

***The Greater Keene Women’s Softball Association, Inc.***  
**2026 Constitution**

**Values Statement**

The Greater Keene Women’s Softball Association (GKWSA) provides an opportunity for local women to play recreational softball. We strive to foster a playing environment that embraces healthy competition for all skill levels, is enjoyable for its participants/fans and is free from any type of unsportsmanlike behavior. To this end, the GKWSA encourages all who are involved to respect themselves, each other and the game of softball while participating in our program.

**Article I: Name**

**Section 1.01:** The name of this association shall be *The Greater Keene Women’s Softball Association, Inc.* (GKWSA).

**Article II: Objective**

**Section 2.01:** The objective of this Association shall be to assist in and promote recreational softball for those who may wish to participate, or being spectators, within the Keene area, accepting all who qualify as amateurs regardless of race, color or creed.

**Article III: Membership**

**Section 3.01:** Any person who signs a team roster and pays the associated fee becomes a member of the Association until new rosters are submitted one year hence.

**Section 3.02:** Sponsors or their designated representative shall be a member.

**Section 3.03:** All Officers of the Association shall be members for the designated term of their office.

**Section 3.04:** The Umpire-in-chief and the designated representative from the City of Keene Recreation Department shall be members during the year of their appointment.

**Section 3.05:** Membership in the Association shall cease:

- (a) At the close of the year
- (b) By written resignation by a member
- (c) By suspension from the Association
- (d) Following from USA Softball guidelines, for players that have legally transitioned their sexual identification-a government issued ID (driver’s license, passport, etc.) is considered the transition documentation of gender. GKWSA Executive Board reserves the right to verify legal gender by requesting to view the player’s current legal ID.

**Article IV: Voting**

**Section 4.01:** All Association Members shall have representation on the election of Officers, timing to be determined yearly by the Executive Board.

**Section 4.02:** On all voting issues, each Association member will have one (1) vote.

**Section 4.03:** The Umpire-in Chief and the Representative from the City of Keene Recreation Department shall have one (1) vote each.

**Section 4.04:** The President of the Association shall have one (1) vote in the event of a tie vote on any issue.

### **Article V: Arbitration Board**

**Section 5.01:** The Arbitration Board shall consist of the following:

- (a) President of the Association
- (b) Immediate Past-President of the Association
- (c) Senior Vice-President of the Association
- (d) Vice-Presidents of the Association
- (e) Secretary of the Association
- (f) Treasurer of the Association
- (g) One (1) representative of the managers from each Division
- (h) One (1) representative of the players from each Division.
- (i) The Umpire-in-Chief
- (j) Designated League Advisor(s)

**Section 5.02:** The President of the Association shall preside at all meetings.

**Section 5.03:** No member of the Association shall sit in judgment if he/she or any member of her team or immediate family is involved.

**Section 5.04:** The Arbitration Board shall settle all disputes concerned with protests and suspensions of players, managers and/or other members of the Association when requested.

**Section 5.05:** The Arbitration Board shall determine all suspensions or penalties when requested.

### **Article VI: Executive Board**

**Section 6.01:** There shall be an Executive Board of the Association, which will include the elected officers, Immediate Past-President, Senior Vice-President, Vice-Presidents (Division Representatives), Designated League Advisor(s), the Recreation Department Representative, and the Umpire-in-Chief.

- (a) Members running for an elected officer's position of President, Secretary, and/or Treasurer, must have served a minimum of two (2) years on the Executive Board of the Association, within the five (5) years prior to running and/or being elected.

**Section 6.02:** The Executive Board shall hold meetings when the President deems it necessary. The President shall preside at all meetings.

**Section 6.03:** The Executive Board shall determine whether teams who submit rosters and fees after the established deadline may become active members of the Association for the year.

**Section 6.04:** The Executive Board reserves the right to accept or reject the UIC selection for the upcoming season.

### **Article VII: Officers**

**Section 7.01:** The Officers of the Association shall be; President, Immediate Past-President, Secretary/Treasurer, Senior Vice-President, Vice-Presidents and Designated League Advisor(s) which constitutes the main core of the Executive Board.

**Section 7.02:** The President will receive \$1,250; the Umpire-in-Chief will receive \$650, Secretary will receive \$400, Treasurer will receive \$400, Sr. Vice-President will receive \$350 upon completion of all duties as listed in the Constitution, if all duties are not completed as reviewed and approved by the President, then the Sr. Vice President shall receive \$250 upon completion of the League's season. Vice-Presidents will receive \$250 each upon completion of the League's season and all assigned duties. The Designated League Advisor(s) is a non-compensated position. Pay raise implemented the 2018 season, see secretary notes from October 2017 meeting. Pay raise implemented the 2022 season for President, Secretary/Treasurer & Sr. Vice President, see notes from October 2021 meeting.

**Section 7.03:** Any member of the Association or non-member shall be eligible for appointment to the position of Senior or Junior Vice-President and Designated League Advisor(s).

**Section 7.04:** The term of the Officers shall begin October 1st and end September 30th.

**Section 7.05:** For the purpose of serving as an Officer or Board Member, the Past-President will be considered Immediate Past-President for one (1) year immediately following his/her term of Office as the acting President.

