

W.P.G.F.S.A 2020 BY-LAWS



## DESCRIPTION

Our organization is a 501(c)3 which provides an opportunity for as many girls as possible, aged 19 and under, to play fast-pitch softball.

We celebrate the long, competitive tradition of our program and realize our participants are children, not professionals.

It is a priority that their experience be fun.

## MISSION STATEMENT

Our mission is to strive to provide and facilitate maximum opportunity for all eligible individuals to participate in a healthy, positive, and safe environment with a strong focus on moral conduct, sportsmanship, teamwork, developing self-confidence and self-discipline in life and the sport of fast-pitch softball.

We want every girl to have a positive youth sports experience. We hope they always carry wonderful memories of their time with the league.

- We aim to teach:
  - a good work ethic
  - dedication to realizing a goal self-motivation
  - the value of teamwork
  - and most importantly, respect for themselves and others

We believe our children are our most precious assets and represent the future of our community. We strive, through our involvement in their lives, to leave a positive, lasting impression.

## ORGANIZATION

The Articles of Incorporation, as charted with the state of Florida through Sunbiz.org, shall govern the West Pasco Girls Fast-pitch Softball Association, Inc. The registered agent information should be updated, as necessary.

## AFFILIATION

The Board of Directors, by majority vote of those present at a meeting, shall have responsibility of deciding as to what softball organization shall govern its softball program.

## GENERAL MEMBERSHIP

1. A member is defined in the following manner:
2. A parent or legal guardian of a rostered player whose registration has been paid in full.
3. Any rostered coach.
4. Any certified umpire, at least 19 years of age as of January 1<sup>st</sup> of the current year, who participates in at least six (6) spring season games.
5. Anyone from the general public, at least 19 years of age as of January 1<sup>st</sup> of the current year, who pays an annual fee of \$10.00. This payment ensures a vote in the general election and waives the background-check fee should they become a certified volunteer. This payment must be received by April 1 each year.

The General Membership shall elect all board of directors and approve all bylaw amendments. The General Membership shall have the power by two-thirds (2/3) vote of those present at a general membership meeting (at least half of league membership) to suspend or expel any director, officer, manager, coach, volunteer, employed or contracted personnel, or umpire in the association.

## BOARD OF DIRECTORS AND OFFICERS

### A. TERM OF OFFICE

- a. President, Vice President, Secretary, Treasurer, and Player Agent shall serve for one (1) year.
- b. The treasurer shall serve a maximum of three (3) consecutive terms.
- c. The Board of Directors shall serve two (2) years, alternating half the Board each year. In the event of a resignation or removal of a Board Member, the newly elected Board Member shall assume the remainder of that term of office.
- d. Appointed members, coordinators, committee seats, and all other appointed positions shall serve one (1) year.
- e. New Executive Board members shall have (30) business days to update league records such as league bank accounts and memberships.

### B. BOARD MEMBERS

- a. The Board shall consist of fifteen (15) members, including the Executive Board. Only one (1) member of a family shall serve on the Executive Board at any given time.
- b. No more than four (4) members shall come from one team, unless otherwise board approved.

### C. PRESIDENT

- a. Shall preside at all meetings of the Board of Directors.
- b. Shall appoint committees, as he/she deems necessary.
- c. Shall sign all written contracts of the organization.
- d. Shall be liaison between District, State, or World Series Tournament Directors.
- e. President, Vice President, and/or representatives shall attend all district and state meetings associated with Dixie Softball.
- f. Shall present all pertinent correspondence to Board Members.
- g. Shall be responsible for picking up and distributing all league mail.
- h. Shall review bills monthly with the treasurer.
- i. Shall be authorized to make emergency purchases with league debit card limite to \$200. Anything exceeding \$200 will require 4 out of Executive Board approval and all purchases will be discussed during next scheduled meeting.
- j. Shall be responsible for purchasing league insurance, Spring and Fall Seasons.

- k. Shall be responsible for completing and submitting league franchise paperwork prior to April 1st.
- l. Shall be responsible for completing and submitting the Park Reservation Form to the county
- m. Shall be responsible for filing / maintaining 501c status and incorporation papers with treasurer.

