

Mon County Girls Softball Association
(MCGSA)
(APPROVED 4AUGUST2016)
By-Laws 2016

ARTICLE I – PURPOSE

This association is organized for the purpose of promoting, developing and voluntarily assisting in all the lawful ways in the interest of the girls who may participate in this Association's softball program. The association shall dedicate itself to teaching the girls of our community and surrounding areas the ideals of good sportsmanship, teamwork, honesty, and loyalty and provide a recreational activity with the appropriate amount of competition consistent with these goals.

It shall be a non-profit corporation organized and incorporated under the laws of the State of West Virginia. The Association (MCGSA) is organized exclusively for educational and charitable purposes under section 501 (c) (3) of the Internal Revenue Code.

No part of the earnings of the organization shall inure to the benefit of, or be distributable to, its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensations for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on:

- a. By an organization exempt from federal income tax under Section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or:
- b. By an organization whose contributions are deductible under Section 170 (c) (2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Upon dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future tax code, or shall be distributed to the federal government or to a state or local government for a public purpose.

ARTICLE II – GOVERNING DOCUMENTS (APPROVED 4AUGUST2016)

The Mon County Girls Softball Association (MCGSA) shall be governed, controlled and regulated in accordance with the By-laws contained herein. The Executive Board may establish additional working/supplemental rules, guidelines, policies and procedures as necessary to carry out its responsibilities and obligations to its membership and the community. The By-laws are the primary governing document of the Association, and changes should be made with careful consideration. Proposed By-law changes will be made to the Executive Board for consideration and approval. The Association may make changes to the By-laws only by a two-thirds vote of the Executive Board. The President and/or Vice President of the Association must be present at a vote to change the By-laws.

ARTICLE III – MEMBERSHIP (APPROVED 4AUGUST2016)

General membership in the MCGSA is comprised of the parents/guardians of MCGSA players in good standing and any registered volunteers, over the age of 18 years old who were not registered players the previous season, who by their continued and active support and participation, shall further the purpose and mission of the Association. All association members are eligible to vote in the general election.

Membership entitles an individual to one vote on general issues and in the election of the Executive Board, as well as the opportunity to be nominated and elected as an Executive Board Member or appointed as an officer, provided all obligations have been met.

All Executive Board members, coaches, assistant coaches, and adult team representatives must be registered with MCGSA, and are subject to a background investigation. The Executive Board is responsible for conducting a background check on all new members of these groups.

All Executive Board members must abide by the conflict of interest policy.

The MCGSA voting member is the designated Primary Point of Contact for a given player in the player registration database.

ARTICLE IV – ASSOCIATION (APPROVED 4AUGUST2016)

DEFINITIONS:

- **Association:** Shall be comprised of the Executive Board of Directors, and all duly authorized members.
- **Executive Board of Directors:** (a.k.a. “Board of Directors”, “Executive Board”, or collectively the “Officers”) The main governing body of the Association which shall be comprised of the following elected officers: President, Vice President, Secretary, Player Agent and Treasurer. **Note:** The term “OFFICER” as contained in these By-laws refers to these elected officials of the Executive Board.
- **Members:** (a.k.a. members in good standing, or collectively as “the membership” or the floor) Parents and Guardians of the children duly registered as a player with MCGSA in the current calendar year. Only the parent designated as the primary point of contact will have a vote in MCGSA business and elections.

The Executive Board of Directors shall at no time have fewer than three members. A member shall only hold one board position. If there are only three board members, the duties of the vacated positions shall be assumed by the remaining board members.

SOFTBALL BOARD (consists of elected and appointed board positions)

The general SOFTBALL BOARD shall consist of the following positions:

The members of the Executive Board of Directors as well as the following positions:

- Concession Manager (or coordinator?? Needs further discussion)
- Field Maintenance Manager
- Umpire Coordinator
- Equipment Manager
- Recreational Ball Commissioner(s)

The Board of Directors may also add additional members as required by the needs of the organization.

