

# EVERGREEN PARK GIRLS SOFTBALL LEAGUE

## Bylaws

Adopted for the 2013 Season

### ARTICLE 1 – PURPOSE

#### Section 1:

It is the purpose of this organization to:

- A. Provide an organized, recreational and advanced competitive softball program for the players.
- B. Provide an enjoyable and memorable experience for the players who participate in the program.
- C. Develop the player's softball skills and gain an appreciation for and knowledge of the game.
- D. Develop good sportsmanship among all the players in the league.
- E. Develop the qualities of citizenship and leadership through the game of softball.
- F. Promote physical fitness for the players.

#### Section 2:

All adult volunteers who are involved are to work for the protection, guidance, well-being and welfare of all participating players. This goal will be attained by the recruitment and training of qualified adults who share the League's philosophy and objectives.

#### Section 3:

The name of this organization shall be Evergreen Park Girls Softball League (EPGSL), herein after referred to as "EPGSL". This league is organized for no-profit purposes and does not contemplate pecuniary gain or profit to the members thereof. The Board is granted the right to insert into the name of the League such additional terms which will indicate that this League is affiliated with another organization for the purpose of playing girls softball. However, Evergreen Park Girls Softball League shall be used on all business transactions, including, but not exclusively, bank accounts.

### ARTICLE 11 – MEMBERSHIP

#### Section 1: Membership

- A. Membership is open to all players, their parents, legal guardians and interested adults of the surrounding community, regardless of race, religion, national origin or sexual orientation. Prospective members must meet the requirements established within these Bylaws.

Membership includes:

1. Participating Members
2. General Members

## **Section 2: Specific Membership**

- A. Participating Members include all registered players. Their eligibility is dependent on:
  - 1. Age. The league shall consist of players aged 4 (four) through 16 (sixteen) as of September 1 of the calendar year of play.
  - 2. Registration.
    - a) Formal registration of prospective members should be held prior to the first Saturday in January; however, players may register through the end of January.
      - 1. Priority of placement on teams, for late registrants, will be determined by date of registration if the League cannot accommodate all registrants.
    - b) Fees will be established each year by the current Board, based on projected expenses.
    - c) First year EPGSL players must present legal proof of date of birth at time of registration; other players upon request of the Registrar.
- B. General Membership includes:
  - 1. Parents or legal guardians of all currently registered players.
  - 2. All official Managers
  - 3. All official Coaches
  - 4. All current Board Members
- C. Qualifications for Membership:
  - 1. Every adult person of good character who is interested in the purposes and betterment of the League shall be eligible for membership to the organization.
  - 2. All shall be considered to be members upon approval of the Board or upon registration of their child in the league.
- D. League Limits:
  - 1. There shall be no League limits or boundaries.

## **Section 3: Voting Privileges**

- A. Each Manager shall be entitled to vote at all General Meetings; and shall be entitled to one (1) vote in the election of Board Members. A manager may put in writing for their assistant coach to take their place if they Manager can't make it.
- B. No absentee or proxy votes will be accepted.
- C. All elected & appointed Board Members shall be entitled to vote at any non-executive board meeting.

## **Section 4: Termination of Membership**

- A. Participating Members may terminate their membership by notifying the League President.

- B. General Members may terminate their membership by sending a letter of resignation to the League President.
- C. The Board reserves the right to terminate the membership of any individual who does not follow the bylaws, policies, rules or regulations of this organization.
- D. The Board reserves the right to terminate the membership of any individual who knowingly acts to the detriment of the League.

## **Section 5: Length of Membership**

- A. Participating and General Membership begins at the time of registration and continues in effect for one year until the new board is seated.

## **Section 6: Compensation**

- A. No Participating or General Member shall receive any compensation, including monetary compensation, or any other thing of value, for their service as a member of the Board, with the exception of free membership that is provided to all children of board members.

