

GILBERT GIRLS SOFTBALL BY-LAWS



Last Updated: 6/20/2020

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GILBERT GIRLS SOFTBALL LEAGUE BY-LAWS

I. OBJECTIVE

The objective of the Gilbert Girls Softball League (GGSL) is to provide an administered and competitive atmosphere for young girls in the community to express their interests for the game of softball. GGSL strives to create and maintain an environment of good sportsmanship, teamwork, honesty, and fair play with a secondary importance placed on winning. Most importantly, our league encourages all participants to have fun and enjoy the sport of softball.

II. MEMBERSHIP

The membership of this league includes the Executive Board members, elected officers, managers, coaches, all parents and/or legal guardians of a team player and any person in an appointed position of the league. Members must comply with the League's By-Laws, Lexington County Rules, USSSA's Constitution, By-Laws, and other sports related rules. In the event of a violation, the League may enforce disciplinary actions including disbarment, suspension, and restrictions towards individual's membership.

III. EXECUTIVE BOARD

A. The Executive Board will consist of the following positions.

1. President
2. Vice President
3. Treasurer
4. Secretary
5. Events/Sponsorship Coordinator
6. Canteen Coordinator
7. Communications Coordinator
8. Field Maintenance/ Coach Coordinator

Note: The person occupying the current position as President, may **NOT** also hold the position as a Head Coach.

B. No more than one-half the positions on the Executive Board may be held by individuals not associated with the league. Association with the league is defined as being either a member of a team's coaching staff or a parent of an active player.

- C. A quorum to conduct business at any Executive Board meeting shall require attendance of at least 50% of the Executive Board members.
- D. Executive Board Members have full responsibility for the following:
- a. Attend all meetings.
 - b. At least one (1) board member must attend all home games.
 - c. Display personal interest and concern for each player.
 - d. Encourage active participation of all parents/guardians.
 - e. Participate in all aspects of the league including registration, planning and organizing of related events.
 - f. Serve a two-year term.
 - g. Maintain a current background check through Lexington County Recreation.
 - h. Approval of all fundraising events.
 - i. Award night activities and selection of awards to be given.
 - j. Overseeing planning and carrying out of all special activities.
 - k. Determining safety of equipment used by any player in the league, regardless of whether purchased by the league or player (bats, gloves, catchers gear, etc.)
 - l. Filling any vacancies on the Executive Board between scheduled election meetings.
 - m. The administrative function of the league, including all business decisions affecting its operation and welfare.
 - n. Approval and purchase of league insurance.
 - o. Review and approve yearly budget.
 - p. Each year, review, propose, and update (if necessary) changes to the By-Laws prior to submitting these changes to the general members for voting.
 - q. Voting on the dismissal of an officer, representative, coach or any other league position.
 - r. Voting on all amendments to the By-Laws in conjunction with Head Coaches or team representatives.
 - If a member of the Executive Board is also a Head Coach, that person may decide to vote as an Executive Board member and have another individual represent their team.

IV. BY-LAWS

The GGSL By-Laws shall be reviewed for adequacy and correctness every year by the Executive Board. All members of the league are encouraged to also review the By-Laws.

A. BY-LAW COMMITTEE

The By-Law committee is chaired by the Vice President and supported by the committee members (if any) appointed by the President. The duties of the By-Law Committee are:

- a. Review the By-Laws for accuracy, correctness and adequacy.
- b. Accept from division representatives, members or anyone else, requests for additions, changes or deletions to the By-Laws.
- c. Review all requests for accuracy and wording.
- d. Submit recommendations to the Executive Board for their review and approval no later than January 15th on a yearly basis.
- e. Upon approval of the Executive Board, prepare the final recommendations for review and voting by the general league body at a designated meeting held sometime before the beginning of the season.
- f. Update the By-Law document to reflect all approved changes.

B. BY-LAW MODIFICATIONS

- a. Anyone may submit requests to add, change or delete contents within the By-Laws.
- b. League members must submit requests to the By-Law committee no later than October.
- c. All proposed changes submitted will be reviewed by the Executive Board for content to assure that the requests are in the best interest of the league.
- d. Once approved by the Executive Board, proposed changes will be sent to all Head Coaches prior to the first general meeting of the New Year by the league Secretary.

- e. Approved changes will be presented to the league by the By-Law Committee Chairperson at the first general meeting of the New Year for final approval or disapproval. There will be no discussion of detail changes at this meeting. Explanations of the changes will be provided as part of the proposed change package.
- f. The By-Law Committee shall have the authority to make clerical changes or modifications for consistency with approved changes without the need of a general body vote.