GENERAL MEMBERSHIP – [SEE ARTICLE III](#)

ARTICLE V – EXECUTIVE BOARD OF DIRECTOR MEMBER’S DUTIES
(APPROVED 4AUGUST2016)

EXECUTIVE BOARD OF DIRECTORS

The purpose of the Executive Board of Directors is to take all possible actions necessary for the improvement, expansion, and betterment of the Association. The Executive Board of Directors makes the final decisions, by majority vote, concerning the operation and management of the MCGSA. The Executive Board of Directors shall strive to meet the requirements of the stated purpose of the Association as written in Article I. The Executive Board of Directors will have the power to create standing and special committees and to delegate such power to them as deemed necessary to accomplish their assigned task. The Executive Board of Directors is the voting body concerning policy decisions and/or changes to the By-laws. The Executive Board of Directors is responsible for conducting background checks on all Softball Board members, coaches and adult volunteers.

The management of the property and affairs of the MCGSA shall be vested in the Executive Board of Directors. The Executive Board of Directors will assist Board Members, where required or requested, in enforcing League Supplemental Rules and/or these By-laws or dealing with other Association issues. The members of the Executive Board of Directors, upon assuming office, shall enter into the performance of their duties and shall continue in office for the duration of their term until their successors have been duly elected or appointed.

The Executive Board of Directors is comprised of Executive Officers. The Executive Officers include the President, Vice-President, Secretary, Treasurer and Player Representative, each of which serves a term of 2 years. Each term will run concurrently with the MCGSA Fiscal year which starts on January 1 and ends December 31 of the same year. Executive Officer positions will also be staggered with the President and Secretary and Player Representative being voted on in odd years and the Vice-president, and Treasurer being voted on in even years.

The pre-requisite for any board position is that the nominee must be a member in good standing of the MCGSA. This includes parents of registered players as well as those coaches that may not have a child in the league but are recognized as coaches by the MCGSA. The pre-requisite for an Executive Board position is 1 year of good faith service on the Board of Directors. Nominees for an Executive Board Position that do not have previous Board service can be approved by a majority vote of the current Executive Board to ensure there are enough candidates for a given position.

All board members are required to attend all board meetings. Should any board member miss 3 consecutive meetings, they will be excused from all board duties upon vote by the Executive Board. At such time, the Outgoing officer shall turn over all Association records to the Executive Board.

Board of Director Position duties are described in the following:

EXECUTIVE OFFICERS

PRESIDENT

The President shall be responsible for conducting the affairs of the Association and for execution of the policies established by the Executive Board. The President shall:

- Be the principal executive officer of the organization, and shall in general supervise and control all of the activities of the organization
- Preside over all meetings of the organization
- Sign contracts or other instruments which the Executive Board has authorized to be executed
- Make non-elected office and committee appointments, with the approval of the board
- Present a report of the condition of the Association at an annual meeting and at other such times as the President or the Board may deem appropriate.
- Communicate to the Board of Directors such matters and make suggestions that may tend to promote the welfare of the Association.
- Ensure that Board of Directors is properly briefed on all rules, regulations and policies of the Association.
- Investigate complaints, irregularities and conditions detrimental to the organization and report thereon to the Softball Board as circumstances warrant
- Issue disciplinary actions as needed for problem parties within the Association with approval of the board.
- Confirm the annual Treasurer's report and approve the annual projected budget
- Be the representative to the state ASA association meetings
- Be the liaison for coordinating with the city of Granville on all matters pertaining to the MCGSA. (The president may appoint a liaison to fulfill this role.)

Although the President is a voting member of the Executive Board, the President is not required to vote except to break a tie.

VICE-PRESIDENT

The Vice-President shall serve as an assistant to the President and will preside in the absence of the President. The Vice-President shall at all times work with the knowledge of the President and the Executive Board and will keep Association officers properly briefed on all findings, actions and duties pertaining to the betterment of the Association. The Vice-President shall:

- Act in the absence of the President
- Work with other officers and committee members to carry out such duties and assignments as may be requested by the President and/or the Executive Board.
- Provide assistance to standing committees and special committees appointed by the Executive Board.
- Reviews/coordinates Association insurance coverage and provide recommendations to the Executive Board.
- Assist the Player Agent in the organization/planning of all evaluations, tryouts and team formation meetings
- Plan and organize fall, winter and/or spring clinics

