

OFFICIAL BYLAWS OF THE  
CACTUS CITIES SOFTBALL LEAGUE, INCORPORATED

Effective 2/1/2025

ARTICLE ONE - NAME, PURPOSE AND LOCATION

1.1 The name of this organization is Cactus Cities Softball League, Incorporated (hereafter "CCSL").

1.2 The purpose of the CCSL is to foster local, regional, national and international sports competition predominately for gays, lesbians, and anyone dedicated to promotion of the amateur athletic experience for persons of all skill level and abilities regardless of sexual orientation, gender, race, creed, religion, or national origin. The primary focus of the CCSL will be to provide venues for adult slow-pitch softball competitions. Additionally, the organization will endeavor to develop people of all abilities and experience to participate in sports competitions.

1.3 The organization may maintain offices at such place or places, either within or outside the State of Arizona, as may be designated from time to time by the Executive Committee of the organization's governing group, known as the Commission, and the business of the corporation may be transacted at any of the designated offices.

1.4 A corporate seal shall not be requisite to the validity of any instruments executed by or on behalf of the corporation, but nevertheless if in any instance a corporate seal is used, the same shall be a circle having on the circumference thereof the name of the corporation and in the center the words "corporate seal", the year incorporated and the state where incorporated.

ARTICLE TWO - EXEMPT ACTIVITIES

2.1 No member, officer, member of the Commission, employee, or representative of the corporation shall take any action or carry on any activity by or on behalf of the corporation not permitted to be taken or carried on by an organization described in Section 501(c)(3) of the Internal Revenue Code (or the corresponding provision of any future United States Internal Revenue law) and the corresponding provisions of the Arizona Revised Statutes.

ARTICLE THREE - MEMBERSHIP

3.1 CCSL membership is open to all people who wish to participate in the activities of the organization provided they:

- A. agree to abide by the rules of the CCSL or any rules as designated to govern competition,
- B. agree to abide by the CCSL code of conduct, and
- C. pay any applicable membership fees.

3.2 Member fees will be due on a seasonal basis. In all cases, the payment of membership fees shall be due in total prior to the start of any season of play. Players will be ineligible to play and forfeit any benefits of membership until fees are paid in full.

3.3 Members and any other participants (including scorekeepers, managers, and coaches) must sign a waiver of responsibility (as set forth by the Commission) before participating in any sanctioned event or competition.

3.4 All members must be 18 years of age.

3.5 The Commission has the right to waive these requirements by a majority vote.

3.6 Each member is entitled to one vote on each matter submitted to a vote of the members.

3.7 A member may resign by filing a written resignation with the Executive Committee, but such resignation shall not relieve the member of any obligations to pay outstanding fees. Outstanding fees may be waived by the Executive Committee.

3.8 The Commission, by majority vote, may suspend and/or remove a member for cause.

3.9 Membership is not transferable or assignable.

#### ARTICLE FOUR - MEETINGS OF MEMBERS

4.1 Meetings of the membership may be called by the Commission from time to time for any purpose as determined by the Commission.

4.2 All members in good standing must be notified of the time and location of such meetings at least two (2) weeks prior to a meeting.

4.3 Those members present at any meeting of the membership shall constitute a quorum. A majority vote of those present is required for approval by a meeting of the membership unless a greater proportion is required by law or by these Bylaws.

4.4 Members may participate in meetings by means of conference phone, internet, or similar communication device of which all persons participating in the meeting may hear or effectively communicate with each other.

4.5 The Commission may determine a method for proxy voting by a majority vote. However, the proxy must be in writing. Proxy voting is not a requirement for a member of the membership.

#### ARTICLE FIVE - THE COMMISSION

5.1 The affairs of the corporation are the ultimate responsibility of the Commission. However, the Executive Committee of the Commission will manage the day-to-day affairs of the corporation. If the corporation does not have competitive activity for more than one (1) month, the Executive Committee

of the Commission will function as the Commission. The Commission will be reconstituted as defined in section 5.3 one (1) month prior to the beginning of competitive activity.