V. LEAGUE POSITIONS

A. GENERAL DUTIES

The following are duties applicable to all Executive Board members, division representatives, coaches and committee members in addition to those specific duties identified for each position:

- a. Adhere to the objectives and general requirements of the Gilbert Girls Softball League By-Laws.
- b. Attend all scheduled league general meetings.
- c. Submit to the Treasurer, all receipts and records of expenditures within 72 hours.
- d. Obtain approval from the Executive Board on all expenses greater than \$500.00.
- e. Obtain approval from the President on all expenses less than \$500.00.

B. PRESIDENT

As a member of the Executive Board and the Protest Committee, the position of the President will be a two (2) year elected position (can stay in position if desired after 2 year term.). In addition to the general duties of all league officers, the duties of the President are:

- a. Schedule and preside over all league meetings, Executive Board meetings and the Protest Committee.
- b. Oversee all league activities, including fundraising and advertising.
- c. Select and dismiss individuals in appointed positions.
- d. Be accountable for expenditures up to \$500.00 for normal league requirements.
- e. Organize all functional policies of the Executive Board.
- f. Designate and supervise the activities of all committees.

- g. Coordinate fields with the Vice President and Scheduling Committee when constructing league schedules, practices, make-up games and playoffs.
- h. Make certain that each team abides by the rules, regulations and policies of the Gilbert Girls Softball League.
- i. Oversee and advise that the Communications Coordinator promotes and publicizes league registration and sign-ups.
- j. Vote on all matters brought before the Executive Board and Protest Committee.

C. VICE PRESIDENT

The Vice President will be a two (2) year elected position (but can stay in position if desired after 2 year term), elected in alternate years of the President position, a member of the Executive Board, By-Law Committee and the Protest Committee. In addition to the general duties of all league officers, the duties of the Vice President are:

Note: The Vice President's responsibilities are the same as those of the President, but exercised in a manner of aide or assistant. In the event of emergency or complication, the Vice President would act as the President if the President were unavailable to fulfill his/her duties.

- a. Assist in scheduling and presiding over all league meetings, Executive Board meetings and the Protest Committee.
- b. Assist in overseeing all league activities, including fundraising and advertising.
- c. Assist in selecting and dismissing individuals in appointed positions.
- d. Assist in organizing all functional policies of the Executive Board.
- e. Assist in designating and supervising the activities of all committees.
- f. Ensure that each team abides by the rules, regulations and policies of the Gilbert Girls Softball League.
- g. Assist in scheduling and publicizing league registration and sign-ups.
- h. Coordinate fields with the President when developing schedules for games, practices, make-up games and playoffs.
- i. Vote on all matters brought before the Executive Board and Protest Committee.
- j. Chairs the Protest Committee and By-Law Committee.

D. TREASURER

The Treasurer will be a two (2) year elected position (but can stay in position if desired after 2 year term) and member of the Executive Board. In addition to the general duties of all league officers, the duties of the Treasurer are:

- a. Attend scheduled meetings of the league and of the Executive Board. While in attendance, provide a report of the current status of the league's financial standings.
- b. Provide written financial reports to be included in the minutes of all the league meetings.
- c. Maintain a legible and accurate set of records covering all financial transactions of the league.
- d. Disburse amounts greater than \$500.00 when properly approved and authorized by the Executive Board.
- e. Disburse amounts less than \$500.00 when properly approved and authorized by the President.
- f. Receive and deposit all league funds as directed by the Executive Board.
- g. Maintain appropriate records of expenditures of the petty cash account (maximum \$100.00).
- h. Make payments of all approved expenses within the specified period of time to ensure the league any discounts.
- i. Vote on all matters brought before the Executive Board.
- j. Establish dates that the registration fees (money) plus any other receipts, must be submitted.
- k. Prepare an annual projected cash flow and budget.
- l. Responsible for working closely with the Executive Board and Coaching Staff in regards to uniforms, materials, equipment, and any other supplies needs by the league.
- m. Chair the Canteen Coordinator.

E. SECRETARY

The Secretary will be a two (2) year elected position (but can stay in position if desired after 2 year term) and member of the Executive Board. The Secretary is a non-voting member of the Protest Committee. In addition to the general duties of all league officer, the duties of the Secretary are:

- a. Attend scheduled meetings of the league, Executive Board, and the Protest Committee.

