



## Article I: Name and Location

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### Section 1: Name

This organization shall be known as Bridgewater Girls Softball League, hereafter referred to as the League.

### Section 2: Location

The League boundaries shall be the Town of Bridgewater.

## Article II: Purpose and Objective

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The purpose of this League is to establish an organized girl's softball league for the Town of Bridgewater. The league's objective is the social, physical, mental, and moral development of women and young ladies starting at the age of 5 years old. Further, the League will foster a program of friendly competition with the goals of educating players about sportsmanship, teamwork, fellowship, courtesy, discipline, and integrity.

## Article III: League Membership and Voting rights

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### Section 1: League Membership

All persons meeting the requirements of age and residence set forth in the by-laws of the League, and any participating adults or parents of League players, shall be eligible for membership.

### Section 2: Voting

In addition to the current standing Board of Directors and Officers, any person of at least 21 years of age and a current fiscal year League Head Coach (or his/her designee) in good standing shall have one (1) vote in the election process for positions of Board members. They will also have one (1) vote at the general meeting for general membership issues.

## Article IV: Board of Directors and Officers

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### Section 1: Officers

The Officers of this League shall be elected. The positions of office shall include:

1. President
2. Executive Vice-President
3. Secretary
4. Treasurer
5. Umpire-in-Chief



6. Commissioners of:
  - a. Equipment
  - b. Fields
  - c. Snack Bar
  - d. Fundraising and Public Relations
  - e. Webmaster
  - f. Seniors
  - g. Juniors
  - h. Minors
  - i. Rookies
  - j. T-Ball
  - k. Travel.

In addition to the above-named Officers, the position of Past President is established. This is a non-elected position, which may be filled by anyone who has served as President for BGS in the immediate preceding three (3) years. Appointment to the position is by a majority vote. This position:

- A. Shall act as an advisor to the President and the Board
- B. Shall assist any Board member with his or her activities
- C. Shall have no authority over matters except for those expressly given by the President and/or Board

## **Section 2: Term**

The term of office shall coincide with one (1) League fiscal year.

## **Section 3: Board**

The Board of Directors shall consist of the Officers listed below. It shall be the duty of the elected officials to appoint qualified persons in assistance, as necessary, to ensure the continued operation of the League. The duties of the Officer shall include, but not limited to, the following:

1. President
  - a. Shall preside at all meetings of the League
  - b. Shall represent the League before any boards or commissions
  - c. Shall serve as representative to the American Softball Association
  - d. Shall conduct Opening Day and Closing ceremonies
  - e. Shall maintain a running history of the League
  - f. Shall create and maintain a budget for related expenses
  - g. Shall be responsible for arranging League insurance comprehensive of players, officers and coaches
  - h. Shall have authority to take immediate disciplinary actions against a coach, manager, or League member for any violations of these by-laws



2. Executive Vice President
  - a. Shall act as an aide to the President
  - b. Shall serve as a representative to the American Softball Association
  - c. Shall update League by-laws and rules
  - d. Shall, in the absence of a Field Commissioner, maintain field scheduling inclusive of regular season, playoff and rescheduled games
  - e. Shall create and maintain a budget for all related expenses
  - f. Shall conduct the procedure for electing Officers to the Board Shall, absent of a Fundraising Commissioner, be responsible for fundraising and sponsors
  - g. Shall conduct the coordination of All-Star activities
3. Secretary
  - a. Shall maintain records of business transacted at each meeting and provide a copy of the minutes to the Board members by the next regularly scheduled meeting
  - b. Shall plan and direct the League's banquet, picnic, and any other social function
  - c. Shall maintain a running history of the League
4. Treasurer
  - a. Shall receive and distribute all funds of the League as authorized by the Board
  - b. Shall keep financial records
  - c. Shall be responsible for prompt payment to the League's vendors
  - d. Shall maintain a running history of the League's financial records
  - e. Shall create and maintain a budget for all League expenses
5. Umpire-in-Chief
  - a. Shall schedule all Umpires
  - b. Shall schedule school/clinic for all Umpires
  - c. Shall evaluate the skills and knowledge of the Umpires
  - d. Shall be primary contact for all Umpires
  - e. Shall create a budget and maintain the finances and related records for the umpiring Crew
6. Commissioner of Equipment, Uniforms and Trophies
  - a. Shall purchase equipment inclusive of uniforms, trophies, field maintenance and playing equipment
  - b. Shall keep an inventory of equipment
  - c. Shall issue and collect equipment to/from League teams
  - d. Shall create and maintain a budget for related expenses
7. Commissioner of Fields
  - a. Shall obtain required use permits for fields to be used by the League
  - b. Shall schedule fields for all games
  - c. Shall create a budget and maintain the finances and related expenses for all field maintenance
  - d. Shall oversee the condition and preparation of the fields



