

EVERGREEN PARK GIRLS SOFTBALL LITTLE LEAGUE Bylaws

Adopted for the 2019 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 Little 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.

Section 4:

EPGSL is part of Little League. Any issues not addressed within these local bylaws will follow the rules and regulations of Little League Softball.

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.
- B. Prospective members must meet the requirements established within these Bylaws.
- C. 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 December 31 of the calendar year of play.
 - 2. Registration.
 - a) Online registration will be open no later than October 1 and will remain open until the time of the draft in March.
 - 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 payment; other players upon request of the Registrar.
 - 3. Draft
 - a) Placement on a team will be determined by a draft.
 - b) Managers and First Assistants will automatically have their children on their team.
 - c) Draft order may be adjusted based on the talent level of the manager and first assistant's children.
 - d) The draft will be held in mid-March.
 - e) Managers will contact their players within one week of the draft.
- 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 to play in the in-house league.

Section 3: 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 4: Compensation

- A. No Board Member shall receive monetary compensation for their service as a member of the Board, with the exception of free membership that is provided to all children of elected and appointed board members.

ARTICLE III – BOARD OF DIRECTORS

Section 1: Qualifications for Executive Board

The League shall include elected Board Members 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.

- B. The Executive Board shall include the:
 - 1. President
 - 2. Vice President
 - 3. Secretary
 - 4. Treasurer
 - 5. Player Agent
 - 6. Concession Stand Director
 - 7. Umpire & Scheduling Coordinator
- 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. The Executive Officers shall be: President, Vice President, Secretary and Treasurer.
- E. No two individuals of the same immediate family (spouse, siblings) are eligible to hold the positions of President, Vice-President, Treasurer or Secretary during the same term.

Section 3: Appointed Board Members

- A. The League President shall appoint the following board members with approval from the Executive Board:
 - 1. Field & Equipment Director
 - 2. Concession Volunteer Coordinator
 - 3. Safety Officer & Coaching Coordinator
 - 4. Website Coordinator

Section 4: Committee Members

- A. The League shall have members serving as Committee Members (serving from the first meeting in January until July meeting). These Committee Members shall include:
 - 1. Daisy Commissioner
 - 2. Jr. Petite Commissioner
 - 3. Petite Commissioner
 - 4. Chic Commissioner
 - 5. Soph Commissioner
 - 6. Picture Day Coordinator
 - 7. Parade Day Coordinator
 - 8. Picnic Day Coordinator

Section 5: General Powers

- A. 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.

- B. 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 6: Reviewing and Amending By-Laws

- A. The Board shall review By-laws every two years (even numbered years).
- B. All changes to the By-laws will be presented in February and approved in March of odd numbered years.
- C. Changes to the Bylaws must be approved by the majority of the Elected and Appointed Board Members.

Section 7: Removal of Board Members

- A. The board shall have the power by a two-thirds vote of Elected Board Members to discipline, suspend or remove any Elected or Appointed Board Member or committee member of the league.

Section 8: General Meetings

- A. The Board shall hold a minimum of one (1) monthly general meeting. General meetings are open to all general members. At each meeting the date and location of the next meeting will be selected. Additional meetings may be called by the majority of the Board. The date of the meeting will be posted on the website at least 10 days in advance of the meeting and a reminder of the meeting will be sent via text alert to the general membership on the day of the meeting.
- B. An agenda shall be prepared for the meeting.
- C. All Board Members, Committee Members, Managers and First Assistants are required to attend at least 4 meetings per calendar year to remain eligible to vote in elections.

Section 9: Quorum

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

Section 10: 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 11: 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 Appointed Board Members and Committee Members with approval of majority of Executive Board
- Assumes full responsibility for the operation of the local league.
- The president receives all mail, supplies, and other communications from Little League International.
- Conducts the general correspondence of the League.
- The president must see to it that league personnel is properly briefed on all phases of rules, regulations, and policies of Little League.
- The league president is the contact between the local organization and Little League International.
- Calls meeting of the Executive Board and members.
- Oversees the scheduling of in-house games.
- Signs checks within limits outlined 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 be responsible for supplying applications to volunteers for background checks and reviewing results of background checks.
- 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.
- Coordinates the League draft with Executive Board members.
- Adjusts draft order based on managers and first assistants with input from Board Members and division commissioners.
- Assist with registration process as needed.
- 2 year term

C. Secretary

- Keeps minutes and attendance of all board meetings and general 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.
- Maintains the paperwork of the League
- Makes arrangements for all meeting rooms.
- Handles all insurance needs and maintains a log of all injuries at all League functions reported by the Safety Officer.
- 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 player registration.
- Approves all emails to Managers/Coaches/Parents and Guardians.
- Coordinates supplier for League Spirit Wear.
- 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 Agent

- Obtains and verifies managers and coaches for each division with the help of the Board.
- Represents the interests of each Participating Member 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 Parents, Players, Managers or Coaches to the Board that require Executive Board action.