5.2 Members of the Commission must be members of the corporation.

5.3 The Commission will consist of elected corporate officers and a single representative from each team participating in competitive activities. Team representatives will join the Commission one (1) month prior to the beginning of competitive activities in which their team will participate and will leave the Commission one (1) month after the completion of competitive activities in which their team participated.

A. Each team may determine their representative to the Commission.

B. If an Officer is the Manager/Coach or decision maker for their team, the Officer may also function as their team representative. In voting matters, this Officer will cast two votes: one vote as the Office and one vote as their team representative.

C. The competitive season is defined as the season in which standings for each division are kept, and berths for the World Series are determined.

5.4 The Executive Committee of the Commission will consist of the elected corporate officers.

A. The Executive Committee for meetings may be called as needed by one of the corporate officers.

B. The Executive Committee will resolve any dispute or protests arising from any sanctioned competitive activity within 48 hours of the completion of the competitive activity.

C. The Executive Committee may require that disputes and protests be made in written form.

D. The Executive Committee must perform the following tasks for each competitive season: draft rules of play, define a means of player recruitment, determine the allocation and placement of new or returning players to teams and may assist with finding new or returning coaches for each team.

5.5 A regular meeting of the Commission will be held at least once a year. A regular meeting of the Commission must be held at least once during competitive activity that lasts longer than one (1) week.

5.6 Special meetings of the Commission will be called from time to time by the Executive Committee. The Executive Committee must call a special meeting of the Commission within two (2) weeks of receiving written requests for a special meeting from a majority of the members of the Commission.

5.7 Each member of the Commission must be informed of a regular or special meeting one (1) week prior to the meeting. Attendance at a meeting shall constitute a waiver of notice of the meeting except when the person attends with the express purpose of objecting to the transaction of any business

because the meeting is not lawfully called or convened. A member of the Commission may waive notice of a meeting in writing before or after the time of the meeting.

5.8 A majority of the members of the Commission shall constitute a quorum for the transaction of business at any meeting of the Commission. A majority of the officers shall constitute a quorum for the transaction of business at any meeting of the Executive Committee.

5.9 Each member of the Commission will have one (1) vote at Commission meetings. Each member of the Executive Committee will have one (1) vote at Executive Committee meetings.

5.10 The Executive Committee, at their discretion, may create committees as needed to assist in the organization's operations, such as a Fundraising Committee, Tournament Committee, Sponsorship Committee, and Publicity & Communications Committee. The Executive Committee reserves the right to oversee the membership of these committees. The duties of these types of committees may include, but are not limited to:

- A. Raising funds for the general operation of the corporation, assisting individual teams in planning and executing their fundraising activities, and maintaining a schedule of fundraising activities.
- B. Coordinating any short-term tournament type of activities designated by the Commission and disseminating information to facilitate participation in like activities in other locales.
- C. Assisting teams with obtaining sponsors and maintaining a list of potential sponsors and other benefactors.
- D. Promoting organized activities of the corporation and publishing the results of competitive activities in local, national and international media.

#### ARTICLE SIX – OFFICERS & DIVISIONS

6.1 The officers of this Corporation shall be:

- A. Commissioner (Director)
- B. Assistant Commissioner
- C. Secretary
- D. Competition Director
- E. Outreach Director
- G. Treasurer
- H. Assistant Treasurer
- I. Events Director

6.2 The Commission will determine what divisions will exist; however, the divisions may not change more than once each year. Division changes may only be made prior to the election of officers as defined in section 6.8.

6.3. The Commission may not appoint officers after a change of division. The Commission may call a special meeting of the newly constituted division for an election of that division's officers. The new division officers will serve until the next regularly scheduled election.

6.4 The same person may not hold more than one office.

6.5 Each officer of the Corporation shall be elected to a two-year term that runs from September 1 – August 31 – except as outlined in 6.7.