**D. VICE PRESIDENT**

- a. Vice President and/or representative shall attend all district and state meetings associated with Dixie Softball.
- b. Shall be responsible for carrying out all Presidential duties in the absence of the President.
- c. Shall be responsible for and maintain a file for all background checks on all league volunteers. Shall maintain all volunteer information in safe and secure location. Shall be responsible for issuing volunteer badges. (Replacement fee of \$5) Disqualifying information will be kept private and presented to the executive board for review.
- d. Shall be responsible for maintaining and posting an approved Volunteer list.
- e. Maintain league website and email.
- f. Shall be provided with a league credit card and be responsible for maintaining appropriate office supplies for boardroom.
- g. Shall be responsible for maintaining an updated game schedule.
- h. Shall be responsible for scheduling and rescheduling all games, including playoffs and notifying Vice President, Umpire-In-Charge, Division Coordinator, and Concession Manager of any changes.
  - i. Shall determine practice times.
  - ii. Shall schedule all play-off games.
  - iii. Shall be responsible with the Umpire in Charge for creating a Umpiring schedule.
  - iv. Shall work with the Division Coordinators in obtaining teams/school activity conflicts for each division by predetermined date each year.

**E. SECRETARY**

- a. Shall make a notation of all members present at meetings including an up to date tally of all absences.
- b. Shall keep minutes of the Board Meetings; a copy will be emailed to each member within 72 hours of the next scheduled meeting and a printed copy will be available for each Board Member at the next scheduled meeting.
- c. Shall maintain a mailing list of the membership of the association, including terms of election and appointed Board Members.
- d. Shall keep an official copy of the by-laws and the local league rules and see that all new officers, managers, and coaches are informed in writing of new amendments and rules to the association.
- e. Shall notify members of all meetings via phone and/or email.

- f. Shall maintain league records, correspondence, contracts, Volunteer/Community Service Letters, Scholarship Notifications, and records (Minutes and Treasurer's report).
- g. Shall be responsible for creating and maintaining a board member on-duty schedule and registration schedule.
- h. Give weekly reminders calls and emails of BMOD responsibility.
- i. Shall be responsible for picking up and distributing all league mail in the absence of the President and Vice-President.
- j. Shall maintain master file of all usernames and passwords for league financials sites, websites, email, board computers, etc.
- k. Is responsible for all scholarship correspondence.
- l. Responsible for recruiting applicants for league scholarships.
- m. Responsible for maintaining and evaluating each applicant for meeting league defined criteria.
- n. Responsible for recommending Scholarship amount for each applicant.

**F. TREASURER**

- a. Shall present a financial report at the monthly meetings
- b. Shall have an annual audit completed by a non-affiliated independent CPA by August 30th.
- c. Shall have custody of the monies of the organization, shall pay all league bills on a timely basis (Concession Credit Card or Vendor account shall be paid in full monthly), shall keep a permanent computerized record in a commonly accepted format of ALL money transactions.
- d. Purchase orders and invoices should be reconciled prior to payment being made.
- e. Shall be responsible to establish a projected budget for upcoming calendar year and present it to the board at the December meeting.
- f. Shall work with the President to maintain the 501(3)c status and incorporation papers.
- g. Shall assist Player Agent in collecting all unpaid debt owed to the league.
- h. Maintain all league financial records in QuickBooks online or equivalent.
- i. Shall work with the league accountant to file all annual taxes.

**G. PLAYER AGENT**

- a. Has the responsibility for the procedures used for drafting players under the guidelines set forth in the W.P.G.F.S.A. local league rules.
- b. Shall check player eligibility, credentials, Dixie rosters, and maintain these records.
- c. Shall be responsible for creating and submitting all Official Dixie Team Rosters to State Director by May 1st.
- d. Shall maintain file of all team's players.
- e. Shall maintain records of players who have been under a physician's care. Shall require written permission for resuming play from the physician or by parent waiver for any injury prior to or during a season before a player can practice or play in a game. Two (2) copies shall be made available: One (1) copy for the manager/coach and one (1) copy for the league's files.

- i. BMOD or Player Agent has the right to not accept the Parent's Waiver.
- f. Shall be responsible for distributing all insurance claim forms to parents/guardians and maintain a copy once completed.
- g. Shall according to W.P.G.F.S.A. local league rules, place late sign-ups on teams. (See Draft Procedures).
- h. Shall be player advocate in all matters brought before the Board.
- i. Shall verify all player resignations after the Division Coordinator has notified the Board.
- j. Determine eligibility and bring to the board for approval all seasonal financial scholarships.
- k. Shall maintain all grievances and actions taken.

