

# The Dunlap Girls Softball Association By-Laws

## MISSION STATEMENT:

The Dunlap Girls Softball Association has been formed, and will exist, for the sole purpose of promoting good fellowship and developing softball players for the Dunlap School District Softball programs. This will be achieved by fostering team participation, while developing our athletes to be good leaders, students, citizens, and team players. The goal of the Dunlap Girls Softball Association is to provide a fun, recreational and competitive softball environment for girls. We seek to develop fastpitch softball players; not only in terms of their skills, but also build their self-esteem and self-confidence.

We want to ensure that our League games are fair, positive and enjoyable experiences for all of the children and adults involved. A youth travel softball game should be friendly and unifying - a spirited social and athletic occasion for players, coaches, umpires and spectators. We strive to progress every girls softball abilities, teach teamwork through positive reinforcement and prepare girls for the next level of softball.

The Dunlap Girls Softball Association will be a non-profit organization; organizing teams under the Dunlap Screaming Eagles and Eagles brand, logo and name. The DGSA will be an exclusive girl's fastpitch program.

## Article I - NAME

This organization will be known as The Dunlap Girls Softball Association, hereafter referred to as the DGSA.

## Article II - MEMBERSHIP

Section 1. Classification - There will be two (2) classes of membership and there may be a class of Associate Memberships, as follows:

### A. Active Membership

1. The Board of Directors and all other officers of this association will be eligible for membership upon taking office and will continue so long as actively in office.
2. Managers and Coaches will be eligible for membership upon acceptance of application by the Board of Directors and will continue so long as actively serving above duties.
3. Parents (also includes step-parents and legal guardians) of girls will be eligible for membership upon payment of daughter's registration fee and acknowledgement of the DGSA handbook. This will continue so long as the daughter(s) are currently registered through DGSA.
4. Board of Directors, Manager's, Coaches and Parents eligibility is contingent upon their kin's

participation in the program. At no time may a Board member maintain their membership in the event their kin participates in a competing program.

B. Honorary Membership - Lifetime membership that would be awarded to an individual of accomplishment. Any active member of DGSA can nominate an individual for this award. Nominees will be voted on by the Board and recognized at the General Meeting.

Section 2. Privileges of Active Membership Only

- A. A vote in general elections of the association and Board of Directors.
- B. A vote in all business conducted by the general membership.

Section 3. Membership of DGSA

The DGSA will maintain membership in organizations that will advance and/or benefit softball for girls, as decided on by the Board of Directors.

**ARTICLE III - OFFICERS AND DUTIES**

Section 1. All officers are elected for two calendar year terms. Voting for President, Secretary, CAPDC, Purchaser and Equipment Director on even years. Voting for Vice President, Treasurer, Field Manager and Events Coordinator on odd years.

Section 2. The following officers will be members of the DGSA Executive Board:

President

Vice President

Secretary

Treasurer

Field Manager

Equipment Director

Coach and Player Development Coordinator

Section 3. The Executive Board of Directors will, in general, supervise and control all business and affairs of the association including, but not limited to, the following powers:

- A. To remove any member of the Board of Directors with cause, such act requiring an affirmative vote of the majority Board Membership.
- B. To remove or reprimand any manager or coach from any team, with cause, by majority Board Membership vote.
- C. Will designate representatives to attend functions relating to the DGSA who will duly report back to the Board of Directors.
- D. Approve managers and all coaches for a one season term.
- E. Select an insurance company for the DGSA's liability, preferably the company submitting the lowest bid. All policies must be verified prior to the draft.
- F. Perform other business and duties specifically stated in the By-Laws.
- G. In the event of a Board member resignation, the Executive Board of Directors will have the power to appoint a successor by the majority vote to complete the remainder of the existing term.
- H. Vote to interpret Rules and By-Laws should clarification be necessary.
- I. Each Board Member is responsible for the duties of their office as well as assisting with DGSA events including but not limited to the following: registration, field work, opening day, league tournaments, closing ceremonies, All-Star/Post Season tournaments, and Fall Ball.

#### Section 4. President

- A. The President will preside over all meetings of the membership and of the Executive Board of Directors.
- B. The President may vote in the following situations: Removal of the manager or coach; removal or replacement of an Executive Board member; or in the event of a tied vote.
- C. The President will be an ex officio member of all committees.
- D. The President may appoint committee and make appointments from the membership.
- E. The President may sign, with other properly authorized officer(s), any contracts or other agreements which the Board of Directors have authorized to be executed.
- F. The President will have financial authorization to co-sign checks related to purchases for, or on behalf of, DGSA.