# **ARTICLE III – BOARD OF DIRECTORS**

## **Section 1: Board of Directors**

The League shall include Elected Officers and elected and appointed Board Members. Member requirements include:

- A. Must be 21 years of age or older.
- B. Have voting power pursuant to these Bylaws.
- C. Shall not use their position to detriment of the League or to their own benefit. Violation of this code can subject that person to be removed from office.

## **Section 2: Executive Board**

- A. The League shall have an Executive Board among the Board Members. The Executive Board shall include the:
  - 1. President
  - 2. Vice President
  - 3. Secretary
  - 4. Treasurer
  - 5. Player Rep
  - 6. Concession Stand Director
  - 7. Field & Equipment Director
- B. The League shall have members serving as Community Members (serving from the first meeting in January until July meeting). These Community Members shall include:
  - 1. Equipment Coordinator

2. Field Maintenance Coordinator
  3. Concession Stand Coordinator
  4. Daisy Commissioner
  5. Jr. Petite Commissioner
  6. Petite Commissioner
  7. Soph Commissioner
  8. Chic Commissioner
- C. The Executive Board has the power to act for this organization when called into session between regular board meetings by the President, and with a quorum participating.
- D. No two individuals of the same immediate family (spouse, siblings) are eligible for Executive Board.
- E. General responsibilities of the Board include but are not limited to the power to adopt such rules, not inconsistent with these Bylaws, as it deems necessary to carry out its functions. The members of this Board shall also rule on all business presented during their term of office.

### **Section 3: General Powers**

- A. The Board shall exercise all the powers of the organization in the management of the organization, subject to the restrictions imposed by law, common sense and:
1. By the Articles of Incorporation
  2. By these Bylaws

### **Section 4: General Duties of Board Members**

- A. Prepares a proposed budget for their particular area of responsibility.
- B. Maintains a complete inventory of all supplies and equipment owned by the League in their particular area of responsibility.
- C. Maintains an itemized, written account of all expenditures made in their area of responsibilities, quantities ordered, quantities used and purchased prices.
- D. Prepares and Annual Report presented at the Annual Meeting of the Board, and to the incoming chairpersons to assist them in the execution of their official duties. The report shall include the following:
- Proposed Budget
  - Written Inventory
  - Itemized accounting of expenditures
  - Duties and methods of carrying out these duties.
  - Recommendations and any other information, which may be of assistance to the new Board Members.
- E. Make and executes decisions concerning their area of responsibility and are encouraged to seek suggestions from other members of the Board.

### **Section 5: General Membership Meeting**

An agenda shall be prepared for the meeting. The League will hold monthly meetings, the first meeting in February during the opening ceremonies to approve any changes to the Bylaws and the second in April before, during and after the League's draft picks. The majority of the Board, providing that the

Secretary has posted written notice at concession stands (10) days in advance of said meeting, may call additional general membership meetings.

## **Section 6: Board Meetings**

The Board shall hold a minimum of one (1) monthly meeting. The day and location of the meetings shall be planned at least 30 days in advance, unless the board by a majority vote decides it is necessary to change the date, and providing that a ten (10) day notice is given to each Board member and posted on the website.

All Committee and managers are required to attend at least nine meetings in the Board term (August meeting – July 31)

## **Section 7: Quorum**

A quorum for any meeting shall be a simple majority of the Executive Board.

## **Section 8: Abstaining**

No member of the Executive Board shall be allowed to abstain on a vote unless there are grounds for a conflict of interest agreed upon by the remaining Executive Board members in advance.

## **Section 9: Voting by Proxy**

Voting by proxy is not allowed.