#### **H. HEAD DIVISION COORDINATOR**

- a. Head Division Coordinator shall be appointed to communicate league information with other coordinators, work with Player Agent, and Division Coordinator on any disputes.
- b. Shall receive necessary information from Player Agent to order and distribute League Uniforms.
- c. Shall organize and run skills day with each division coordinators assistance.
- d. Shall be in charge of all Fall Ball activity to include recruiting coaches with the director of coaching, helpers, and scheduling.
- e. Shall be responsible for working with all Division Coordinators in settling disputes within their divisions.
- f. Shall work with Director of Coaching for recruiting coaches for the Spring Season. Recruiting should start in October of the previous year.
- g. Solicit three bids for Fall/Spring uniforms and bring to the board for review/approval.

#### **I. DIVISION COORDINATORS**

- a. Responsible for all communication with managers, players, and parents. One Division Coordinator per playing division.
- b. Shall conduct Skills Day in their divisions under the direction of the Player Agent and Head Division Coordinator.
- c. Shall investigate the resignation and lack of attendance of any player and submit to Player Agent.
- d. Shall investigate all game reschedule requests from their division and report to President and Vice President.
- e. Under supervision of the Director of Scheduling, shall notify managers of rescheduled games.
- f. Shall not manage or coach in the division he/she has responsibility for, only with special consent of the Board of Directors.
- g. Mandatory participation/attendance for all fundraising committee functions.
- h. Shall investigate quality of coaching within their division and investigate complaints.
- i. Shall attend all Team Mom meetings.
- j. Shall work with Head Division Coordinator to resolve any disputes within their

division.

- k. Shall work with Director of Scheduling in obtaining team/school activity conflicts for each division by February 10th.
- l. Shall be tournament director of that divisions post-season tournament.

**J. DIRECTOR OF COACHING**

- a. Shall maintain database of all managers and coaches.
- b. Shall schedule and run a minimum of two (2) coaching clinics prior to the start of the Spring season.
- c. Responsible for initial coaches meeting and presentation of the coaches' packet.
  - i. Compile and distribute coaching packets
    1. Risk Management Presentation
    2. Coaches Commitment Letter
- d. Work with Head Division Coordinator to recruit, qualify and make recommendation to Board for coaching staff for both Fall & Spring.
- e. Implement mentors for new coaches and managers.
  - i. Follow-up throughout the season.
- f. Bring matters of concern involving coaches to board for review.

**K. EQUIPMENT MANAGER**

- a. Shall buy on a competitive basis (3 bids when possible) equipment and supplies, as authorized by the Board, and hand over all receipts to the Treasurer.
- b. All purchases shall be Board approved for purchases exceeding \$250.
- c. Notification of all purchases will be emailed to all Board members within 72 hours of the purchase.
- d. Shall require all team managers/coaches to sign an inventory sheet when equipment is issued, used, and returned. Inventory sheets shall be kept in the league's equipment area.
- e. Shall inventory and maintain all league equipment and supply an inventory report to the board prior to Spring (January) and Fall (August) Seasons.

**L. UMPIRE-IN-CHARGE**

- a. Shall be Dixie registered or in the case of a committee, at least one (1) member shall be Dixie Registered.
- b. Shall have the responsibility to obtain and register umpires.
- c. Umpires under the age of eighteen (18) years of age shall have written parental consent and must be board approved.
- d. Shall work with the Director of Scheduling to prepare the umpire schedule.
- e. Shall schedule a minimum of (3) three umpire clinics for both coaches and umpires.
- f. Shall be responsible for covering a game in the event of a no-show.
- g. Umpire-in-Charge may be filled by non-board member.
- h. Umpire-in-Charge shall be a paid position of \$100 monthly during the regular Spring Season. Season will be from February 15th thru May 15th.