6.6 The election cycle is as follows below and will repeat every two (2) years based on section 6.5.

YEAR POSITION

|                              |                            |
|------------------------------|----------------------------|
| EVEN Commissioner (Director) | ODD Assistant Commissioner |
| EVEN Secretary               | ODD Competition Director   |
| EVEN Outreach Director       | ODD Events Director        |
| EVEN Assistant Treasurer     | ODD Assistant Treasurer    |

6.7 Treasurer and Assistant Treasurers elected term will run concurrent with the calendar year (1/1 - 12/31). The term will begin on January 1st immediately following the election of the Assistant Treasurer. Each year an assistant treasurer will be elected to a two-year term. The assistant treasurer will become the league corporation's treasurer in the second year of their term. At the end of each term of office, there will be an audit conducted by the Executive Committee and a financial report submitted to the board Executive Committee from the outgoing Treasurer. Following the audit, all records, transfer of funds, and supplies will be done within a smooth, expedient transition to the incoming Treasurer and Assistant Treasurer. This expedient for such a transition must occur within four (4) weeks after the incoming Treasurer has taken office.

6.8 An election of the officers will be held annually by a written or official electronic method vote of the members.

A. Members will vote on all positions.

B. Elections will be held each year no later than July 1 during a period of competitive activity.

C. Members will be notified at least ninety (90) days in advance of upcoming positions eligible for election. The notification will include a description of each position available in the upcoming election as well as the name of each officer currently holding any position up for election.

D. Each member will be notified at least one (1) week prior to the election of all candidates running for election.

6.9 Each candidate for office must be a member in good standing.

6.10 Each candidate for office must attend at least two (2) commission or executive committee meetings and assist with field duties, prior to election, to establish legitimacy and to gain a full understanding of the responsibilities of the elected position as stated in section 6.15 – 6.22.

6.11 To be eligible to declare candidacy for Commissioner, the candidate must have served as an Officer and completed one full term in that position.

6.12 Vacancies.

A. In case of a vacancy of the Commissioner, Assistant Commissioner will complete the term of the Commissioner. In the event the Assistant Commissioner may not fulfill the duties of the Commissioner, the Commission will call a meeting of the members to elect a new Commissioner.

B. In the case of any other vacancy, the Commission will appoint a replacement by a majority vote.

6.13 All officers or members of a committee with Executive Committee delegated powers must adhere to the CCSL Conflict-of Interest policy, as approved and amended by the full Commission.

6.14 An officer may be removed by a two-thirds (2/3) vote of a duly announced and convened meeting of the Commission. The Commissioner may not preside at a Commission meeting to consider his/her/their own removal. At least two (2) weeks written notice must be provided to all officers and Commission members of a meeting to consider the removal of an officer.

6.15 Any officer may resign his or her office at any time by giving written notice of his or her resignation to the Executive Committee. Such resignation shall take effect at the time specified in the written resignation or, if no time is specified, at the time of the receipt of the resignation. Acceptance of a resignation is not required to make it effective.

6.16 The duties of the Commissioner (Director) are as follows:

A. Act as official spokesperson for the CCSL and be responsible, with the advice and counsel of the Commission as provided by these Bylaws, for the overall direction of the CCSL.

B. Chair for all membership, Commission and Executive Committee meetings.

C. Create Commission and Executive Committee meeting agendas.

D. Delegate the responsibilities of an absent officer to another officer as needed.

E. Represent the CCSL at national meetings in addition to the Competition Director.

F. Establish divisional team and player guidelines and/or ratings criteria.

G. Create rules, coaches' packets, and team/player responsibilities for each season, with advice and counsel of the Commission as provided in these bylaws.

H. Resolve team and player ratings discrepancies.

I. Work in conjunction with the Assistant Commissioner to create league/tournament schedules.

J. Oversee and provide input in all facets of CCSL

6.17 The duties of the Assistant Commissioner are as follows:

A. Exercise the power and authority needed to perform the duties of the Commissioner (Director) in the event of absence or disability of the Commissioner (Director).

B. Acquire adequate playing facilities and qualified officiating staff for all competitive activities.

C. Communicate with umpires in a timely and efficient manner regarding schedule changes and forfeits.

D. Work in conjunction with Commissioner (Director) to create league/tournament schedules.

E. Send rain out cancellations when applicable.

F. Perform other duties as assigned by the Commissioner (Director) to implement these Bylaws.

6.18 The duties of the Secretary are as follows:

A. Maintain the official copies of the Bylaws, rules of play, code of conduct and any and all other related corporate documents.

B. Record and maintain Commission and Executive Committee meeting minutes and make these minutes available to members as requested.