# **ARTICLE IV – DUTIES OF THE BOARD OF DIRECTORS**

## **Section 1: EXECUTIVE BOARD – Elected Officers**

### **A. President**

- Presides over the Executive Board of the League
- Appoints all special committee Chairpersons
- Recommends removal of board members subject to the majority vote of the executive board
- Calls meeting of the Executive Board and members
- Signs checks within limits outlines in Bylaws and in conjunction with Vice President and Treasurer. May not sign checks payable to him/her for reimbursement of expenses.
- Coordinates all League matters
- Shall review all Adult volunteer applications
- 2 year term

### **B. Vice President**

- Assumes all duties of the President in the event of incapacity or at the request of the President.
- Assist the President with League activities.
- Responsible for the League's safety program.
- Coordinates the League draft with Executive Board members.
- Assist with registration process as needed.
- Works with Secretary to ensure and updates or changes are properly recorded.
- 2 year term

#### C. Secretary

- Keeps minutes of all board meetings
- Maintains League records. Works with President and Vice President to ensure all League Bylaws, policies and rules are current and changes to these documents are properly recorded.
- Keeps files on all special committee reports.
- Conducts the general correspondence of the League.
- Makes arrangements for all meeting rooms.
- Handles all insurance needs and maintains a log of all injuries at all League functions.
- Makes sure all Board Meeting Minutes are typed, distributed to all board members and posted to the website after approval at the next scheduled Board Meeting.
- Oversees all functions related to player registration and proper filing of all player information.
- Coordinates League Picture Day.
- Maintains and updates all handouts for Managers/Coaches/Parents and Guardians
- Help coordinates and recommends to the Vice President any Fundraising ideas
- Secures a minimum of (3) three bids for the purchase of League uniforms to present to the board.
- Coordinates with Executive Board with League selected uniform, purchase and distribution of necessary softball wearing apparel for League play.
- 2 year term

#### D. Treasurer

- Deposits all funds in the League bank accounts. Properly records all funds.
- Prepares checks for the purpose of paying the bills and other expenses incurred in running the League.
- Prepares the operating budget with the assistance of the Executive Board based on data provided by Board members and committees and submits for board approval in advance of the season and no later than the last meeting in December.
- Furnishes financial reports, and monthly bank reconciliations at every Board Meeting.
- Provides Secretary with a copy of the Treasurer's Report at every board meeting.
- Submits complete financial report at the end of the League year to the Executive Board and League accountant.
- Make available financial records to any General Member upon approval of the board.
- Arranges for tax return preparation by outside accountant and submits all records as necessary.

- Verifies the filling of all necessary State and Federal Tax and information forms by league accountant.
- 2 year term.

#### **E. Player Rep –**

- Obtains and verifies managers and coaches for each division with the help of the Board.
- Represents the interests of each Participating Member in divisions responsible for and ensures that all actions taken by Managers, Coaches, Board Members or General Membership are taken for the well-being and welfare of these younger members.
- Presents any problems pertaining to their Parents, Players, Managers or Coaches that require Executive Board action.
- Works with Umpire Coordinator to ensure positive communication between Managers, Coaches and Umpires.
- 2 year term.

#### **F. Concession Stand Director**

- Oversees the concession stands.
- Develop an operating budget.
- Oversees buying all necessary supplies and ensuring all safe keeping of supplies and food in a high quality and safe manner.
- Accountable for safe guard of receipts through concessions.
- Arranging of volunteers to service the concession throughout the season and post schedule outside of stands and on website.
- Workers must be **16 yrs of age** to work inside of stands.
- No kids are allowed in the stands while parents work, or hang out inside the stands.

#### **G. Field & Equipment Director**

- Oversees all duties as it relates to coordinating activities with the EPGSL.
- Assists teams in prepping fields when needed. Home and Visitor teams are both responsible for the setting up the field.
- Makes recommendations to the board any needed field improvements.
- Coordinates all field improvement activities.
- Maintains a written record of equipment owned by the League.
- Maintains facility in which League equipment can be stored to insure optimum security.
- Gives Executive board what needs to be purchased or replaced.