**M. CONCESSION MANAGER/COMMITTEE (if applicable)**

- a. Shall maintain inventory and ensure proper operation as required, including weekly cleaning.
  - b. A cash register/computer shall be kept in working order. Computer Reports shall be reconciled with the cash drawer upon each day's closing to become part of the concession reports.
  - c. Concession Manager shall have a one hundred fifty dollars(\$150.00)for expenses. All money taken in shall be logged daily. Bank deposits will be performed weekly with daily bank deposit receipts. Deposit book to remain in building, detailed yellow copy of bank receipt attached.
  - d. A league credit card shall be used to purchase inventory for the Concession Stand. Total balance to be paid monthly.
  - e. Concession stand schedule must be prepared and provided at the first Managers'/Coaches' meeting.
  - f. Concession will start with \$150.00 bank daily.
  - g. Shall organize league training on proper use and maintenance of all equipment in the concession stand.
  - h. Shall be responsible for obtaining bids/contracts for the concession stand and shall buy on a competitive basis with board approval.
  - i. Food/drink sales for the purposes of fundraising shall be coordinated by the concession manager or approved by the board.
  - j. Concession Manager shall be a paid position of \$200 monthly during regular and fall season play. If the concession is a committee, then the Concession manager shall be responsible for allocating the funds among the committee members.
- N. CONCESSION STAND PROCEDURES AND RULES (if Applicable)**
- a. Hours shall be one half hour (1/2) before each official game on weekdays and before the official game on weekends.
  - b. No one under sixteen (16) years of age shall be allowed to operate the cash register. Any minor, maximum of two (2), must be accompanied by an adult while in the concession stand. Board Member on duty or Concession manager must approve all minors (16 and under) in concession stand.
  - c. Nightly cleaning is required.
  - d. Board Member on duty will man the concession stand in the event a worker is not present until a replacement can be found.
- O. EXECUTIVE BOARD**
- a. President
  - b. Vice President
  - c. Secretary
  - d. Treasurer
  - e. Player Agent
  - f. Director of Coaching
  - g. Head Division Coordinator
- P. EXECUTIVE BOARD DUTIES**
- a. The President or five (5) Executive Board Members may call for a special Board



- of Directors meeting.
- b. The Executive Board shall have seven (7) voting members.
  - c. If an Executive Member holds more than one position on the Executive Board, the Board of Directors shall vote another member to the Executive Board.
  - d. If an Executive Board Member is involved in a dispute, that member will be excused, and the Executive Board will select another Board Member to temporarily fill that position for that discussion only.
  - e. The Executive Board shall make decisions in situations that have time constraints. Executive Board Members can vote via Email, provided that a paper trail with all responses is provided. The results will be emailed to the entire board within 48 hours.
  - f. Any disqualifying information from a volunteer background check will be reviewed by the Executive Board. If a volunteer's background check is questionable but the Executive Board approves them, the information will be brought to the General Boards attention. This information will always remain confidential. Strict adherence to this By-Law will be followed by the Executive Board to determine an individual's acceptance as a Coach or Volunteer.

**Q. DUTIES OF THE BOARD OF DIRECTORS**

a. **BOARD MEMBERS**

- i. Shall serve on at least two (2) committees, along with mandatory opening/closing ceremonies, registration, and fulfill their BMOD obligation. Refusal to participate shall result in removal from the Board.
- ii. Shall be required to participate in scheduled volunteer duties, as needed, which may include but not be limited to: Maintenance, clean up, etc.
- iii. Shall vote on all matters in the interest of the league on purchases and decisions within the best interests of WPGFSA.

**R. BOARD MEMBER EARNED PRIVILEGES**

- a. Free registration (not to include uniform fee) for one (1) child, to be refunded after closing ceremonies or used as a credit for the following season after serving a complete term. NO reduction for partial term.
  - i. Board Members not having a child in the league may designate a child for which their registration will be refunded.
- b. New Board Members will receive a new shirt; existing board members will have the option to order a new shirt.
- c. If the league oversees concession, Board Members shall have first choice for their child's team for concession duty on Saturdays.
- d. If financially feasible an Annual Board Member Party, for member and spouse/significant other/family member or other approved guest, funded by the league, excluding alcoholic beverages will be held. Party will be voted on in August as to whether it will occur or not. Party will be held by the end of December.

**S. BOARD MEMBER ON DUTY**

- a. Shall contact the Director of Scheduling or a member of the Executive Board

- should an umpire not show for his/her scheduled game.
- b. Shall ensure proper procedures are followed in the event of forfeiture or protested game.
- c. The Board Member on Duty shall not be involved in rule interpretation, unless otherwise requested by the plate umpire.
  - i. The Board Member on Duty shall monitor all park activities and the umpire will handle situations of the game unless he/she specifically requests the Board Member on Duty's assistance.
- d. If a situation appears as though it may become heated and/or out of control, the Board Member on Duty should get in proximity and take the necessary responsible steps to diffuse the problem. If the BMOD is unable to control the situation in a reasonable amount of time he/she must contact the local police.
- e. Shall contact the Pasco County Sheriff's Department in the event a spectator becomes abusive or appears to be intoxicated. **DO NOT** attempt to reason with someone who is or has been consuming alcohol. **ZERO TOLERANCE.**
- f. Shall enforce all county park rules
  - i. No alcohol
  - ii. No smoking near the fields
  - iii. No skateboards, bikes or rollerblades will be permitted around the building structure or walkways
- g. Scheduled Board Members on Duty are expected to wear their Board Member Shirt.
- h. Issue iPad and laptop for each game.
- i. Verify Scorebook data is complete and sign.
- j. If the Board Member on Duty cannot make the 1/2-hour pre-game requisite, they must call another board member to open the facility.