SECRETARY

The Secretary shall attend all meetings called by the President. The Secretary shall:

- Maintain a current register of the Executive Board members, record and maintain the minutes of the regular meetings while in office, track committee assignments, maintain the by-laws and take notes at all special meetings or proceedings.
- Schedule and notify the Board of Directors of upcoming meetings and include an agenda when needed
- Prepare and coordinate meeting agendas with the President and other members of the Executive Board.
- Coordinate with local newspapers and the Association Webmaster to advertise General Membership meetings and other significant activities of public interest.
- Produce registration flyers and seek required approvals for distribution in both public and private local schools.
- Be responsible for maintaining a current copy of the By-laws and a reference notebook of all Association records, which may be required and have them, available at each Board meeting.
- Perform other duties as assigned by the President or Board of Directors

TREASURER

The Treasurer assumes responsibility for all Association funds, keeps necessary books of account and submits them together with all vouchers, receipts, records, and other papers to the President and executive board for examination and approval and reports on the status of Association funds to Association officials. The Treasurer in conjunction with the President, or other authorized Executive Board members, signs checks and dispenses Association funds for approved Association expenses. The treasurer shall also

- Provide the Board a financial statement for each meeting of the Board of Directors and the General Membership meeting.
- Be the single point of contact for all Association funds and all Association funds must go through the Treasurer for proper accounting as well as all billings to the Association must be sent directly to the Treasurer.
- Work with the President in establishing a list of personnel that are authorized to charge items to the Association. This list should be limited to the elected officers and the individual Association commissioners, or persons appointed by the President.
- Annually comply with the internal audit of the Association's records.
- Complete the appropriate IRS paperwork to file taxes for the organization for the year in which the Treasurer's term of office applied and ensure that the business remains registered with the State of West Virginia.

PLAYER AGENT

The Player Agent's primary responsibility shall be the collective welfare of the girls participating in MCGSA. The Player Agent shall

- Ensure that each girl is given a fair assessment and treated fairly by all MCGSA officials (board members, coaches, etc) at all times
- Establish and supervise the player registration and assessment periods for each age division and maintain a file of player registration transaction forms, certification of birth records (if required for any purpose), and team rosters.
- Plan, schedule and coordinate player evaluations in concert with the VP
- Prepare the player rosters for each age group and will conduct the team formation with the assistance of the President, Vice-President and Recreational Softball Commissioner.

- Work with the Recreational and Travel Softball Commissioners in regards to all player and manager issues.
- Work with the Vice-President on instructional clinics for the girls throughout the year
- Perform additional duties as directed by the President or the Board of Directors.

Appointed Officers

Appointed Officers are nominated and confirmed by a majority vote of the Executive officers. Appointed Officers will be appointed annually. The Appointed Officers will be voting members of the Softball Board. The Appointed Officers will serve on Committees, chair working groups, and conduct surveys/studies as directed by the Association President and/or the Executive Board.

FIELD MAINTENANCE MANAGER

The Field Maintenance Manager is appointed by the President and confirmed by a majority vote of the Executive Officers. The Field Maintenance Manager is a voting member of the General Board. The Director of Playing Fields shall be responsible for the planning, scheduling, and implementation of the materials and actions required to keep all playing fields in good condition throughout the year. The Field Maintenance Manager shall:

- Ensure that the fields used by MCGSA are maintained in playable condition
- Manage volunteers or other personnel, when appropriate, in the maintenance of the fields used by the Association to include dragging, mowing and preparing the fields for games
- Make recommendations to the Board as it relates to field improvements and modifications that will benefit the MCGSA
- In conjunction with the President/Vice-President make determinations on whether fields are playable due to weather conditions
- Ensure field maintenance items and other field items (bases, pitching plates, etc.) are in working order
- Submit any required maintenance needs to the Executive Board for approval
- Work closely with the President and the other Board Members in the scheduling of practices and games
- Perform additional duties as directed by the President or the Board of Directors.