#### **H. Division Commissioners – All Divisions**

- Participates in Managers/Coaches meetings before the season starts and at mid season or as required in order to:
  - Discuss and Disseminate League information.
  - Discuss common problems and share softball information and knowledge.
  - Distribute any needed literature.
  - Participate in clinics and workshops.
  - Assist and outline practice drills/workshops.
  - Distribute and collect equipment as needed.

**I. Tournament Coordinator**

- Shall oversee the scheduling of the Tournament play.
- Shall supervise and oversee the League's tournament selection and team formation process.
- Responsible for registering for all tournament teams in tournaments selected by the League and arranging for payment being made in a timely manner.
- Take complaints by the League related to any issue involving tournaments policy or operations taking all un-resolvable issues or disputes to the Executive Board for determination as deemed appropriate by such board.
- Oversees the planning of a League tournament if approved by the board and makes arrangements for trophies for such a tournament.
- Oversees registration, bracketing, scheduling, field prep for any League sponsored tournament.
- Cannot manage any tournament team. Allowed to coach a tournament team but all Coordinator responsibilities will take priority over coaching responsibilities.

**J. Concession Stands Coordinator**

- Buying all necessary supplies and ensuring all safe keeping of supplies and food in a high quality and safe manner.
- Accountable for safe guard of receipts through concessions.
- Arranging of volunteers to service the concession throughout the season and post schedule outside of stands and on website.
- Workers must be **16 yrs of age** to work inside of stands.
- No kids are allowed in the stands while parents work, or hang out inside the stands.

**K. Umpire and Scheduling Coordinator**

- Oversees the hiring and scheduling of umpires for League games, including all make up games. Works with Executive board on the scheduling, all official changes to be approved through the Board.
- Monitor umpires throughout the season. Shall fill out a report on any negative activity by an umpire and report to the Board.
- Responsible for preparation and completion of League playing schedule for all divisions at least 14 days prior to opening day. Works with executive board for all make up schedule and coordinates these games with the umpire organization.
- Oversees and monitors any mentoring program that might be in place with the umpire organization and the League.

**L. Website Coordinator**

- Responsible for maintaining League website for announcements and information.
- Keeps site up to date related to schedule and calendar information.
- Works with the Secretary in the use of the website to facilitate League registrations.
- Updates website with current Board Meeting Minutes, Bylaws and Rules.

**M. Fields Coordinator**

- Assumes all duties as it relates to coordinating activities with the EPGSL.



- Assists teams in prepping fields when needed. Home and Visitor teams are both responsible for the setting up the field.
- Makes recommendations to the board any needed field improvements.
- Coordinates all field improvement activities.

**N. Equipment Coordinator**

- Maintains a written record of equipment owned by the League.
- Maintains facility in which League equipment can be stored to insure optimum security.
- Gives Executive board what needs to be purchased or replaced.

All Committee Members are responsible for maintaining a record of all documents created and a means to pass along vital information for performing each position to the succeeding person.

## **ARTICLE V – ETHICS AND CONDUCT**

### **Section 1: General**

- A. The objective of the Executive Board is to conduct and promote the business and activities of the League in an ethical manner.
- B. Honesty, justice and courtesy form a moral philosophy, which associated with a mutual interest among people, constitutes the foundation of ethics.
- C. The Executive Board members shall recognize such a standard, not in a passive observance, but as a set of dynamic principles guiding their conduct and way of life. Towards this effort, Board members shall discharge their duties for the overall benefit of the League and will do so with the highest degree of integrity and impartiality.
- D. No Executive Board member will ever engage in conduct involving dishonesty, fraud, deceit, misrepresentation, discrimination, or any other activity that would discredit the League.
- E. The objective of the Evergreen Park Girls Softball League is to instill in the youth of our community ideals of good sportsmanship, honesty, loyalty, and courage, with the hope that they will grow to be contributing, healthy adults. This objective will be reached by providing supervised competitive athletic games. The supervisors shall bear in mind at all times that the attainment of exceptional athletic skill or the winning of the game is secondary; the molding of future citizens is our primary objective.
- F. Any Civil or Criminal action against the League will result in an immediate prosecution by the Board to the fullest extent of the Law. Any general member or Board member witnessing a crime against the League shall immediately report the incident to the President and Vice President.
- G. The League will enforce the NO TOBACCO and NO ALCOHOL POLICY at all League functions.