C. Maintain properly completed and signed rosters and release of liability waivers of all competitive teams, which shall include all players' information and signatures as well as Commission representatives' information and signatures.

D. Keep and maintain a list of league members who are not in good standing.

E. Keep and maintain a list of coaches' contact information to include names, addresses, phone numbers, email addresses and all other pertinent information.

F. Work with Events Director to keep and maintain a list of sponsors including contact names, addresses, phone numbers, email addresses, logos and all other pertinent information.

G. Maintain and update all Corporation related email distribution lists.

H. Manage the Corporation's equipment inventory as well as keep the Corporation's storage unit clean and organized.

I. Collect league scores and update league standings in a timely fashion.

J. Hold the key to the Corporation's Post Office box

K. Register teams with ASA in a timely and efficient manner.

L. Perform other duties as assigned by Commissioner (Director) to implement these Bylaws.

#### 6.19 The duties of the Competition Director

- A. Represent CCSL at all regional, national and international meetings related to the operation of the Corporation.
- B. Ensure that all officers, members and coaches conform to national affiliations regulations.
- C. Monitor any changes in national regulations and report quickly and effectively to the membership for all changes.
- D. Collect and update player ratings.
- E. Ensure that all national affiliations deadlines are met.
- G. Assist Commissioner (Director) to resolve team and player ratings discrepancies.
- H. Work collaboratively with the Executive Committee to conduct at least one (1) free agent clinic for each season of play and engage in participation from teams and new players.
- I. Work together with the Outreach Director in assisting teams in recruiting players.
- J. Advocate for CCSL's best interests during processes where national affiliations regulations are changed, with advice and counsel of the Commission as provided in these bylaws.
- K. Perform other duties as assigned by Commissioner (Director) to implement these Bylaws.

#### 6.20 The duties of the Outreach Director are as follows:

- A. Assist Competition Director to ensure that all officers, members and coaches are conforming to national affiliations' regulations.
- B. Assist Competition Director to monitor any changes in national regulations and report quickly and effectively to the membership all changes.
- C. Respond to new player and coaches inquiries in a timely and efficient manner.
- D. Work together with Competition Director to conduct at least one (1) free agent clinic for each season of play and engage participation from teams and new players.
- E. Work together with Competition Director in assisting teams in recruiting players.
- F. Work together with Events Director.
- ~~G. Work together with Events Coordinator to manage the process of having water and beverages available for donations during League play.~~
- H. Perform other duties as assigned by Commissioner (Director) to implement these Bylaws.

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#### 6.21 The duties of the Treasurer are as follows:

- A. Treasurer will be held accountable for all funds received and disbursed by the Corporation.
- B. Provide general financial oversight.



- C. Effectively and efficiently manage banking, bookkeeping and record keeping.
- D. Prepare monthly and annual financial statements and present these reports to the Executive Committee as well as at any regular meeting of the Commission.
- E. Make available upon request to any member in good standing an annual report.
- F. Prepare budgets as requested by the Executive Committee that will include, but are not limited to: funds for playing facilities, officiating staff, office expenses, mailings, awards banquets and all other necessary corporate expenses.
- G. Prepare and file (or cause to be prepared and filed) all required financial statements and documents (i.e., Corporation federal & state tax returns, AZ Corporation Commission annual reports, trade name certificates, etc.) with the appropriate government and other entities in order to keep and maintain the CCSL's incorporated and not for profit status.
- H. Collect and track all team fees associated with CCSL play and the Saguaro Cup.
- I. Purchase new equipment required by the Corporation with Executive Committee approval.
- J. Delegate tasks and provide guidance and instruction to the incoming Treasurer to ensure a smooth transition of CCSL financial operations, standards, and procedures.
- K. Assist the Assistant Treasurer in learning about CCSL financial operations standards and procedures.
- L. Perform other duties as assigned by Commissioner (Director) to implement these Bylaws.

6.22 The duties of the Assistant Treasurer:

- A. Assist the Treasurer with their duties as assigned by the treasurer and will strive to be knowledgeable in CCSL financial operations prior to assuming the office of the Treasurer. Provide regular financial summaries to the Executive Committee on a bi-monthly basis with budget to actual status, financial impact.
- B. Assume the position of Treasurer when the Treasurer is not able to fulfill their term.
- C. Perform other duties as assigned by Commissioner (Director) to implement these Bylaws.