Section 5. Vice President

- A. The Vice President will be an assistant to the President and will assume the duties of the President if the President is absent or not available, but may not make Presidential appointments.
- B. The Vice President will perform such duties from time to time as assigned to him/her by the President.
- C. The Vice President will be Chairman of the Audit Committee to audit the treasury books for DGSA. Said audit to be performed at the end of post season play and presented at the next scheduled Board and general meetings.
- D. The Vice President will have financial authorization to co-sign checks related to purchases for, or on behalf of, DGSA.
- E. The Vice President is responsible for checking the P.O. Box and distributing mail accordingly.
- F. The Vice President will oversee Program Insurance; Directors and Officer's Insurance, as well as, supplemental medical insurance for all participants.

Section 6. Secretary

- A. The Secretary will keep the minutes of the Board meeting and will provide a written report at the following meeting for Board approval.
- B. The Secretary will keep minutes of the General Membership meeting.
- C. The Secretary will, in general, perform all duties incidental to the office of secretary and such other duties as from time to time assigned by the President.
- D. The Secretary will notify Board members of all Board meetings.
- E. The President will oversee the DGSA website and either serve as webmaster or appoint someone to that position.

Section 7. Treasurer

- A. The Treasurer will be the controller of moneys, giving a detailed report at each Board meeting and an annual financial report at the general meeting, with written copies for membership distribution.
- B. The Treasurer will receive and give receipts for moneys due and payable to the association from any source whatsoever, will pay, or cause to be paid all bills due. All bills will be paid in full. Deposits of all moneys in the name of the DGSA in such bank, trust company, or other depositories as will be selected by the Executive Board of Directors.

- C. The Treasurer will, in general, perform all duties incidental to the office of Treasurer and such duties as from time to time assigned to him/her by the President or by the Board of Directors.
- D. The Treasurer will have financial authorization to co-sign checks related to purchases for, or on behalf of, the DGSA.
- E. The Treasurer will be responsible for filing yearly tax statements in conjunction with the DGSA's accountant.
- F. The Treasurer will keep individual ledger account for all teams within the DGSA.
- G. The Treasurer will issue PO# to the Purchaser for all purchases.

### Section 8. Field Manager

- A. The Field Manager will generate schedules for game play.
- B. The Field Manager will coordinate with the Coaches/Managers as soon as possible to reschedule any games.
- C. The Field Manager will coordinate for all umpire schedules.
- D. The Field Manager will be responsible for all Keys.
- E. The Field Manager will have the right to form committees to assist him/her in his/her duties.

### Section 9. Equipment Manager

- A. The Equipment Manager will be responsible for procuring all equipment and distributing the same to DGSA managers/coaches and will collect all equipment at the end of the playing season.
- B. The Equipment Manager will have the right to form committees to assist him/her in his/her duties.
- C. The Equipment Manager will be required to purchase equipment. All orders must be approved by the Board prior to any orders being placed.

### Section 10. Coach and Player Development Coordinator

- A. CAPDC shall be responsible for the development and implementation of a training program for all coaches in the program.
- B. CAPDC shall be responsible for the development and implementation of a training and skills program for all players in the program.

C. CAPDC will work with any advisory committee established by the program to help with the development of the coaches and players.

D. CAPDC will organize a coach evaluation committee.

E. CAPDC will keep a current data base of players.

#### Section 11. Events Coordinator

A. Coordination of program fundraising events.

B. The Events Coordinator will have the right to form committees to assist him/her in his/her duties.

#### Section 12. Purchaser

A. The Purchaser will be responsible for doing due diligence to ensure the best price on the desired product or brand.

B. The Purchaser will submit PO#'s for all purchases and will keep a log of items purchased.

C. The Purchaser will present purchases over \$200 to the BGSA executive board for approval with a majority vote.

E. The Purchaser must receive all PO#'s from the DGSA Treasurer.

### **ARTICLE IV - MEETINGS**

Section 1. Regular monthly meetings of the Executive Board of Directors will be held on the second Tuesday of each month. Unscheduled Board meetings will be called by the President with a minimum of twenty-four hours advance notice.

Section 2. DGSA members may address the Board meetings regarding any Rules and Regulations or By-laws matters. All intentions must be made known with a minimum of twenty-four hours advance notice.

Section 3. All Board Meetings must have no less than twenty-four hours notice.

