to Executive Board.

Article VIII. Rules of Play

Section 8.01

SSSL games will be governed by the Rules of Play of the Sandia Laboratories Softball Association (SLSA). In cases where SLSA is specifically mentioned in the SLSA Rules of Play, SSSL shall be substituted when SSSL teams are involved. It is the responsibility of each team Manager to be familiar with these rules and to provide copies for each of his/her roster players.

Section 8.02

In games where a SSSL team is playing a SLSA team, both teams shall follow the same rules of play. Any protests in accordance with Article V of the SLSA Rules of Play shall be resolved by the Executive Boards of both SLSA and SSSL by a joint committee comprised of all members of both Executive Boards. Where there is disagreement or a conflict the president of SLSA shall preside over the president of SSSL.

Article IX. Organization of Leagues and Teams

Section 9.01

The Executive Board will have the responsibility for organizing teams into leagues for regular season and tournament games. The fundamental philosophy employed in achieving league assignments will be the recreational nature of softball in the SSSL and the long-term welfare of SSSL. To that end, the Executive Board reserves the right to assign new and continuing teams to leagues in a manner that ensures a reasonable level of competition within each league.

Section 9.02

Leagues will be created in the following categories, as player and team interest allows: Men's, Women's, and Co-Ed. Additional leagues may also be created to allow for varied competitive levels within each category, e.g. Men's A and Men's B, and will be considered separate leagues

for the purposes of these documents. These leagues may contain teams from SSSL and from other affiliated organizations (e.g. SLSA).

Section 9.03

Leagues are ordered by their competitive nature for the purposes of substitutes. Men's leagues, beginning with A, are considered the most competitive, then Co-Ed, ending with Women's. For female players, Co-Ed and Women's league will be considered equally competitive.

Section 9.04

In order to achieve the reasonable level of competition cited above, the measures the Executive Board considers may include, but are not limited to, total number of leagues, number of teams in any given league, inter-league competition, and adjustment of the Rules and Regulations.

Section 9.05

The Executive Board will ensure that all teams in their respective leagues are scheduled for an equal number of games. If this is not possible, an adjustment of dues/fees will be warranted. Reasonable attempts will be made to reschedule games that are postponed, but a team's choice to not accept a rescheduled date will not be grounds for a refund of fees.

Section 9.06

If a team's roster consists of seven (7) or more players from the previous season, that team will be regarded as the same team fielded in the previous season.

Section 9.07

All teams will be given the opportunity to indicate their preference in league assignment when roster materials and dues/fees are submitted. However, final decision as to league assignment will be made by the Executive Board in the interest of competitive play and league balance.

Section 9.08

All league assignments can be appealed to the Executive Board; however, the decision of the Executive Board is final and binding.

Section 9.09

Teams from the SLSA and SSSL organizations may be scheduled to play each other within a given league, and therefore a player may not be rostered on teams in both organizations within the same league.

Article X. Game Schedules

Section 10.01

The scheduling of all games shall be determined by the Executive Board.

Section 10.02

The Executive Board will be responsible for distributing the schedule for the entire season, including projected dates for the tournament, one week before the start of the season. If this is impossible, supplemental schedules will be distributed to team managers as soon as possible allowing at least one week's notice before any scheduled game.

Article XI. Awards and Team Standings

Section 11.01

Trophies or other forms of official recognition for play shall be determined by the Executive Board before the start of the season.

Section 11.02

The method used to determine final standings for the season and tournament seeding shall be a ranking within each league based on the highest-to-lowest percentage of victories. In the event of a tie between two or more teams, the ties will be resolved by employing, in the order given, the following strategies:

- (a) The number of victories in head-to-head competition (between tied teams).
- (b) The total runs scored in head-to-head competition (between tied teams).
- (c) Total runs scored in the entire season.
- (d) Coin flip.

Article XII. Interactions with Kirtland Air Force Base and the Department of Energy

All official matters requiring direct interface with personnel of Kirtland Air Force Base or the Department of Energy shall be channeled through the SLSA Executive Board and SERP.