

**Western Loudoun Girls Softball Association
(WLGSA)**

**P.O. Box 2816
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Constitution

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Constitution of the Western Loudoun Girl's Softball (WLGSA)

Article I Name and Location of Organization

The name of this organization is the Western Loudoun Girl's Softball Association (hereinafter referred to as Western Loudoun Girls Softball League, WLGSL). Its principal office, for record purposes, is considered to be the home of the President of the Association. The organization may also have offices, conduct business, and hold meetings as such places within Loudoun County, Virginia, as the Governing Board may determine.

Article II Purpose

Section 1: The purpose of WLGSL is to teach the fundamentals of softball, sportsmanship, and participation in team sports to the young women residing in Purcellville, Hamilton, Round Hill, and Lovettsville, Virginia, and surrounding localities. No part of the property or net earnings of the organization shall accrue to the benefit of any private individual, nor will any part of the organization's activities be devoted to participating in elections for public office.

Section 2: WLGSL is organized exclusively for charitable, recreational, and educational purposes, within the meaning of section 501(c)(3) of the Internal Revenue Code (or corresponding section of any future Federal tax code).

Section 3: No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, directors, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of Section 501(c)(3) purposes. 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 or in opposition to any candidate for public office.

Notwithstanding any other provision of these articles, 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, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code (or corresponding section of any future Federal tax code).

Section 4: Upon dissolution of this organization, assets shall be distributed for

one or more exempt purposes with the meaning of Section 501(c)(3) of the Internal Revenue Code, i.e., charitable, educational, religious, or scientific, or corresponding section of any future Federal tax code, or shall be distributed to the Federal government, or to a state or local government for a public purpose.

Article III Membership

Section 1: Automatic membership is accorded the following:

- a. Parents of participating players
- b. Officers of the organization
- c. Head Coach of participating teams
- d. Bona fide coaches of participating teams

Section 2: Membership may be terminated by resignation or by action of the Governing Board.

- a. The Governing Board, by a two-thirds vote of those present at any duly constituted meeting, shall have the authority to discipline, suspend, or terminate the membership of any member when the conduct of such person is considered detrimental to the best interests of the WLGS. The member involved shall be notified in writing of such a meeting, informed of the general nature of the charges, and given an opportunity to appear at the meeting to answer such charges.
- b. The Governing Board shall, in the case of a Player Member, give notice to the Head Coach of the team of which the girl is a member. Said Head Coach shall appear with the player before a duly appointed committee that shall file a written report with the Governing Board that shall include recommendations for disposition of the case.

Section 3: The Board of WLGS shall appoint the Head Coach of the participating softball teams.

Section 4: The Head Coach of the respective teams may appoint up to two assistant coaches. All coaches and assistant coaches must be Amateur Softball Association of American (ASA) certified and must submit evidence of certification to the Board within two weeks of the official start of the season.

Section 5: Recreation Head coaches and Assistant coaches shall serve for one season unless removed from such position by the Governing Board. Resignation may be made orally to any member of the Governing Board.

Section 6: Travel Team Head coaches and Assistant coaches shall serve for one full year (Fall-Spring) unless removed from such position by the Governing Board. Resignation may be made orally to any member of the Governing Board.

Article IV Meetings

Section 1: The WLGS shall have two types of meetings: Board Meetings and Special Meetings. Meetings shall be held in Loudoun County, Virginia, at the location selected by the Governing Board.

Section 2: The WLGS Governing Board shall hold monthly Board Meetings to conduct the business of the League. An agenda shall be established for each meeting and shall govern the scope of such meetings unless suspended by the Board. Issues shall be decided by a majority of Board members voting, unless the Board suspends this rule to permit general members in attendance to participate in the vote. Minutes from the meetings will be made available upon request.

Section 3: Special meetings of the membership or the Board may be called by the Governing Board or by at least five (5) voting members.

Section 4: Business at any Special Meeting of members shall be confined to the purposes stated in the notice thereof.

Section 5: The voting members actually present at any Special Meeting shall be deemed to constitute a quorum and the vote of the majority so present shall decide any questions brought before such meetings, except when such questions are governed by express provisions of the United States or Virginia statutes. Should statutes require a specific resolution, and then such express provisions shall govern and control the resolution of such questions.