- H. The Executive board has jurisdiction over rule violations and discipline problems concerning managers, coaches, players, umpires, and spectators.

### **Section 3: Executive Board Members and Meetings**

- A. All Board meetings will be conducted in a civil and courteous manner.
- B. A decision having been reached by a majority vote of the board will be adhered to and actively supported by all its members.
- C. No board shall use his or her position to sway any decision made by an umpire.
- D. Violation of any of the above will be grounds for dismissal from office by the majority vote of the remaining board members. Dismissal will follow the same procedure outlined for the dismissal of managers and coaches.

### **Section 4: Managers and Coaches**

- A. All Managers shall be approved by the Board.
- B. Managers and Coaches are expected to be courteous and civil and to always display the best example of good sportsmanship at all League functions. Any deviation should be reported to the division commissioner.
- C. Foul, abusive, and disruptive language or any other disruptive action directed toward a player, umpire, spectator, or another coach or manager will not be tolerated. If, after one warning from the umpire, the disruptive person continues his or her behavior, the umpire will suspend play and eject the disruptive coach or manager from the grounds (not just the field). If the disruptive coach or manager does not leave the grounds immediately after being ordered to do so, local police will be called. Foul, abusive, and disruptive language or any other action disruptive to the progress of the game is based strictly on the opinion of the umpire.
- D. If, after it has been explained, and umpire's decision continues to be challenged by a coach or manager, the umpire will eject him or her from the game.
- E. Managers, coaches, spectators and players are responsible for picking up their own litter.
- F. Managers and Head Coaches can be male or female and must be twenty-one (21) years or older. Any additional coaches maybe eighteen (18) year or older.
- G. The manager is responsible for the conduct of his/her entire team while assembled as a team, including coaches, spectators, and players. The manager is subject to suspension and/or removal by the decision of the Executive Board for the conduct and activity of his/her team and is answerable to the League for any violation.

- H. Each manager shall be subject to immediate suspension from their duties upon failure to attend mandatory manager meetings or any other special meetings where the manager is requested to attend.
- I. It is the manager's duty to report to the Player Rep, and the Player rep to the Executive Board, any misuse of a player or any player dropping from a team.
- J. Managers are responsible for getting a sponsor for their team as soon as season begins.

## **Section 5: Players**

- A. All players are expected to be courteous, civil, and display good sportsmanship at all times.
- B. A player who argues, uses abusive language or intentionally throws equipment, at the discretion of the umpire will be ejected from the game but not from the field.

## **Section 6: Spectators**

- A. Spectators are welcome to watch any and all games. Foul, abusive, and disruptive language, or any other disruptive behavior directed toward any player, umpire, coach, manager, or other spectators will not be tolerated and could result in removal from the grounds. All spectators, players, coaches and managers are responsible for picking up their own litter.
- B. Team managers will be responsible for the behavior of spectators of his or her team.
- C. All persons attending Evergreen Park Girls Softball League events must abide by the Code of Ethics. No intoxicating beverages or controlled substances will be allowed at any Evergreen Park Girls Softball League sanctioned game, practice or facility. All League officials and representatives are responsible for monitoring this rule.

# **ARTICLE VI – FINANCES**

## **Section 1**

The treasurer shall present a final Spring Season budget for approval by the Board by the first scheduled meeting in January.

Any purchase within the budget exceeding \$2,000.00 must have three (3) competitive bids and be approved by the Board. Purchases outside the budget must have three (3) competitive bids and must have Board approval prior to purchase, with the exception of the concession stands. Concession stand purchases shall not exceed \$2,000.00 per calendar week unless approved by the Executive Board.