- e. Shall develop a plan for field improvement and maintenance
  - f. Shall organize a field day for improvements if required
  - g. Shall be responsible for the coordination of field scheduling inclusive of regular season, playoff and rescheduled games
8. Commissioner of Safety
- a. Shall be responsible for player evaluations as it relates to safety
9. Commissioner of Snack Bar
- a. Shall be responsible for the Snack Bar, its operation and staffing
  - b. Shall purchase supplies and keep inventory
  - c. Shall maintain the snack bar equipment
  - d. Shall create a budget, maintain the finances and financial records
  - e. Shall report the financial status to the Board during regular monthly meetings
10. Commissioner of Fundraising and Public Relations
- a. Shall be responsible for all fundraising activities including inclusive of sponsorships
  - b. Shall create and maintain a budget for related expenses
  - c. Shall be responsible for all publicity-related activities including, but not limited to, newsletters, placement of information in local newspapers and school newsletters
  - d. Shall supervise team pictures
11. Webmaster
- a. Shall be responsible for the maintenance and content of the official League website
  - b. Shall update the website in accordance with Board and President direction
  - c. Shall create and maintain a budget for related expenses
12. Division Commissioners
- a. Shall be responsible for the appointment of Team Coaches within their division
  - b. Shall be the communicative conduit between the board and the Division's Coaches
  - c. Shall instruct managers and Coaches of League rules and by-laws
  - d. Shall be responsible for maintaining Division standings
  - e. Shall create a budget for related expenses
  - f. Shall conduct tryouts
  - g. Shall be responsible for player evaluations related to safety and movement between divisions

## **Section 4: Election of Officers**

In June, the President will appoint a nominating committee charged with the responsibility of establishing a ballot of candidates for the next season's Board of Directors. Said ballot must be established and published no later than September 1<sup>st</sup> of the current fiscal year. The ballot will be prepared and made available to the League's voting members at or before the Annual Meeting.



## **Section 5: Disciplinary Action**

1. Unless action was taken by the President as outlined in Article IV, Section 3 of these by-laws or in accordance with subsection 2 of Article IV Section 5, disciplinary action against a Board Officer, Coach, or League member will only be considered if a written request is presented to the Board at least one week prior to a scheduled Board meeting. Written notice of impending action, or any action taken by the President, must be given to the charged individual and Board members prior to the Board meeting at which time the action will be discussed. The charged individual will be allowed to speak on his/her behalf at the Board meeting. Final discipline or removal from a position requires a two-thirds majority vote of the Board.
2. Coach, Assisting Coach, or Spectator Ejection
  - a. Within 48 hours of an ejection event, The Umpire who issued the ejection will communicate, either verbally or in writing, the incident to the Umpire-in-Chief and/or the Division Commissioner. The communication must be inclusive of the identification of the ejected individual and the team with which the individual is associated.
  - b. Within 48 hours after being notified by the game Umpire, the Umpire-in-Chief and/or Division Commissioner will communicate, either verbally or in writing, the incident to the President, at which time the President will notify the ejected individual of the term and conditions of his/her suspension.
  - c. If the ejected individual is being issued his/her first ejection of the season, said individual will be suspended for the next game played by his/her associated team
  - d. If the ejected individual is being issued his/her second ejection of the season, said individual will be suspended from the next two (2) games played by his/her associated team
  - e. If the ejected individual is being issued his/her third ejection of the season, the following actions will occur:
    - i. Within 48 hours of the disciplinary event, the Division Commissioner will communicate, either verbally or in writing, the incident to the President.
    - ii. Within 48 hours following notification to the President, the President will call a special board meeting. The special meeting is to take place within 72 hours of notification to the Board.
    - iii. During the special meeting, the Board of Directors will decide on appropriate disciplinary action.
    - iv. Within 48 hours of the meeting, the President will, either verbally or in writing, notify the ejected individual of the disciplinary action taken by the Board.
  - f. If, during the time of any person's suspension, a Coach, or spectator said person is present at any game for which the suspension is being served the team affiliated with person serving the suspension will forfeit said game to the opposing team