Article V Governing Board/Officers

Section 1: The Governing Board shall consist of the officers/voting members of the organization. The officers of the organization shall consist of:

- President (even)
- Vice President (odd)
- Secretary (even)
- Treasurer (odd)
- Director of Scheduling (even)
- Town Coordinator - Hamilton (odd)
- Town Coordinator - Lovettsville (even)
- Town Coordinator - Purcellville (odd)
- Town Coordinator - Round Hill (even)
- 6U Commissioner (odd)
- 8U Commissioner (odd)
- 10U Commissioner (even)
- 12U Commissioner (odd)
- 14U+ Commissioner (even)

Travel Team Commissioner (even)
Web Site Director (odd)
Equipment Coordinator (even)
Coaches Development Coordinator (odd)
Communications/Fundraising Coordinator (even)

Section 2: Its Governing Board, which may exercise all such powers of the organization and do all lawful acts, shall manage the business and affairs of the organization and things as are not, by this Constitution, directed or required to be exercised and done by individual officers or members.

Section 3: Regular meetings of the Governing Board shall be held every month at such times and such place as determined by resolution of the Board. Additional Special Meetings of the Board may also be called from time to time as determined by the members of the Board and as specified in Article IV, section 3.

Section 4: 50% of the officers shall constitute a quorum for the transaction of business and the act of majority of the officers present at a meeting at which a quorum is present, shall be the act of the Governing Board. The officers present may adjourn the meeting, without notice other than announcement at the meeting, until a quorum is present.

Section 5: Any action required or taken at a meeting of the Governing Board may be taken without a meeting provided that consent in writing setting forth the action so taken shall be signed by all voting board members with respect to the subject matter thereof. Positive affirmation via electronic mail shall constitute binding action by the board.

Section 6: All officers shall be elected at the annual June Board meeting. Officer elections will occur in alternating odd and even years. Officers elected shall serve a 2-year term. For the election of officers only, voting members shall be limited to WLGSL members. The first official election under this Constitution took place in July 2010. Current Board members will stay in place until that time or such time that a member resigns. The WLGSL Board election procedure is as follows:

- a. There shall be a Nominating Committee consisting of three members selected by the President at least 60 days (April) prior to the election. The President shall designate one person to be chairperson who will conduct the nominative activities and preside over the election at the annual meeting.
- b. Nominating Committee members must be WLGSL members.
- c. The Nominating Committee shall make a judicious attempt to select nominees for each office and report to the President at the regular meeting (May) prior to the annual meeting.
- d. The President shall circulate the names of the nominees to the membership by posting the names on the website and or in the

newsletter at least two weeks prior to the general meeting. Further nominations may be made from the floor at the time of the annual meeting. Nominations from the floor must be placed prior to balloting.

- e. Each nominee will be afforded five minutes to address the membership at the annual meeting.
- f. The name of an individual may not be placed in nomination without his/her consent.
- g. A simple majority of the ballot cast will result in the election of a nominee.

Section 7: Board members may serve more than one office. Voting by any officer on business before the Governing Board will be limited to one vote per person/family, not by office.

Section 8: Officers of the Association shall hold office until their successors are chosen. Any vacancy occurring in any office by reason of death, resignation, and removal or otherwise shall be filled by appointment of the Board.

President

Section 9: The President shall be the chief executive officer of the Association, shall have general and active management of the business of the Association, and shall see that all orders and resolutions of the Governing Board are carried into effect.

- Prepare and circulate agenda for monthly meetings
- Set up and reserve meeting place for monthly meetings
- Represent WLGSL by attending quarterly meetings with representatives of all sports Associations in Loudoun
- Report WLGSL activity to PRCS
- Act as Amateur Softball Association of America (ASA) Coordinator for the Association
- Take the lead on coordinating future revisions to Association Rules and regulations
- Coordinate Association coaching/player clinics
- Maintain Amateur Softball Association of America (ASA) player certificate cards
- Newly elected President shall be added to all WLGSL Accounts and replace the former President within 1 month of being elected

Vice President

Section 10: The Vice President shall, in the absence or disability of the President, perform the duties and exercise the powers of the President. The Vice President shall also assist the President in duties of Association management.

- Assist President in responsibilities

- Order uniforms and medals/trophies (or delegate as appropriate)
- Send sponsor letters to prior sponsors
- Obtain new sponsors

Secretary

Section 11: The Secretary shall attend all meetings of the Governing Board and all special meetings and record all the proceedings of meetings, and shall perform such other duties as may be prescribed by the Governing Board.