#### T. BOARD MEETINGS

- a. Shall meet a minimum of once a month unless otherwise designated by the Board.
- b. Regularly scheduled board meetings shall be held within the first week of every month, on a day determined at the first board meeting of the New Year.
- c. All other board meetings shall require at least twenty-four (24) hours notification by the secretary by phone, text, or Email, unless unforeseen circumstances arise.
- d. A majority (8) of the current Board constitutes a quorum.
- e. The by-laws of the WPGFSA shall be the governing rules of this board.
  - i. Amendments of these by-laws must be made by a majority vote of the general membership during the annual elections.
  - ii. The latest amended by-laws shall supersede all previous versions of the WPGFSA by-laws. 8.The Local League Rules of the WPGFSA shall be the governing rules of the program.
  - iii. The board of directors shall amend these rules following a motion and majority vote of the quorum.
- f. The secretary shall keep attendance at all board meetings. Absence from three (3) scheduled meetings, including emergency, special, and regularly scheduled, with or without notifying a member of the Executive Board within the league fiscal year will be grounds for review. The review should determine if the board

member has been active in all league functions and has performed their assigned board responsibilities adequately.

- g. A simple majority of ALL board members present at a regularly scheduled, special, or emergency board meeting may suspend or expel any director, officer, manager, coach, any other volunteer, employed personnel, contracted personnel, or umpire in the association following a motion and a two-thirds vote.
- h. Any subject can be brought up under new or old business by a General Member for discussion and action at any regular meeting, provided they gave twenty-four (24) hours written notification to any member of the Executive Board.
- i. Any member of the general membership may attend any meeting but must remain silent during the meeting without interruption.
  - i. If the member wishes to speak, they must gain permission from the majority of the board.
  - ii. If the member in attendance is deemed disruptive or the member's presence affects the discussion, they will be asked to leave the premises.
- j. All Board Member resignations MUST be made to an Executive Board Member and shall be effective immediately.
  - i. Acceptance or denial by the board is not required.
  - ii. Upon resignation or termination of a Board Member, the Board of Directors shall revert back to the results from the last general membership election to fill the open position(s).
    - 1. The remaining nominees with the most votes will be reviewed for approval to fill the position(s) and the board shall approve up to (3) members from that list for any current and/or future vacated board position.
    - 2. Each nominee shall be approved individually.
    - 3. All voting for board members shall be done by secret ballot.
    - 4. The replacement member shall serve the remainder of the vacated term.
    - 5. After list from last membership election has been exhausted, the board shall recruit new nominees for approval.
- k. If any board members presence effects the discussion or they are involved with an issue, they will be asked to leave the meeting temporarily.
- l. Board meetings shall not be recorded, or steno graphically recorded unless board approved.

#### U. VOTING

- a. Members of the Board of Directors MUST be in attendance or on speakerphone participating in the discussion and prior to voting, in order to vote. UNDER NO CIRCUMSTANCES WILL VOTING BY PROXY BE ALLOWED.
- b. Any board member may make a motion for a vote. Once the motion receives a second the vote may take place.
- c. Voting shall be done by a show of hands or secret ballot, which may be requested by any member.
- d. Any vote that involves a board member must be a secret ballot.
- e. The President shall vote in the case of a tie or in the case that the President makes

the quorum.