## **Section 2**

The Treasurer or designated Executive Board members shall deposit all League funds into a bank designated by the Board.

### **Section 3**

The fiscal year of this organization shall extend from September 1<sup>st</sup> to August 31<sup>st</sup>.

### **Section 4**

All money placed in specific savings accounts may only be withdrawn from said account when approved by a 2/3<sup>rd</sup>'s vote of a quorum at a board meeting.

### **Section 5**

All checks above \$1,000.00 will require two signatures. Limitations are as outlined in Article IV Duties of all Board Members.

## **ARTICLE VIII – ELECTION OF OFFICERS**

### **Section 1**

Nominations will start May1st and the election shall be held during the October meeting.

### **Section 2**

All elections shall be by secret ballot obtained by membership with one ballot turned in per general member. The Election Committee shall prepare election ballots, and a designated board member who is not running in the election will chair the Election Committee.

### **Section 3**

A Board vacancy shall be filled by a nomination by the President with the majority approval of the Board. Board appointed members shall remain in office until his/her successor is elected at the following election.

### **Section 4**

All committee positions may be held by an elected or appointed member for a one-year term.

### **Section 5**

A vacancy in the Presidency shall be filled by the Vice President until a new President is elected by the General membership. In the event that the Vice-President is unable to fulfill the President's vacancy, the Board will select a person to fill that position. It is mandatory that an existing or former board member that has served a minimum of one year on the Board fill the position of President.

No restriction shall be placed upon any election of an office to prevent his/her election or re-election except when:

- A person has been removed from office.

# ARTICLE IX – TOURNAMENT PLAYER AND MANAGER SELECTION

## Section 1

Tournament selections: A tryout will take place for any interested girl by age division with 7 days after May 1st. Depending on the number of teams that will be selected in each age group, additional tryouts might need to take place as soon as possible after the first tryout. Evaluation and selection of the players for the tournament team(s) in each division shall be the sole decision of the tournament manager.

Any girls playing up a division during the spring season may be considered for the tournament team of her age division, and she shall be given the opportunity to try out for the tournament team.

All girls must have played in at least 75% of League games. Players participating in Travel Ball as of February 1<sup>st</sup> shall not be considered for tournament teams. All players **MUST** show up for at least (1) of the tryouts to be put on a roster for the official team.

Any player selected to the tournament roster shall be required to pay a non-refundable, initial fee payable to the team League account as determined by the Manager but this amount will not exceed (xxxx dollars). This money is to be used towards, but not limited to, paying for uniforms, tournaments and all other expenses arising out of the operation of the team.

The League is responsible for posting times and places for tryouts. Tournament Parents **MUST** work concessions during the tournament games hosted by the League; this **does not** count towards regular season concession stand time.

## Section 2

The tournament team roster shall consist of a minimum number of players per ASA's current restrictions. The Board must agree by a majority vote in order to select two or more tournament teams per division.

## Section 3: Tournament Manager/Coach Selection

- A. The Tournament Manager shall be selected by a committee. The committee will be selected by the President and approved by the Board.
- B. Eligibility requirements for Tournament Managers and Coaches:
  - Must meet all ASA requirements.
  - Must have coached in the League.
  - The Executive Board will review the list of League Managers or Coaches who submit a Tournament Manager application and are willing to put in the time and effort required by the position. The selected manager needs to make a commitment for all practices and tournaments. If a full commitment cannot be made, the Tournament Manager should not apply for the position or coaches should not accept their positions.

Approved by the Officers:

*Brendan McGinley*

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President

*Rich Farmer*

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Vice President

*Linda Panico*

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Secretary

\_\_\_\_\_  
Treasurer

*Larry Leibforth*

\_\_\_\_\_  
Player Rep

Date: 12-12-12

As approved by the Board of Directors on December 12, 2012,