- Prepare meetings minutes, keep archive
- Verify/maintain coach's certificates
- Oversee advertising for registration each season
- Manage records/forms

Treasurer

Section 12: The Treasurer shall act under the direction of the President. Subject to the direction of the President, the Treasurer shall have custody of the organization funds and securities and shall keep full and accurate accounts of receipts and disbursements in books belonging to the organization and other valuable effects, in the name and to the credit of the WLGSL, in such depositories as may be designated by the Governing Board. The Treasurer shall disburse the funds of the Association as may be ordered by the President or the Governing Board. The Treasurer shall also assist in purchasing, cost cutting, and general budgeting.

- Maintain account balance
- Provide monthly accounting to board
- Place deposits
- Prepare budgets
- Pay invoices
- Inspect the P.O. Box on regular basis to collect the mail
- Provide annual accounting to the Accountant to file WLGSL tax report
- Obtain/maintain insurance for the Association
- Newly elected Treasurer shall be added to all WLGSL Accounts and replace the former Treasurer within 1 month of being elected

Director of Scheduling

Section 13: The Director of Scheduling shall be responsible for all practice and game scheduling involving the WLGSL house teams and the practice scheduling for the Tournament Teams.

- Obtain fields from Loudoun County. Fields cannot be reallocated to other teams without written email approval from the County
- Act as a liaison with the County, schools, and other organizations as necessary

- Develop and manage game schedules for spring and fall for house Association teams
- Work with the Webmaster to ensure scheduling information on web site is accurate and timely
- Interface with coaches and Town Coordinators on schedule changes and practice field requests and schedules
- Interface with All-Star or tournament team coaches for practice and game field requests
- Assure umpire coverage for game schedule or coordinate with the Umpire Coordinator if one has been assigned
- Coordinate, along with President, with other Associations to establish consistent rule play in inter-league play (Loudoun Softball Alliance)
- Be in contact with coaches for field closures
- Act as liaison to Loudoun County Parks & Recreation department for field maintenance and preparation
- Interface with other leagues for inter-league scheduling purposes
- Track game results and arrange to have posted on the league website

Town Coordinators

Section 14: Each town will be represented by a Town Coordinator elected by the board. The Town Coordinator function is one of overseeing the following on behalf of the town including equipment, player registration, and team assignments. Specific duties are as follows:

- Verify player registration to ensure that selected “closest boundary” is appropriate based on home address (this ensures that players play in their appropriate township) at designated Board meeting
- Verify registrations by checking birth certificates and verifying date of birth, (this action may be delegated to coaches)
- Assist the Equipment Coordinator in distribution and collection of equipment to the Head Coaches
- Provide necessary ordering information for uniforms to the appropriate Board member
- Maintain distribution of players registering late to ensure even distribution amongst previously formed teams
- Coordinate and supervise township drafts
- Assign practice schedules to coaches (both fields and cages)
- Coordinate the use of pitching machines

Age Level and Travel Team Commissioners

Section 15: Each age level will be represented by an Age Level Commissioner elected by the Board. The Age Level Commissioners function is one of articulating matters of interest to the Governing Board on all problems and concerns of the Age Level groups. The Travel Team Commissioner’s function is

one of articulating matters of interest to the Governing Board on all problems and concerns of the Travel Teams. The Specific duties of the Age Level Commissioners are as follows:

- Coordinate and supervise player assessment sessions
- Recruitment of All Star coaches and coordination of the All Star tryouts (8U and older)
- Annual review and modification of the Age Division Rules
- Participate in evaluation and decision process of players requesting to move out of their age appropriate level
- Participate in the WLGSL issue resolution process as detailed in the By-laws

The Specific duties of the Travel Commissioner is as follows:

- Recruitment of Travel coaches and coordination of the Travel tryouts
- Participate in the WLGSL issue resolution process as detailed in the By-laws
- Responsible for communications between the Board and the Travel Coaches and Team Managers and shall be the Chairperson of the Travel Committee. This includes routine updates of tournament activities, coordinating budget and schedule presentations, handling equipment and practice requests, and raising matters of interest, problems, or concerns of the tournament team managers.
- The Travel Commissioner shall perform other duties as are required by the Board.

Web Site Director

Section 16: The Web Site director acts as the WLGSL webmaster and is responsible for the accuracy and timeliness of WLGSL information. The WLGSL web page, WWW.WLGSL.ORG, is used to communicate all the Associations business and information with the membership. Members can access the site to register, view news and scores, and contact WLGSL officials.