- Works with Umpire Coordinator to ensure positive communication between Managers, Coaches and Umpires.
- Shall act as All-Star Director:
 - Accepts Applications for All-star managers and presents names to President for selection with majority approval of the Board.
 - Shall oversee the scheduling of the All-star 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 All-star team. Allowed to coach a tournament team but all Coordinator responsibilities will take priority over coaching responsibilities.
- 2 year term.

F. Concession Stand Director

- Oversees the concession stand.
- Develops 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.
- Workers must be 18 yrs of age to work inside of stands.
- No kids are allowed in the stands while parents work, or hang out inside the stands.
- Hires and schedules paid stand workers
- Supervises Concession Volunteer Coordinator

G. Umpire and Scheduling Coordinator

- Oversees the hiring and scheduling of umpires for League games, including all make up games.
- Monitors umpires throughout the season. Shall fill out a report on any negative activity by an umpire and report to the Board.
- Oversees and monitors any mentoring program that might be in place with the umpire organization and the League.

Section 2: GENERAL BOARD – Appointed Members

A. Field & Equipment Director

- Hires and Supervises the field crew and sets the field crew schedule.
- Assists teams in prepping fields when needed.

- Makes recommendations to the board on any needed field improvements.
- Coordinates all field improvement activities.
- Maintains a written record of equipment owned by the League.
- Maintains a written record of league equipment used/borrowed by managers and collects the equipment at the end of the season.
- Maintains facility in which League equipment can be stored to insure optimum security.
- Informs Executive board on equipment that needs to be purchased or replaced.

B. Concession Volunteer Coordinator

- Arranges volunteers to service the concession throughout the season and posts schedule outside of stands and on website.
- Sends out reminders of schedule weekly; confirms stand workers
- No kids are allowed in the stands while parents work, or hang out inside the stands. Workers must be 18 years of age to work stand.

C. Safety Officer / Coaching Coordinator

- Coordinates all safety activities including supervision of ASAP (A Safety Awareness Program).
- Annually reviews and updates the league safety plan and submits to President for submission to Little League
- Ensures safety in player training.
- Ensures safe playing conditions.
- Coordinates reporting and prevention of injuries.
- Solicits suggestions for making conditions safer, reports suggestions to Little League International through the ASAP system.
- Represents coaches/managers in league
- Presents a coach/manager training budget to the board
- Gains the support and funds necessary to implement a league-wide training program
- Orders and distributes training materials to players, coaches and managers
- Coordinates mini-clinics as necessary
- Helps implement www.LittleLeagueU.org as the manager-coach education program for the league

D. Website Coordinator

- Responsible for maintaining League website *and social media accounts* 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.

Section 3: COMMITTEE MEMBERS – Appointed Members

A. 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.
- Supervises and oversees draft at their division level and submits draft results to League President.

B. 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 - MANAGERS AND COACHES

Section 1: General

- A. All Managers shall be approved by the Board.
- B. Managers and First Assistants can be male or female and must be twenty-one (21) years or older.
- C. Any additional coaches maybe eighteen (18) year or older.
- D. All managers and coaches must submit to and pass a Little League Background check.

Section 2: Duties and Responsibilities

- A. All managers and coaches must comply with all provisions of Article VI - Ethics and Conduct
- B. 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.
- C. 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.
- D. Managers are responsible for getting a sponsor for their team as soon as season begins.
- E. Managers may need to adjust the field conditions (mound/bases) to accommodate their age division when their game follows another age division. This is a responsibility of the home team when necessary.

Section 3: Voting Privileges

- A. Each Manager and named First Assistant shall be entitled to one (1) vote in the election of Board Members as specified in Article VIII.
- B. No absentee or proxy votes will be accepted.

ARTICLE VI – 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 2/3 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. 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.
- B. 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. 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.

- C. Managers, coaches, spectators and players are responsible for picking up their own litter.
- D. 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.
- E. No manager shall name as a First Assistant an individual solely to get that individual's daughter(s) as a player on the team. All named First Assistants must take an active role in coaching of the team.

