

# Sun City Peachtree Softball Association By-Laws Effective January 1, 2024

*(supersedes all previous versions once signed and approved)*

## FORM CC-3

### ARTICLE I – GENERAL

- A The name of the club shall be the **Sun City Peachtree (SCP) Softball Association** (Association).
- B The Purpose for which this Association has been formed is to promote the sport of softball and operate one or more softball leagues at Sun City Peachtree (SCP) in Griffin Ga. consistent with these By-Laws (By-Laws). The Association shall establish leagues and other programs as needed to satisfy the growth and development of the Club.
- C These By-Laws will fully comply with the Community Association (CA) Governing Documents and Charter Club Rules and Procedures. In the event of a conflict between these By-Laws and the Documents and Rules, the Document and Rules will prevail.
- D This organization shall be operated as a not-for-profit association in accordance with the Georgia statutes and the CA Documents.
- E The Association’s Board of Officers will maintain and publish the policies and procedures ( our Policies & Procedures Manual developed in 2023 ), used for its governance that are not specifically addressed in these By-Laws.

### ARTICLE II – MEMBERSHIP AND DUES

- A Membership shall be open to all Association Members in good standing with an active resident ID card, aged 50 (fifty) and over (at the start of each season) without discrimination as to race, religion, color, gender, ethnic culture, or national heritage.
- B There shall be no precondition for Membership, nor will Members be required to join any national, state, or regionally affiliated organization.
- C **Guest Privileges**  
**Resident Guest** – All Association Members are eligible to join a Charter Club. Until they choose to do so, they are considered guests. They may attend up to three (3) functions as guests. Then they must join the Club to continue participation.

**Non-Resident Guest** – Non-resident guests may not attend any regularly scheduled Charter Club meeting as a guest.

**Developer Guest** – Developer employed Sales Associates and prospective homebuyers in the company of a Sales Associate or SCP Ambassador are considered Developer Guests.

- D Association dues will be determined annually by the Board of Officers (Board).
- E Proper behavior and decorum is expected from all Members. The Board has established a “Code of Ethics” (COE) that members will be required to read and sign each season.

Members who are abusive, project an undesirable or inappropriate image, or who unnecessarily and blatantly create turmoil, disruption, and dissension among Club Members, other Clubs, or the Association in general, may have their Membership suspended by the Club. The following are recommended steps for Club disciplinary action:

1. First Offense – written warning from Club
2. Second offense – short-term suspension by the Club
3. Third offense – longer-term suspension by the Club
4. Fourth offense – suspension in accordance with the procedure in Chapter Three, paragraph 3.1.3 of the Charter Club Rules and Regulations.

### **ARTICLE III- OFFICERS/MEETINGS OF THE BOARD**

- A The Association’s Board of Officers (Officers) shall consist of a minimum of three (3) Officers and can scale to a maximum of five(5) officers, based upon the need as determined by the Board. The recommended Board positions are below but can be changed as the needs of the Association vary from year to year. **The required positions are:**

**President,  
Recording Secretary, and  
Treasurer.**

Other Board positions are anticipated to be but can be adjusted as required by the Board. These positions are:

**Vice President  
Corresponding Secretary  
Co-Officer for any required position**

A quorum of fifty-one percent (51%) of the Board will be required to hold an official meeting.

- B All Board members shall be elected by a vote of the general membership at the Association's annual meeting by receiving the largest number of votes of those members present and those members represented by a properly completed and submitted "Absentee Ballot." Officers shall serve without compensation. Elections will be held at the Fall Meeting of each year and the new Officers will become effective on January 1 of next year.

Forty-five (45) days prior to the annual meeting names of active members will be submitted to the nomination committee of those interested in running in the fall post season election.

The names of the nominees will be made available to the general membership in a form determined by the nomination committee, at least fifteen (15) days prior to the annual meeting. No name will be nominated from the floor on the day of the annual meeting.

- C Officers shall serve for one (1) year; shall not exceed three (3) consecutive terms; may serve in varied board positions for a total of five (5) consecutive years; and after serving as an officer for five (5) consecutive years may not serve again for a period of one (1) year.
- D Newly elected or appointed officers shall within fourteen (14) days of taking office, read and understand the Community Association Rules and Regulation and the Charter Club Operating Manual and submit Forms CC-5 and CC-13 listing new Club officers and providing certification of understanding CA Rules and Regulations to the Lifestyle Director.

The Board, as deemed necessary may appoint coordinators and committee chairpersons as required.

- E The responsibility of the Officers shall include, but is not limited to...