- Maintain WLGSL web page both on- and off-season
- Update website calendar frequently as requested by Board members

Equipment Coordinator

Section 17: The Equipment Coordinator shall be responsible for the distribution, collection, and inventory of the WLGSL's equipment. Specific duties are as follows:

- Maintain an inventory of all equipment and coordinate with Head Coaches to determine shortages and provide for the replacement of worn, broken, or lost equipment

- At the beginning of each season, pack team equipment bags according to the age groups and distribute to all Head Coaches
- At the end of each season, collect all equipment from coaches and store
- Maintain organization of equipment storage unit

Coaches Development Coordinator

Section 18: The Coaches Development Coordinator shall be responsible for all activities related to the training and development of all coaches. Specific tasks are as follows:

- a. Assist the WLGSL Board by providing subject matter expertise in the development of age appropriate coaching strategies and standards
- b. Implement and monitor the coaching strategies and standards
- c. Development of Strategic Plan. Enforce and ensure appropriate application and continuity of the strategic plan objectives throughout all respective age divisions
- d. Assist WLGSL Board in identifying team coaching drills
- e. Provide a yearly evaluation of all coaches
- f. Coordinate and facilitate any player and/or coaching camps or clinics deemed necessary and approved by WLGSL Board
- g. Other duties as may be assigned by the WLGSL Board within the scope of coach and team development

The Coaches Development Coordinator will have the following deliverables:

- a. Coaches books
 - i. Includes:
 1. Coaches Letter – (provided by the President)
 2. Board Contact list
 3. Coaches Contact List
 4. Field Allocations
 5. WLGSL Consent for Treatment
 6. Concussion Form
 7. Code of Conduct
 - a. Parent
 - b. Coaches
 8. Background Consent Form
 9. Incident Report Form
 10. FAQ for Registration
 11. Rules for the appropriate Age Group
 12. PCA tips and reminders
 13. Specific to Travel Teams
 - a. Travel Expectations
 - b. Commitment Letter
 14. Helpful Tips –
 - a. PCA Resources
 - b. Website Information

- ii. Update, organize and prep books for distribution at each season's coaches meeting
- b. Coaches Corner page on Website
 - i. Create and maintain Skills, Drills and Strategies for coaches
 - 1. Provide either hardcopies or electronic copies for distribution at a coaches clinic
 - ii. Instructions
 - 1. Field Lining Directions
 - 2. How to size a bat
 - 3. How to size a glove
- c. Coach evaluation forms (end of each season)

Communications and Fundraising Coordinator

Section 19: The Communications and Fundraising Coordinator shall be responsible for all activities related to the marketing of the League to the public. It also includes coordinating all fundraising and sponsorship activities. Specific tasks are as follows:

- Coordinate fundraising activities across both Rec and Travel programs
- Establish and/or maintain Social Media accounts
- Solicit input for Social Media accounts from across the Board
- Solicit sponsorships for the League and coordinate the logistics of the sponsorships (what items come for specific values donated)
- Develop a marketing strategy for the League including evaluation of communications and recommendations for improvements or changes to current strategy or execution to facilitate communication of the League's goals and objectives

Article VI Committees

Ad Hoc committees as may be required from time to time, shall exist within the organization. Ad Hoc Committees shall be appointed and serve as directed by the Governing Board.

Permanent Standing Committees: The following permanent standing committee is hereby established, as more fully delineated in the Bylaws: (1) The Travel Committee.

Article VII Amending the Constitution

Notwithstanding the language of Article IV, Section 6, the Constitution, either in whole or in part, may be adopted, amended, or repealed by the vote of two-thirds of the voting members of WLGSL present at the annual membership meeting,

provided that such Constitution as adapted or amended is not in conflict with law.

Article VIII By-Laws of the WLGSL

Notwithstanding the language of Article IV, Section 6, in addition to this Constitution, the WLGSL is governed by the By Laws of the WLGSL, which is a separate document from this Constitution. The By Laws, either in whole or in part, may be adopted, amended, or repealed, in whole or in part, by the Governing Board by two-thirds vote of members present at a Board Meeting. The Board Meeting votes shall be used to prevent harm to the WLGSL, ensure flexibility to act in emergency situations or correct the By Laws provisions made inoperative by statute, court order or other unforeseen events.