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 VII – 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 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 Officers.

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 1st to August 31st.

Section 4

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

Section 5

Only the Treasurer, President, Vice-President and Concession Stand Director shall be authorized users on any of the league accounts.

ARTICLE VIII – ELECTION OF EXECUTIVE BOARD MEMBERS

Section 1

The following individuals that have attended a minimum of four (4) general meetings within the calendar year are eligible to vote for Executive Board Members: Elected Board Members, Appointed Board Members, Committee Members, Managers, Named First Assistants at the time of the Draft. An exception will be made to this rule as far as the requirement of attending general meetings for the elections held in 2018.

Section 2

All individuals seeking to run for an elected board position must notify the election chair one month prior to the election. The specific notification deadline will be posted on the website and a text alert will be sent to the general membership via twitter.

Section 3

The election shall be held during the October meeting.

Section 4

All elections shall be by secret ballot with one ballot turned in per individual eligible to vote. A designated board member who is not running in the election will chair the Election. The Election Chair shall prepare election ballots.

Section 5

The following Executive Board Positions will be up for reelection during even numbered years: President, Secretary, Player Agent, and Umpire Coordinator.

Section 6

The following Executive Board Positions will be up for reelection during odd numbered years:
Vice President, Treasurer, Concession Stand Director.

Section 7

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 8

A vacancy in the Presidency shall be filled by the Vice President until a new President is elected. 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 – ALL-STAR PLAYER AND MANAGER SELECTION

Section 1: Manager and Coaches Selection

- A. Anyone interested in managing an All-star team must notify the Player Agent in writing or via email between May 20 to May 27.
- B. In order to manage an All-star team, the individual must have managed or coached an in-house team. An exception will be made for those submitting applications without children in the league.
- C. The President appoints all All-Star managers with board approval. All-Star Managers appoint their coaches.
- D. All-Star managers will be named May 28-June 3.

Section 2: Tryouts

- A. A tryout will take place for any interested girl by league age sometime during the first two weeks of June. The league will post the tryout dates on the website and make announcements during the season.
- B. Some players, depending on their league age, are eligible to tryout for two teams during a

given season. However, a player may practice with and participate on only ONE All-star team during a given season. The exception to that would be if there were multiple teams at the same age level, and a player was needed for a game under limited circumstances such as an injury or inability to fill a roster for the game.

- C. Evaluation and selection of the players for the tournament team(s) in each age group shall be the sole decision of the tournament manager. Note: Rosters are subject to final approval of the board. The board does not want to get into the business of micro-managing ANY of the league's All-Star team's selection, and should not be looked to fix what are judgment calls. The board understands that not everybody will agree with the All-Star selections, but will not step in unless we feel the issue is egregious.
- D. All players MUST show up for at least (1) of the tryouts to be put on a roster for the official team. Note: There is an injury, illness or school season exception.

Section 3: Player Eligibility

- A. All girls must have played in at least 60% of their eligible IN-HOUSE league games. Note: There is an injury, illness or school season exception.
- B. Players participating in Full-Time Travel Ball at the time of All-Stars shall not be considered for tournament teams.

Section 4: All-Star Players

- A. All-star rosters will be posted on the website by mid-June.
- B. Because a player makes an all-star roster, that does not guarantee the player of making the team. All players and their parents must make a commitment to the all-star manager for the time that the tournaments will be taking place before officially making the team. Each tournament team is different and each manager will make those decisions individually. For the most part if you participate on an all-star team it will cover the end of June and most of July. Managers may or may not be able to work around your vacation plans. If teams participate in the State or International Tournaments managers would probably want a full commitment for those tournaments.
- C. The per player All-star fee must be paid immediately to the manager when accepting being on the team.

Section 5: All-Star Team Structure

- A. EPGSL will field all-star teams at the 8U, 10U, 12U, 14U and 16U levels.
- B. If the board feels there are enough girls to field additional teams at any age level, the board will vote on whether to field those teams.

Approved by:

Scott M. McQuill

President

[Signature]

Treasurer

[Signature]

Concession Stand Director

1472

Player Agent / Umpire Coordinator

[Signature]

Vice President (~~Acting President~~) 117

Suphanix Blance

Secretary

William E. Horvath

Player Agent / Umpire Coordinator

Field & Equipment Manager

Field & Equipment Manager

Date: 11-14-18

*Approved by the current executive board members in office at the time of the signing of these bylaws.