1. **President** – The powers and duties of the President are:

1. Exercise general supervision over the business and affairs of this Association. Preside over all general meetings of this Association as well as the meeting of the Board. Call all meetings as required. Make appointments (including Committees) as required.
2. Report the business of this Association to the membership at the regularly scheduled meetings.
3. Appoint a committee of two (2) members to conduct a year-end audit of the Books and Records of this Association. The audit shall

be conducted, and results reported to the membership at the next scheduled meeting.

4. Serve as the liaison between the Association and the CA.
5. Serve as the liaison between the Board and Club committees as assigned by the Board.
6. Within 14 days of newly elected or appointed Officers, submit FORM "CC-5" listing all Association Officers to the CA Lifestyle Director.
7. Co-sign checks issued by the Treasurer as required.

2. **Vice-President** – The powers and duties of the Vice-President are:

1. Assume the duties of the President in the absence of the President.
2. Oversee the development of and compliance with League rules.
3. Serve as the liaison between the Board and Club committees as assigned by the Board.
4. Co-sign checks issued by the Treasurer as required.

3. **Recording Secretary** – The powers and duties of the Recording Secretary are:

1. To keep a full and complete record of the Association meetings and the Board meetings. If the Recording Secretary is not present the presiding President will appoint an acting Recording Secretary.
2. Other than financial records, maintain all Association records including the By-Laws, amendments to the By-Laws and meeting minutes for both Board meetings and other Association meetings.
3. Serve as the liaison between the Board and Club committees as assigned by the Board.
4. Assume the duties of the Corresponding Secretary in the absence of the Corresponding Secretary.
5. Co-sign checks issued as required.

4. **Corresponding Secretary** – The powers and duties of the Corresponding Secretary are:

1. To prepare and mail such notices as required by these By-Laws and which the Board deems necessary for the notification of members; and to maintain the official correspondence of this Association.
2. To ensure that scheduled events are adequately communicated to both Association members, as well as the SCP community.
3. To ensure that mechanisms are established for Association members to communicate with and to provide feedback to the Board.
4. Serve as the liaison between the Board and Club committees as assigned by the Board.

5. Assume the duties of the Recording Secretary in the absence of the Recording Secretary.
6. Co-sign checks issued as required.

5. **Treasurer** – The powers and duties of the Treasurer are:

1. To receive and safely keep all monies of this Association and deposit same in such bank as the Board may designate.
2. Prepare a proposed annual budget to be submitted and approved by the Board. After approval by the Board, submit FORM “CC-10”, Charter Club Budget to the CA Lifestyle Director.
3. Maintain a set of books and records that accurately records all receipts and expenditures of the Association.
4. Maintain original expense receipts to substantiate Association expenses.
5. Present financial reports as required at Board meetings and the annual membership meetings. Financial reports will be supplied to any member upon the member’s request.
6. Co-sign all checks with at least one (1) other Board member; assure all expenditures are made by the Association check or debit card.
7. Submit annual financial reports to the CA Lifestyle Director as required by the Rules.
8. Coordinate with the Charity / Fundraising Committee on any fundraising activity entered into by the Association.
9. Serve as the liaison between the Board and Club committees as assigned by the Board.

- E If an Officer resigns or is removed from office, the Board appoints an interim replacement for that office. The interim will fulfill the obligations of that position for the remainder of the calendar year.
- F During the league season, the Board will meet on a monthly basis and during the off-season will meet as necessary, determined by the President, to prepare for the next season.

**ARTICLE IV-MEETINGS OF THE FULL CLUB MEMBERSHIP**

A Types and Frequencies of Meetings

Regular Membership Meetings:

***Twice per Year (one per season)***

Required Business Meetings of Officers:

***Monthly***

Nomination of Officers:

***September***

Election of Officers Meeting:

***November***

Will you host annual special events?

***YES (2 per year, one each season,  
actual dates TBD.***

**B Voting and Quorum Procedures**

Voting is done by registered members via paper ballot or electronically, which can be mailed or filed via e-mail. All ballots must be signed by members.

A quorum is not necessary – all complete votes received by the published cutoff date/time are counted.

**ARTICLE V- INCIDENT/ACCIDENT REPORT**

- A** Management shall prepare appropriate Incident/Accident Report for any incidents or accidents occurring during Association events and forward the report to an Officer who will then approve and forward it to CA Lifestyle Director or CA General Manager within forty-eight (48) hours of the reported incident or accident.

**ARTICLE VI – FINANCIAL MATTERS**

- A** The fiscal year of the Association shall be from January 1 to December 31 (calendar year).
- B** Financial records shall be maintained for a period of seven (7) years. These records shall be passed on to and remain with the current Treasurer.
- C** All expenditures must be paid for by check/debit card regardless of the amount.

All checks written by the Association require two (2) Board signatures, one of which must be the Treasurer. Debit card purchases must be approved by the Treasurer before the transaction is completed. The Treasurer will maintain control over the physical debit card.