6.23 The duties of the Events Director are as follows:

- A. Ensure the Corporation's website and social media pages are kept up to date and contain current and relevant information. This duty is done in collaboration with the rest of the Executive Committee.
- B. Organize and run league fundraisers and events.
- C. Communicate fundraising and event information to members. This duty is done in collaboration with the rest of the Executive Committee.

D. Create event flyers and advertisements, and manage publicity and advertising. This duty is done in collaboration with the rest of the Executive Committee. E. Collect and maintain league accomplishments and photos.

F. Order trophies needed for CCSL competitive play and Saguaro Cup.

G. Work together with Outreach Director to manage the process of having water and beverages available for donations during League play.

H. Work with Secretary to keep and maintain a list of sponsors to include contact names, addresses, phone numbers, email addresses, logos and all other pertinent information.

I. Establish and maintain relationships with league sponsors, local businesses, sport commissions, and government agencies to the benefit of the Corporation.

J. Communicate in a timely and effective manner with potential league sponsors, league sponsors, local businesses, sport commissions, and government agencies to the benefit of the Corporation.

K. Manage local Hall of Fame applications, email distribution lists, inductions and ceremonies.

L. Perform other duties as assigned by Commissioner Director to implement these Bylaws.

#### ARTICLE SEVEN - TEAM MEMBERSHIP AND COMPETITION

7.1 Participation in competitive activities is open to any member in good standing. A member in good standing must fulfill the requirements listed in Section 3.1 and any other requirements as defined by the Commission.

7.2 Only members who have signed release of liability waivers will be eligible for competitive activities.

7.3 Each team representative will deliver to the Competition Director an official (completed and signed) team roster and release of liability waiver by the deadline set by the Commission.

A. Roster changes after scheduled deadlines must be referred to the Competition Director

B. Rosters will remain in effect for the remainder of the scheduled competitive activity.

C. Unless otherwise indicated by the Commission, rosters are closed two weeks after opening day of a competitive season as defined in section 5.3.C or the first day that league play commences, whichever occurs later, in case of rain delays or other unforeseen circumstances.

7.4 For a team member to be eligible for post season play (examples - playoffs and World Series) the player must have been in attendance at a minimum of 60% of the regularly scheduled competitions. Competitions not organized or sanctioned by CCSL will not be considered as regularly scheduled competitions. Attendance is defined as physically present during the competition. The Executive Committee has discretion to make an exception to this requirement by vote.

7.5 If at any time during a competitive season, a team's roster falls below the minimum number of players required to fully populate the field of play, due to injury, illness, or lack of attendance, the team may petition the Commission for approval to add players. However, the team may not have more than the maximum number of players allowed on the roster at any given time. Any player added to a roster must be a member in good standing and meet any/all rating requirements, as applicable.

7.6 Any player dropped from a roster may appeal for reinstatement to the Commission no more than once during a competitive season.

7.7 Inducements, whether financial or other, by any person(s) in any form to any player to play for any team, are strictly prohibited.

7.8 A roster may contain an unlimited number of non-LGBTQ+ (lesbian, gay, bisexual, transgender or questioning) players; however, as per the most current International Pride Softball Bylaws, no more than three (3) non-LGBTQ rostered players may be on the field or in any batting lineup in any game at any given time.

7.9 A majority vote of the Executive Committee may waive these requirements in unusual circumstances.

7.10 Teams must meet the following criteria to be eligible for a berth to the World Series:

- A. maintain a winning record in divisional play
- B. at minimum, 8 qualified players from the team's regular competitive season roster must commit to be on the World Series team roster
- C. team must show financial ability to be 100% responsible for all travel and travel related costs to the World Series
- D. team with World Series berths must pay a hotel deposit as communicated by the Executive Committee by May 1.
- E. teams must participate in league fundraisers to raise funds for the Organization and/or funds earmarked for GSWs. Required fundraisers will be communicated to membership prior to the start of competitive season.