EQUIPMENT MANAGER

The Equipment Manager is appointed by the President and confirmed by a majority vote of the Executive Officers. The Equipment Manager is a voting member of the General Softball Board. The Equipment Coordinator shall:

- Inventory, document and maintain all softball training and playing equipment owned by MCGSA. This includes, but is not limited to, balls, bats, catcher's masks, batter's helmets, equipment bags, bases, base plugs, chin straps, batting cage nets, pitching machines, etc.
- Be responsible for gathering cost proposals, organizing, ordering, and distributing team uniforms as well as fan apparel as approved by the Executive Board
- Be responsible for gathering cost proposals, organizing and ordering, trophies for each division and other activities as required
- Submit all purchases of equipment to the Executive Board for approval.

- Establish and maintain a process for the dissemination and return of MCGSA property to each sanctioned MCGSA team during the season.
- Each year, take inventory and distribute equipment to coaches.

UMPIRE COORDINATOR

The Umpire Coordinator is appointed by the President and confirmed by a majority vote of the Executive Officers. The Umpire Coordinator's primary responsibility is the recruiting, training and scheduling of ASA certified umpires for MCGSA games. This position requires good knowledge of ASA rules and MCGSA league rules. The Umpire Coordinator should be accessible throughout the season, especially during tournament games to answer questions and address rule concerns. The Umpire Coordinator shall:

- Monitor and distribute rule changes mandated by ASA/USA Softball
- Coordinate and manage a Rules Committee to review and update local league rules and provide the Board recommended modifications
- Research and suggest competitive umpire fees for the season
- Work with the local ASA umpire officials to provide at a minimum a spring umpire clinic as well as additional umpire training when available
- Assign ASA certified umpires to games and assure that they are familiar with League rules, receives written protests, establish and maintain umpire log.
- Work with the Director of Coaching to organize the coach's informational meeting to review MCGSA specific rules.

CONCESSION STAND MANAGER

The Concession Stand Manager's primary responsibility is the management of the concession stand to include the purchasing, stocking and selling of food items and other merchandise as well as the general cleanliness of the concession stand and rest rooms. The Concession Stand Manager shall:

- Manage any paid concession stand workers to include scheduling hours and ensuring concession stand procedures are followed
- Ensure paid concession stand worker hours are documented and submitted to the Treasurer
- Ensure that any volunteer understand opening/operating/closing procedures.
- Keep the equipment and facilities clean and in operation at all times
- Maintain an active inventory of all concession stand equipment and supplies
- Oversee the care, repair and replacement of equipment with the approval of the Board
- Coordinates with Treasurer to ensure the League Health Permit is up to date.
- Prepares a report to the Board of Directors to include sales totals and purchases.
- Ensures first aid kits are available and stocked at the concession stand to include sufficient ice packs
- Ensures that the cleanliness of the concession stand area and the rest rooms are maintained

Note: The Concession Stand Manager position may be a paid position at the discretion of the Executive Board. When the position is a paid position, the person holding the position must report concession stand status to the Board and may attend Board meetings but is not a voting member of the Board. However, the Concession Stand Manager may also be a member of the Association and as such does have the rights conferred to that group as noted in these By-Laws.

ARTICLE VI – RECREATIONAL BALL COMMISSIONER(S)
(APPROVED 4AUGUST2016)

The President will nominate one or more Recreational Ball Commissioners. This/These Commissioner(s) is associated with one or more active Association age division and he/she will be confirmed by majority vote of the Executive Officers. Commissioners must be members of the Association.

The Recreational Ball Commissioner(s) will be responsible for organizing and managing the age divisions based on guidelines established by the Board of Directors. Guidelines, as required, will be used only to establish general policy, rule, and procedure uniformity across the Association divisions. The Commissioner(s) will be responsible for developing and coordinating the season practice schedules based on field availability. Commissioner(s) will work with the Director of Coaching and the Player Representative to select and/or release head coaches for their individual leagues, aid in the development of Division Rules as part of the Rules Committee, develop Tournament rules when applicable, and work with the Player Agent to plan and coordinate player evaluations and team formation. The Commissioner(s) will be responsible to coordinate with the Executive Board on problem areas that cannot be individually resolved.