## V. STANDING COMMITTEES

- a. Shall be chaired by a board member.
- b. The General membership is encouraged to sign-up for committee positions.
- c. All committees must get board approval prior to taking any action.
- d. Fundraising
  - i. Responsible for organizing and implementing all approved league fundraising activities.
  - ii. The fundraising committee shall develop a schedule of fundraisers to be presented at the December meeting and approved in the January meeting. (This plan will contain the suggested fundraisers for the upcoming spring and fall seasons).
  - iii. League Fundraisers shall be divided 75% for general funds and 25% for All-Stars. League funds that are designated for post-season play shall be divided equally amongst divisions participating.
- e. Rules and Bylaws
  - i. Responsible for defining and updating league rules and recommending amendments to the bylaws.
- f. Opening/Closing Day
  - i. Responsible for organizing Opening/Closing Day Ceremonies
- g. Field Maintenance and Upgrades
  - i. Responsible for ordering and maintaining league supplies and equipment for league operation.
  - ii. Responsible for organizing and maintaining league owned facilities.
- h. Budget
  - i. Responsible for developing and maintaining a league budget for the upcoming year.
- i. Player Relations
  - i. Responsible for Marketing and communicating league activities to General Public
  - ii. Responsible for maintaining player benefits.
- j. League Sponsorship
  - i. Responsible for recruiting team sponsors for each team for the upcoming year.
- k. Yearbook Committee
  - i. Shall organize and order the yearbook. Shall encourage and solicit participation from all persons associated with the league.
- l. Scholarship Committee
- m. Rules Committee
- n. STANDING POSITIONS
- o. Historian
- p. Scorekeeping
  - i. Organizes and conducts Score Keeping Clinic
- q. Publicity
  - i. Position may be filled by non-board member

## W. VOLUNTEERS

- a. Volunteers will be subject to a nationwide background check. Volunteer information will be returned upon request at resignation or termination from the league.

## OPERATING COSTS

- A. No person shall be reimbursed for any purchase unless prior authorization by the Board or Executive Board has been given.
  - a. Receipts may be presented to an Executive Board member in the absence of the Treasurer. All expenses except 'C' must have a receipt.
- B. The league President, Vice President, and/or League Representative, not to exceed 2 people, determined by the Board, shall attend the Florida Dixie Softball State Meeting. Reimbursement of State Meeting, State Tournament, and World Series expenses shall be limited to:
  - a. Motel Rooms (maximum 2) for the night prior to the meeting.
  - b. Meals (approved WPGFSA representative) dinner and breakfast, not to include alcoholic beverages.
  - c. Travel expenses shall be \$0.575 per mile (or IRS standard), maximum two (2) cars.
    - i. Mileage shall be determined by Google maps from Oak Ridge Park to meeting location.
- C. The league shall seek (3) three bids or more on all contractual items. I.e. All current league contracts for uniforms, photography, etc.
  - a. A refusal to bid will be counted as a bid.

## ALL-STAR BUDGET FINANCE

- A. All-Star managers shall submit a detailed budget for approval to the Board of Directors to approve.
- B. The budget shall consist of all items needed for participation in tournament play i.e. uniforms, lodging, etc.
- C. Teams will be responsible to raise the total amount of their budget for District and State Tournaments. If the budget must be supplemented with league funds, the board of directors shall scrutinize the proposed budget expenditures.
- D. World Series Teams are responsible to raise a minimum of fifty percent (50%) of their proposed budget. The league will match up to fifty (50%) of their proposed budget, upon board approval.
- E. All supplemental W.P.G.F.S.A. funding and budget must be voted on by the Board for approval.
- F. Budget outlines will be provided to team managers at the beginning of the ALL-STAR season.
- G. The League Representative (Manager or appointed) is accountable for all money and must turn in all unused monies and a detailed spending analysis to the Treasurer within fourteen

(14) days of the team's last tournament game.

#### ANNUAL ELECTIONS

- A. Nominating committee shall be appointed by the President to prepare a written ballot.
- B. Nominees and Biographies shall be turned into a member of the Board of Directors by April 20<sup>th</sup>.
- C. Nominees shall consent to a background check prior to being placed on the ballot. If nominees were convicted of a misdemeanor or felony, only by board approval will their name appear on the ballot.
- D. The Board of Directors shall add any bylaw amendments to the ballot for general membership approval.
- E. Annual Election dates will be determined at the April board meeting each year.
- F. The election dates will coordinate with the end of season tournament.
- G. Division Coordinators or designated board members will validate and distribute ballots to general membership.
- H. A ballot committee, including members from the general membership, shall verify the number of ballots in comparison to the amount of cast ballots each night of voting.
- I. Ballots will be collected and dropped in a secure place designated by the Board of Directors.
- J. Ballots will be counted on or before the scheduled June board meeting.
- K. The newly elected Board of Directors will assume their positions on September 1<sup>st</sup>
- L. The outgoing Executive Board shall attend the September meeting and pass all records, materials, and keys to the new officers.
- M. At the September board meeting, the seven (7) member Executive Board shall be elected by the newly established Board of Directors.
- N. The names and positions of the newly elected Board members shall be posted on the website and introduced to the general membership on Opening Day.