7.11 In each division, the best win/loss record within counting divisional games receives a berth to the World Series. Before each season, all teams will receive an official schedule that clearly indicates which games count toward the divisional records. In the event of a divisional record tie, the head to head record with the tying teams will be used first to attempt to break the tie. Then if a tie still remains after head to head record, head to head run differential between the two tied teams will be used to break the tie. In the case that there should still be a tie, the overall divisional run differential will be used to break the tie to decide the berth to the World Series. If a tie still exists, a playoff game will decide the berth to the World Series.

7.12 The first place team in each division will automatically be awarded a berth. If additional berths are made available to the league, the Executive Committee must communicate to the membership prior to the start of the competitive season how additional available berths will be awarded. Options for awarding additional available berths are at the Board's discretion.

#### ARTICLE EIGHT - SPONSORSHIP

8.1 Prior to each competitive season, the Executive Committee will determine an appropriate sponsor fee necessary to ensure the financial stability of the CCSL. Community organizations and businesses will be notified of sponsorship availability, which may include but is not limited to:

A. Team sponsors to assist in paying seasonal expenses such as competitive facilities, officiating staff, and other supplies necessary for competition.

B. League sponsors to assist in paying for special events as well as any other CCSL expenses not covered by team sponsors.

8.2 Sponsors must conduct themselves in concert with the CCSL Code of Conduct.

#### ARTICLE NINE - CONTRACTS, LOANS, CHECKS, PAYMENTS

9.1 The Executive Committee may authorize any officer or officers, agent or agents, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the corporation, and such authority may be general or confined to specific instances. This authorization may include instructions for the Executive Committee to review and vote on contracts, sponsorship agreements, and/or any other binding agreements, and shall follow the conflict-of-interest policy.

9.2 No loans shall be contracted on behalf of the corporation and no evidences of indebtedness shall be issued in its name unless authorized by a resolution of the Commission. Such authority may be general or confined to specific instances.

9.3 All checks, drafts or orders for the payment of money, notes or other evidences of indebtedness issued in the name of the corporation, shall be signed by an authorized officer or agent of the corporation upon approval from the Executive Committee.

9.4 All funds of the corporation shall be deposited from time to time to the credit of the corporation in such banks, trust companies or other depositories as the Executive Committee may select.

9.5 The Executive Committee may accept on behalf of the corporation any contribution, gift, bequest or device for general or special purpose use of the corporation.

#### ARTICLE TEN – CALENDAR/FISCAL YEAR

10.1 The corporation operates on a calendar year basis (January 1 – December 31).

#### ARTICLE ELEVEN - PARLIAMENTARY RULES

11.1 The proceedings of all meetings of this corporation shall be governed and conducted according to the latest edition of Robert's Manual of Parliamentary Rules. The rules may be waived by a majority vote of the body assembled to conduct corporate business.

#### ARTICLE TWELVE – PRIVACY POLICY

12.1 CCSL maintains a privacy policy and is available to all members at [www.cactuscities.com](http://www.cactuscities.com)

#### ARTICLE THIRTEEN – DISSOLUTION

13.1 The CCSL may be dissolved only with authorization by its Executive Committee given at a special meeting called for that purpose and with subsequent approval by a two thirds (2/3) vote of the commission. Upon dissolution, all remaining assets of The CCSL after payment in full of all its debts, obligations, and necessary final expenses, or after the making of adequate provisions therefore, shall be distributed to tax- exempt organizations which shall be chosen by the existing Executive Committee of the CCSL.

#### ARTICLE FOURTEEN - AMENDMENTS

14.1 Changes to these Bylaws shall be made at a duly announced and convened meeting of the Commission.

14.2 A quorum for this purpose will consist of two thirds (2/3) of the Commission.

14.3 At least two (2) week written notice must be provided to all Commission members at a meeting to consider amendments to these Bylaws.

#### AUTHENTICITY:

The undersigned, Ryan Coulson, as secretary of Cactus Cities Softball League (CCSL Incorporated) in Phoenix, Arizona, hereby certifies that the foregoing amended Bylaws were duly adopted by a written vote of the Commission of CCSL, Incorporated on this 01 day of February 2025. Furthermore, I attest to the authenticity of these Bylaws and in so doing formally certify them as accurate and binding.

Ryan Coulson, Secretary