ARTICLE VII – COACHES (APPROVED 4AUGUST2016)

Head coaches must be at least 21 years of age. Coaches are responsible to teach their players the rudiments of softball, good sportsmanship, and teamwork and will adhere to the rules, guidelines, and regulations set forth by the Association in all of their Association relationships. Coaches are responsible to familiarize themselves with the ASA rulebook and MCGSA Supplemental Rules. Coaches are responsible for the wellbeing and safety of the girls while under their control. Coaches are responsible for the playing equipment issued for league play. Coaches are responsible to participate in team formation activities, participate in league meetings and to schedule all practices for their team in conjunction with the Director of Playing Fields. Coaches will bring all problem areas that are beyond their ability to resolve to their Division Commissioner.

“It is the policy of MCGSA that every reasonable effort will be taken to exclude from program responsibilities, (not to be confused with parental responsibilities affecting their own children), any individual with a documented record of a sexual offense or other criminal act that would bring unnecessary risk to the health and safety of MCGSA program participants. It is the intent of MCGSA to exclude from participation, at a minimum, all persons who have been convicted of crimes against persons.

A coach must hold him/herself to the highest standards of behavior. A coach’s behavior must be such as to bring credit to the coach, the organization and youth sports in general. A coach will serve as a positive role model for the youth of our community both on and off the field. Any conduct by a coach or potential adult volunteer in MCGSA programs that does not live up to these standards, will result in denial of adult volunteer participation in MCGSA programs.”

ARTICLE VIII - LEAGUE FORMATION (APPROVED 10JUNE2016)

The Board of Directors will review and form individual, separate playing leagues for the player age groups participating in the Association each year. The age cut-off date is December 31st for all youth recreational play. The current playing age groups for the Association are detailed below:

- A. 6U - Ages 4 - 6
- B. 8U - Ages 7 - 8
- C. 10U - Ages 9 -10
- D. 12U - Ages 11 - 12
- E. 16U – Ages 13 - 16

ARTICLE IX - GENERAL ELECTIONS
(APPROVED 4AUGUST2016)

The election of all officers shall take place annually not earlier than one day past the last regularly scheduled game (exceptions may be made when delays push the regular season past the first week of August) or not later than forty-five days past the last regularly scheduled game. The newly elected officers shall assume the responsibilities of their respective offices on the first day of the next calendar year but may participate in board activities to become experienced with MCGSA procedures and policies. Outgoing officers will turn over all Association records to the newly elected officers prior to the first board meeting of the next calendar year.

A nominating committee consisting of the Secretary and at least two other members of the Association will be formed and chaired by the Secretary. The committee will seek the most qualified persons for the elected positions. All nominees that are MCGSA registered with a completed background check shall be listed on the ballot. All voting members of the Association in attendance at the election may cast a ballot. Any member of the Association in good standing may nominate a candidate for any of the Board member positions, providing the nominee is willing to accept the position by submitting their name to the nominating committee. A current board member may also submit their name for a Board member position for the coming year to the nominating committee. All nominees must meet the minimum service requirements for the Executive Board position or be approved by a majority vote of the Executive Board.

All voting will be by written ballot, vote of acclamation or a secure online voting system. If voting is carried out via written ballots, the Secretary will select not less than two members from the General Membership excluding candidates and their immediate relatives to assist in counting the ballots. If voting is carried out via an online voting system, the votes will be recorded and tallied by the online system. The online system will be responsible for ensuring only one vote per voter is allowed and record the IP address of each vote for proof of votes. The Secretary will immediately announce the election results following the count. A majority of the "yes" vote is required to elect Executive Board officers. Where there are more than two candidates listed for the same office, a candidate must obtain a simple majority to win (one more vote than 50% of the votes cast). If no candidate achieves a simple majority, the General Membership will re-ballot for the two candidates previously receiving the highest number of votes for that office.