### **Article VIII: Duties of the Officers**

**Section 8.01:** The President shall preside at all meetings or in his/her absence; the Senior Vice-President of the Women's League shall preside. The powers, duties and responsibilities of the President are as follows:

- (a) The President shall appoint a Senior Vice-President, applicable Vice-Presidents (Number of Vice-presidents will be adjusted as necessary to serve the needs of the League) and Designated League Advisor(s). Appointments are to be made and Combined Board notified by October 31st.
- (b) Supervise the functions of the elected and appointed officers.
- (c) Oversee and direct all fundraising projects for the Association and for all tournaments sponsored by the Association.
- (d) Be responsible for all communications to the local news media.
- (e) Contact the President of the Men's Association for any business pertaining to the Women's Association.
- (f) The President shall be responsible for the cancellation of games due to weather conditions and will update the web site. The Home Plate Umpire will assume the cancellation determination responsibility beginning **30** minutes before first scheduled game.
- (g) The President shall be responsible for rescheduling all canceled league games.
- (h) Preside and appoint a committee for scheduling, league set-up and team placement.
- (i) Preside over an Executive Board meeting to review and, if necessary, revise the league Constitution and By-Laws.
- (j) Be responsible for keeping web site up to date and sending out text alerts.

**Section 8.02:** In the absence of the President, the Senior Vice-President of the Women's League shall preside at scheduled meetings. The Senior Vice-President will also oversee fundraising activities for the League. The Senior Vice-President will update the website with final scores. The Vice Presidents will assist with field duty once a week, attend meetings, assist with Field duty during the season, tournaments and playoffs (all weekend) and will be required to assist the President at his/her discretion.

**Section 8.03:** The Secretary shall:

- (a) Administer the rosters and keep a written record of all motions and resolutions passed and shall conduct the necessary correspondence of the association. The Association will furnish all necessary supplies for this position.
- (b) Submit to the Board the minutes of the meetings and expenditures of the Association. These reports shall be available to the Association through the Secretary at all meetings.

- (c) Keep a record of all secretarial documents for 10 years.
- (d) Check in sign-ups for all events.
- (e) Collection of add slips and money (coaches and players) during the season. Give all money to the treasurer and add information to League Line Up rosters.
- (f) Prepare start of season team packets.
- (g) Copy of end of season rosters from League Lineup.
- (h) Collecting and keeping track of board swag.
- (i) Update by-laws, constitution, final roster and add slip template (with the new year) and upload to League Line Up.
- (j) Help with field duty coverage when needed.

**Section 8.05:** The treasurer shall:

- (a) Receive and dispense all the money of the Association and maintain a written record of all transactions.
- (b) Be ready for a review of the books by a qualified person appointed by the Board of at the completion of the current season. The books will be reviewed every 5 years beginning in the year 2000 or the election of a new Treasurer. The Treasurer and the President signatures shall appear on all checks over \$500. The Association will furnish all necessary supplies for this position.
- (c) Keep a record of all financial documents for 10 years.
- (d) Check the PO Box.
- (e) Maintain Non-profit renewal.
- (f) Maintain fundraiser tracking.
- (g) Registering teams with USA softball.
- (h) Binder fee collection (January)
- (i) Final fees collection (February)
- (j) Help with field duty coverage when needed.

**Section 8.06:** The UIC (Umpire in Chief) shall have the following responsibilities:

- (a) Hold umpire sessions for both new and veteran umpires pre-season.
- (b) Make sure umpires are informed and have copies of all GKWSA by-laws and constitution.
- (c) Make sure umpires are properly trained, USA Softball attired and USA Softball sanctioned.
- (d) Schedule umpires for all GKWSA games including makeups, playoffs, and any tournament sponsored by GKWSA, and making sure there are no conflicts.
- (e) Make sure that umpire removal of players or managers is given in writing to the President within 48 hours of the incident.
- (f) Select umpires for City playoffs with assistance of the Executive Board.
- (g) Submit payment submittal to the treasurer for umpire pay by the 2<sup>nd</sup> of each month for pay the previous month.
- (h) Receive money from the treasurer, within 7 days of payment submittal, for umpire pay and disperse to any umpire who worked games the previous month.

**Section 8.07:** The Vice-Presidents of the league shall have the following responsibilities:

- (a) Attend all board meetings.
- (b) Select one night a week during the season to be the field duty representative.
- (c) Run the score board on field duty night.
- (d) Be an active and present representative at all league events including but not limited to tournaments, fundraising events, and community service events.

**Section 8.08:** The "Designated League Advisor" will be a non-paid, non-voting position. This will be a privileged advisor to the board for the areas developing the constitution and by-laws and general day to day operations of the league per the presiding President. At the discretion of the presiding President, may sit on the placement committee and/or the Arbitration Board where the role will be a voting position.

## **Article IX: Meetings**

**Section 9.01:** A ballot vote of the Association shall be held **no later than September 30th** for the purpose of electing the President, Secretary, and Treasurer.

**Section 9.02:** A meeting of the Association shall be held **in January** for the purpose of showing intent to play in the Association. A partial Roster and a binder fee of \$100 will be required at this meeting. Failure to meet the binder fee will result in a \$25 fine. Any other business will be conducted as needed.

**Section 9.03:** A meeting of the Association shall be held **in February** for the purpose of payment of the League entry fee, players' fees and full rosters passed in. The Umpire-in-Chief will attend and discuss any rule changes, umpire fees, etc. Establishment of the Arbitration Board will be determined. Final team placements will be announced no later than March 15th.

**Section 9.04:** Schedules, balls, score books, rule books and State Roster sheets will be handed out no later than two (2) weeks before the first games of the season.

**Section 9.05:** The President may call a meeting of the Board when deemed necessary. He/she must announce in writing and/or by telephone or e-mail at least three (3) days prior to the date of the meeting. In the event of an emergency, one (1) day notice will be permitted by telephone notification.

**Section 9.06:** Board voting will be determined by the majority of the members present at the time of the vote.

***This Constitution was accepted by the Greater Keene Women's Softball Association, on 01/01/2026. \_\_\_\_\_  
The Executive Board reserves the right to rule on any issues not specifically covered in the Constitution on an as needed basis.***