- b. Record and transcribe the minutes of all Executive Board meetings as well as meetings held by the Protest Committee.
- c. Maintain registration records, insurance records, claim and other league records.
- d. Notify Head Coaches of all league meetings two weeks prior to the date of the meeting.
- e. Coordinate all correspondence and mailings pertaining to league activities and functions.
- f. Vote on all matters brought before the Executive Board.
- g. Provide a copy of the GGSL By-Laws to the Executive Board members, managers, coaches, all parents or legal guardians of a team player and persons in appointed positions of the league.
- h. Provide a copy of the current year USSSA Rule Book and any other applicable material.

F. EVENTS/SPONSORSHIP COORDINATOR

- a. Arrange all special and fundraising events with the Executive Board. (i.e. Opening/Closing Ceremonies, Vendors, Sponsorships)
- b. Notify the previous years' sponsors so they can have the opportunity to contribute again.
- c. Be responsible for delivery of sponsorship awards at the end of each season.
- d. Serve a two year term. (But can stay in position desired after 2 year term)

G. CANTEEN COORDINATOR

- a. Responsible for maintaining and stocking the canteen inventory.
- b. In charge of scheduling canteen workers, which must be approved by the President or Vice President.
- c. Responsible for evaluating canteen operations and making recommendations of the menu items and/or procedural changes to the Executive Board.
- d. Serve a two year term.(but can stay in position if desired after 2 year term)

H. COMMUNICATIONS COORDINATOR

- a. Responsible for managing the website and updating the information.

- b. In charge of all GGSL social media accounts (Facebook, Instagram, Twitter, etc.)
- c. Advertising Spring/Fall Registrations including signage or any other marketing materials.

I. FIELD MAINTENANCE COACH COORDINATOR

- a. Responsible for scheduling of the coaches meetings and adding the president.
- b. Maintaining equipment.
- c. Obtaining coaches and assistant coaches all coaches must be approved by executive board.
- d. Verifying head coaches and assistant coaches by NYSCA certified and have background checks approved by the first game of the season.
- e. Field maintenance
- f. Field lining
- g. Serve a 2-year term (but can stay in position if desired after 2-year term).

J. APPOINTED POSITIONS

The appointment of individuals to positions within the league shall be made by the President and Vice President. The President and Vice President may choose to seek inputs and opinions from other league members, but the final decision on appointments shall be made by the President and Vice President. These appointed positions will be held on an “as-needed” basis. If it is determined, by President or Vice President, that any of these positions are not beneficial to the league, then they can be left vacant.

VI. ELECTIONS OF LEAGUE POSITIONS

League members holding “elected” positions shall be elected as follows:

A. GENERAL

- a. **Filling Vacant Positions**: The election of Officers to fill vacated positions or positions that will be vacated, will take place at closing ceremonies. League officers elected at closing ceremonies will not take officer until the first meeting in September.
- b. **Secret Ballot**: Elections may be conducted by secret ballot at the discretion of the President or by request and agreement of the members present.

- c. There will only be one (1) vote per member. No individual will have more than one vote and members must be present to vote. There is no provision for proxy voting, unless an online source is used.
- d. **Ties in Voting**: If a vote concludes in a tie, the issue does not carry. Winners in the election will be decided by majority vote. If necessary, ties will be voted again. If tie continues, the President shall make the final decision.

B. FILLING VACANT POSITIONS

The President has the authority to fill, by appointment, any vacancy in any officer between scheduled elections. Any vacancy shall be filled within thirty (30) days and the appointment will be valid until the next scheduled election meeting.

VII. HEAD COACHES

The process of selecting head coaches are as follows:

- A. Coaches are selected from a coaches list made up of names of those who have volunteered to coach, have filled out a coach's form and have agreed to a background check.
- B. All Head Coaches and Assistant Coaches must be approved each season by the Executive Board.
- C. Head Coaches will be responsible for the following:
 - 1. Report the scores to the league email
 - 2. Home team will be responsible for score keeping
- D. Head Coaches may not hold the office of President of the Gilbert Girls Softball League.
- E. Coaches must notify the League President in writing in case of their resignation.
- F. Coaches will provide positive leadership, advice and assistance to players and members.