ARTICLE X - OFFICER VACANCIES (APPROVED 10JUNE2016)

Should the Office of President be vacated prior to elections, the Vice President will become the Acting President. The remaining Executive Board will elect the new officers. Should the Office of President and Vice-President be vacated simultaneously or the Office Secretary or Treasurer be vacated prior to election, a two-thirds majority executive board vote will be required at a legally called Executive Board meeting to elect persons to fill the vacated position(s). Persons elected will serve until the next required election. Appointed Executive Board members that cannot complete their term of office will have their vacant position filled by appointment by the Association President and confirmed by a majority vote of the Executive officers.

If an Executive Board member fails to perform their duties and meet the standards stated and implied herein, that member may be removed from office. Prior to removal, the highest-ranking Executive Board officer will call a special Executive Board meeting and all members will review the concerns. A statement of concerns will then be presented to the board member in question and he/she will be given 48 hours prior to prepare a defense. The member will be given every chance to explain his/her actions and rationale prior to a vote being taken for retention/dismissal. All available Executive Board members (a minimum of two-thirds of the members) must be present. A two-thirds majority vote is required to remove a member from the Executive Board.

ARTICLE XI – FINANCES (APPROVED 4AUGUST2016)

Operating funds may be provided by any of several means such as registration fees, donations, fund raising projects, etc. All money raised must go through the treasurer for deposit and proper accounting. Groups are not authorized to raise money for the Association without prior approval of the Executive Officers. Excess money raised for specific projects will become part of the Association treasury when the project is terminated.

Expenditure of funds from the General Fund exceeding \$100 by any member must be approved by majority vote of the Executive officers.

ARTICLE XII – AFFILIATION (APPROVED 4AUGUST2016)

The MCGSA will be affiliated with the national governing body of softball, the Amateur Softball Association (ASA), and use their rules and procedures as a baseline for league play. All MCGSA sanctioned teams will be affiliated with the same organization.

During tournament season, additional affiliations may be made to facilitate local tournament play. All additional affiliations will be made with the approval of the Executive Board.

ARTICLE XIII – EQUIPMENT & INSURANCE (APPROVED 4AUGUST2016)

The Board will purchase, control and maintain equipment and supplies required to be used by the Association. Such equipment consists of field maintenance and any other equipment or supplies used in the conduct of the Association's activities.

Gloves, shoes and practice clothing shall be the responsibility of the players. All individual player equipment must comply with ASA Official Rules of Softball. Coaches shall endeavor to maintain the equipment in the best possible condition and return the same articles to the Equipment Manager at the end of the season.

The Association provides accident insurance for all registered MCGSA players through our Affiliation with ASA. This insurance is in-force during any official ASA event, such as games, practices and tournaments. This insurance is good for one (1) calendar year.

ARTICLE XIV – CONFLICT OF INTEREST
(APPROVED 4AUGUST2016)

Members of the Board, whether elected or appointed should refrain from any action or activity that impair, or appear to impair, their objectivity in the performance of their duties on behalf of the organization. A conflict of interest may exist when the direct personal or financial or other interest of any Board Member or Officer competes or appears to compete with the interests of the organization. If any such conflict of interest arises, the interested person shall call it to the attention of the Board for resolution. If the conflict relates to a matter requiring Board action, such person shall not vote on that matter. When there is doubt as to whether any conflict of interest exists, the matter shall be resolved by a vote of the Board, excluding the person who is subject of the possible conflict.

The person having the conflict shall not participate in the final deliberations or decision regarding the matter under consideration and shall retire from the room in which the Board is meeting. However, the person may be permitted to provide the Board with all relevant information

The minutes of the meeting of the Board shall reflect that the conflict was disclosed and the interested person was not present during the final discussion of vote and did not vote on the matter.

A conflict of interest policy shall be provided to each Board Member and Officer serving in the organization annually.

ARTICLE XV – ADOPTION OF BY-LAWS

These By-laws are approved and adopted as hereby written on this date, August 4, 2016. The Board of Directors has approved these By-laws. By-laws will be made available to the Association members upon request. The By-laws must be re-affirmed each year as soon as possible after the election of officers.

SIGNATURE	DATE	OFFICE
		President
		Vice-President
		Secretary
		Treasurer
		Player Agent
		Field Maintenance Manager
		Equipment Manager
		Concession Stand Manager
		Umpire Coordinator