## **Section 6: Vacancies**

Officer vacancies occurring during the fiscal year may be appointed by the President with the approval of a majority vote of the Board.

## **Article V: Meetings**

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### **Section 1: Annual Meeting**

An annual meeting of the Board will be held for the purpose of electing Officers for the next fiscal year. Said meeting is to be held in the last fiscal month of the current fiscal year. If any positions remain vacant at the end of the Annual meeting, the President may fill vacant positions by appointment with the approval of the Board.

### **Section 2: Notice of non-disciplinary Meeting**

A notice of meeting must be communicated at least seven (7) days in advance of said meeting. The notice of a meeting shall be given to the members in such form as authorized by the Board.

### **Section 3: Special Meetings**

Special meetings may be called by the Board or the President at their discretion. Upon written request of at least ten (10) League members, the President shall call a special meeting to consider a special request.

### **Section 4: Transaction of Business**

Meetings of the Board of Directors shall be held as required for the transaction of League business after all Board members have been notified of the time and place. A majority of Board members, one plus half of the current number of Board members, must be present at a meeting to constitute a quorum for the purpose of transacting League business. Any matters not specifically addressed in these by-laws will follow the guidelines set forth in Robert's Rules of Order.

## **Article VI: Finances**

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### **Section 1: Registration and Sponsor Fees**

Registration and sponsor fees will be determined by the Board of Directors in advance of League Registration. The fees are set to defray the operating expenses of the League. Deferred payments may be approved by the Board in the event of hardship situations.

### **Section 2: Equality**

The Board of Directors shall decide all matters pertaining to the finances. With respect to expenditures, no individual team shall have an advantage over any other team.



### **Section 3: Authorization**

Checks will be signed by the Treasurer, or in the Treasurer's absence, by the President or Executive Vice-President. No one person can both approve payment and sign a check for any given disbursement.

### **Section 4: Federal and State Reporting Requirement**

The Treasurer shall be responsible for meeting the requirements of any Federal and State regulations pursuant to maintaining and fulfilling the requirements of the Leagues 501(c) status including but not limited to Tax returns and Census reports. .

### **Section 5: Audit**

The Treasurer's books shall be audited within 90 days of the League's fiscal year end.. The auditor shall be a designee of the Board. The extent of the audit is at the discretion of the Board and the results will be reported to the Board. The Board may order an audit of the Treasurer's books at any time during the Fiscal Year.

### **Section 6: Financial Aid (Scholarship)**

Relief from registration fees can be requested via written request presented to the Board for review.

### **Section 7: Fiscal Year**

The League's fiscal year is to run from October 1<sup>st</sup> through September 30<sup>th</sup>.

## **Article VII: Committees**

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Committees shall be appointed by the President and/or Board as required to conduct business of the League.

## **Article VIII: Amendments**

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These by-laws shall be adopted or amended by a two-thirds majority vote of the Board of Directors of the League at any regular or special meeting. A complete history of the amendments to the by-laws shall be recorded in the files of the League and be maintained by the President.

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