All procurement shall be consistent with the provision of the Association budget, which shall be approved annually by the Board. All non-budgeted expenditures need Board approval by a majority vote of the Officers.

- However, any expenditure must be presented to the Board before the transaction takes place.
- D Financial records shall be certified on an annual basis by an individual selected/appointed by the President. The certification will exclude any Officer or a member of their immediate family. The results of the certification shall be presented at the fall general membership meeting banquet and duly recorded in the applicable minutes of the meeting at which it was presented.
- E Cash and Inventory Control shall be the responsibility of the Board. The financial records shall include a record of all monies collected and dispersed from the Association's checking account. The treasurer shall submit an annual financial report to the general membership based on the calendar year.
- F All Board members coordinators, and committee chairs need to submit their budget for the following year to the treasurer no later than December 15 in order for the Treasurer to prepare the "CC-10", Charter Club Budget. Items not submitted are subject to non-approval for purchase and the availability of funds.

### **ARTICLE VII –COMMITTEES and COORDINATORS**

- A Permanent standing Committees and Coordinators (as deemed necessary) are referenced below as follows, including but not limited to...

#### ***Auditing***

The Board will solicit qualified volunteers to conduct the annual financial review. If no volunteers are found the Board will approach the CA Lifestyle Director to obtain reviewers.

#### ***Rules***

These Committees will review current rules and suggestions from members to ensure they are necessary, appropriate and in the best interest of the players, and recommend such changes to the Board.

#### ***Charity / Fundraising Committee***

This Committee will be responsible for coordinating and implementing processes to lead fundraising events for various Softball Club and social organizations. Recent activities included 'Stand-Up to Cancer' and Hometown Heroes, where monies are raised to support the underprivileged children of Griffin.

#### ***Competition***

This Committee will evaluate players and review and recommend changes to the substitution list and player rankings.

***Nomination***

This Committee will solicit and recommend nominations for Board positions during an election period and in the event a vacancy exists.

***Protest and Member Conduct***

This Committee will decide game suspensions and protests. It will also make recommendations on how to deal with member and spectator conduct issues reported to the Board.

***League Coordinators***

There will be at least one coordinator for each League or Organization in existence.

These positions provide general oversight to the activities of each league and are responsible for reporting any matters requiring Board attention.

***Sponsorship Coordinator***

Seek new sponsors and retain existing ones. Function as liaison between the Board and the sponsor. Coordinate production of banners with the sign vendor and arrange for said item to be displayed. Develop appropriate correspondence and documentation such as required.

***Concessions Coordinator***

Determine food items and pricing. Purchase all food, drinks, and non-perishable items for those times when it is a "club event." Has oversight responsibility for the operation of the concessions area at both opening and closing.

***Grounds and Facilities Coordinator***

Ensure the playing field is in good condition and is safe for players. Oversees facilities construction, remodeling and upgrading as necessary or appropriate. Monitors inventory of supplies needed for preparing the field for play and ordering such items.

***Coordinators of Umpires (by League)***

Conduct an officiating clinic to train umpires to improve umpiring skills and knowledge of the rules. Assigns umpires for each game. Will meet with league rules committees to provide input on existing and potential rule changes.



### ***Coordinator of Scoreboard Operations***

Ensure a Scoreboard Operator is assigned to work each game. Will ensure scores of each game are tracked accurately by Scoreboard Operators. Also, operators are responsible for turning the equipment on and off and inspecting the equipment to ensure it is operating properly.

### ***Coordinator of Scorekeepers and Statistics***

The primary responsibility is to document in-game statistics for each team and player. Responsible for training scorekeepers to create a basic understanding of the rules and scoring conventions.

### ***Veterans Day Game Coordinator***

Coordinate all activities for this annual game, including sponsorship, costs, player selection and supporting game day activities and endeavors.

#### **B. Appointment of Committee Chairs.**

The Board elect for the upcoming Club year shall appoint the chair of all committees.

#### **C. Operation of Committees.**

All committees will have written mission statements assigned prior to committee appointment.

## **ARTICLE VIII- AMENDMENTS**

- A Amendments to these By-Laws require a two-thirds (2/3) vote of the members present at a meeting duly called for such purpose.
- B Proposed amendments will be communicated to members, by the Secretary, via email and will be posted on the Association section of the Club Peachtree and the Association's websites. Once posted, the vote will take place within thirty (30) days of the posting. Voting will take place at a location to be determined and communicated to the members.

## **ARTICLE IX - DISSOLUTION**

- A Upon dissolution of the Association and after all debts have been satisfied, all Association property and assets shall be turned over to the CA.

**For the SCP Softball Association**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**For the Community Association**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**