Section 4. Any Board member missing three consecutive meetings, without cause, will be subject to Board review resulting in removal with a majority vote of the Board of Directors.

**ARTICLE V - RULES OF ORDER**

Section 1. Robert's Rules of Order (revised) will be used to govern all proceedings not provided for elsewhere in these by-laws.

Section 2. A motion to reconsider a previous vote or action taken may be introduced to permit correction of a hasty, ill-advised or erroneous action under the following circumstances:

A. A minimum of three (3) Board Members must submit a written request for reconsideration to the President, or the Board Member serving in his/her absence, within five (5) days following the date of the meeting during which the motion was initially voted on or action addressed. The Board Members making such a request may not include those Members who initiated or seconded a defeated motion.

B. The President, or Board Member serving in his/her absence, may convene a special meeting of the Board or table the request for reconsideration until the next regularly scheduled meeting of the Board.

C. Any motion or action reconsidered or any motion or action that addresses similar issues, regardless of the outcome, may not again be considered for a minimum of six (6) months from the date of the last debate on the motion or action.

Section 3. These by-laws may be amended through the following process:

A. The proposed amendment(s) or change(s) must be presented first at a regularly scheduled board meeting. Under the President's direction, the board can vote on the amendment or change to the by-laws or table the vote for the next board meeting.

B. A vote of two-thirds (2/3) of the Board Members is required for approval.

**ARTICLE VI - BUDGET AND FUNDS**

Section 1. The budget will be set at the beginning of the year by the Executive Board of Directors.

Section 2. Operation funds may be obtained from player fees, team sponsorship donations, player donations, concessions, direct donations, gifts, advertisements, or other methods approved by the Board.

Section 3. Team sponsorship fees and player registration donations will be set by the Executive Board of Directors after ratification of the budget to assure sufficient revenue for successful operation of the association.

Section 4. All funds will be maintained in a general operating fund except as otherwise approved by the Executive Board of Directors.

Section 5. The Treasurer may disburse DGSA funds only upon authorization by the Executive Board of Directors. Approval of the budget will constitute such authorization, but it will remain the Treasurer's responsibility to ascertain that all disbursements made under such budget items are for the purpose

intended by the Board.

Section 6. Funds raised by individual DGSA teams will be deposited and disbursed through the BGSA general account by the Treasurer and the team's manager. No team may operate an individual team account for money raised while participating in the DGSA. The Treasurer will keep separate accounts for each team raising funds through individual team accounting codes. All invoices or bills must be turned into the treasurer before any funds can be disbursed. Any remaining fund at the time of a team's disbanding or on August 1st whichever is later is property of DGSA and will be transferred to the general account.

## **Article VII – DISSOLUTION**

Section 1. DGSA shall use its funds only to accomplish the objectives and purposes specified in these by-laws and no part of said funds shall be distributed to members of the Dunlap Girls Softball Association.

Section 2. In the event of dissolution of the DGSA, whether voluntary or involuntary, or through operation of law, none of the property, assets, or proceeds of the DGSA shall be distributed to any member of the DGSA.

Section 3. In the event of dissolution, after payment of the debts of the DGSA, all remaining property and assets shall be transferred to the Dunlap High School Athletic Department.

## **Article VIII – HEARING AND APPEALS**

Section 1. Any person suspended or banished may appeal the DGSA's decision to the DGSA's Executive Board, in writing. Written notice for appeal must be forwarded to the DGSA. within 14 days upon receipt of written notice of suspension or banishment. The DGSA. will not consider appeals forwarded beyond said time requirements.

Section 2. In review of such matters, the panel will initially review any submitted signed, written statements from witness, the person(s) making the allegations and the person who the accusations were made against. These people will be informed of the date and time of a hearing, and be invited to attend the panel hearing to speak to the issue. Such a meeting may be held at the next council meeting following the incident or at a special meeting convened by the council President. No person will be permitted to speak to the issue unless a signed, written statement is received by the DGSA. no later than 48 hours before the hearing, unless otherwise agreed to by the DGSA Unsigned statements will be disregarded and the person will not be permitted to speak at the hearing.

Section 3. The DGSA panel will review the matter, maintaining its impartiality and will vote to determine the method of arriving at the suspension or banishment. No individual panel member will act alone in passing judgment. If a panel member feels he/she cannot be impartial in judging an incident, he/she may decide, or may be asked by his/her other panel members, to remove him/herself from a vote in such proceedings. Any action from the DGSA panel will require a 2/3 vote of the panel members.

Section 4. The Decision of the DGSA is Final.