- G. Coaches must comply with Gilbert Girls Softball League By-Laws, USSSA By-Laws and Lexington County Rules. If any violation may occur, you may be subjected to disciplinary measures.
- H. Coaches may not advise a player or parent to “not pick” any coach.
- I. Once the season game schedule has been published, there will be NO rescheduling of games. If a Head Coach cannot attend a game, then the Assistant Coach will coach the team. If a team will not have enough players, then the game will conclude in a forfeit. No exceptions.
- J. Prior to the start of each season, there will be a mandatory Coach’s meeting with each team having a minimum of one coach present at the meeting.
- K. Coaches must bat the entire line-up.
- L. Coaches must play each player two (2) innings in the field if there are three (3) or more innings played during a game.
- M. Anyone on the field, or helping out in the dugout, must have a background check prior to being in the dugout or on the field.
- N. All leagues county wide will require defensive players to wear a face mask. All offensive players must wear a nocsal approved helmet with face guard. Mouth pieces are optional but not required.

VIII. MEETINGS AND QUORUM

- A. The election to fill vacant positions will take place at the end of spring season closing ceremonies.
- B. Special meetings may be called by the President and/or Executive Board of the league at times and places to be determined. The President may delegate the authority to call special meetings to a member of the Executive Board of the league. The President will make such delegation of authority known to all members of the Executive Board.
- C. All teams must be represented at league meetings by the team’s head coach, assistant coach or a representative. When someone other than the head coach or assistant coach represents the team, that representative shall speak and vote on behalf of the team’s head coach.
- D. There will be a mandatory league meeting at the completion of all seasons. The purpose of this meeting is:

1. Return all equipment
 2. Evaluate the season
 3. Identify who is and who is not returning as head coach or coach
 4. Fill as many head coaching and coaching positions as possible
 5. Submit By-Law changes/modifications to the By-Law Committee
- E. There will be a mandatory league meeting the first Saturday of November (if necessary). The purpose of this meeting is:
- a. Transfer of league responsibilities to newly elected and appointed members.
 - b. Make any appointments if need be.
 - c. Fill any head coaching and coaching positions as possible.
- F. A quorum to conduct business at any general meeting of the league shall be at least 50% of the Executive Board, all Head Coaches or their designated representatives.
- G. Children are not allowed at meetings.
- H. The following circumstances require an affirmative majority vote of league members:
- a. To amend the By-Laws prior to the draft (if one).
 - b. Election of league “elected” positions.
 - c. All matters presented to the membership as deemed necessary by the Executive Board.
- I. There will be a general meeting held in January or February. The date of the meeting will be determined by the President.
- J. The Executive Board will hold meetings on an “as needed” basis to discuss league matters. There are no “monthly” or “quarterly” meetings held for this purpose. Any of the Executive Board members can request a meeting to be held at any time.

IX. FINANCES

The purpose of this is to establish a process for which league finances are handled. Policy and procedures listed below apply to the Gilbert Girls Softball League Executive Board members.

- A. All expenditures must be reviewed and approved by the Executive Board. Any expenditures over \$500 must accumulate a minimum of three votes in order to be obtained for the general account.

- B. A minimum balance of \$2,000.00 must be maintained in the League Treasury at all times, unless an emergency situation occurs. If this should arise, the Executive Board must approve it.
- C. League income tax returns will be filed as required by current IRS and state requirements.
- D. The Canteen is required to have a separate checking account.
- E. Must keep a log of all expenses paid, including expenses paid from canteen.

X. REIMBURSEMENT OF EXPENSES

- A. The President, other elected members and persons in appointed positions, shall be reimbursed for reasonable expenses incurred while performing league business.
- B. Reimbursement of personal expenses other than that stated above will be entirely at the discretion of the Executive Board.

XI. UMPIRE EXPENSES

Umpires will be paid a fee (negotiated on a yearly basis) for umpiring a league game or league sponsored game, when approved by the President. These expenses shall be paid through canteen revenues.

XII. REGISTRATION

- A. All players must register in order to play in the league.
- B. The cut-off date for registration will be determined and announced by the President. Under unusual circumstances, the President may allow late registrations depending on the age group and numbers of available positions on teams.
- C. All registration forms must be signed by a parent or legal guardian. The parent must indicate any medical conditions/complications on the registration form.
- D. The Executive Board may, by majority vote, revise registration fees.
- E. Registration fees are \$105 per player plus a \$35 volunteer fee for players that do not have a parent as a coach or assistant coach.

XIII. PLAYING RULES

The Official USSSA Fast Pitch Rules shall apply, including all local amendments (Special Rules).