

# **Walkertown Girls Softball Association**

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## **By-Laws**

### **ARTICLE 1 - NAME**

This organization shall be known as Walkertown Girls Softball Association (here after referred to as WGSA or the Association).

### **ARTICLE 2 - OBJECTIVES**

- a. The objective of WGSA is to provide for a positive and encouraging playing environment by instilling good sportsmanship, honesty, dedication, courage and respect for authority, so that the participants may be well adjusted, healthy and happier children and will grow to be good, decent, healthy and trustworthy citizens.
- b. The organization is organized exclusively for charitable, religious, educational, and/or scientific purposes under section 501© (3) of the Internal Revenue Code.
- c. All directors, officers and members shall bear in mind that the attainment of exceptional athletic skill or the winning of games is secondary, and the molding of future citizens is of prime importance.

### **ARTICLE 3 - MEMBERSHIP**

- a. Regular membership includes Parents, Guardians, and Grandparents of WGSA players and are eligible *to* vote for the Board of Directors at the Annual Election.
- b. WGSA players are players who meet all qualifications, pay the annual registration fee and submit to the annual team draft and team assignment each season. Players who do not meet all qualification, pay the annual registration fee or submit to the annual WGSA draft and normal team assignment, are not considered for regular membership and are not eligible to vote for the Board of Directors at the Annual Election.

### **ARTICLE 4 - GOVERNMENT**

- a. The WGSA shall be under the supervision of the Board of Directors.
- b. The Board of Directors shall be elected by interested parents/guardians and grandparents at the annual meeting. A member of the Board of Directors will serve for a one (1) year term and may be re-elected.
- c. The Board of Directors shall be composed of a minimum of 9 elected officers. Elected will be a President, Vice-President, Secretary, Treasurer, Player Agent, Events Coordinator, Umpire in Chief, Field Manager and Equipment Manager. This election will be held at closing ceremonies in the spring. These officers shall hold office for one (1) year and may be eligible for re-election
- d. All matters of policy concerning the WGSA shall be decided, by a vote and carried by majority of the Board of Directors present. The President does not cast a vote except in the case of a tiebreaker. Voting rights are effective immediately after Board

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approval. If the President leaves office, the Vice-President shall assume the duties of the President; if any other elected official leave office; a new person shall be elected to the vacated office from the remaining board members. Any of these new appointments will fulfill the original Board members term.

### **ARTICLE 5 - GENERAL MEMBERSHIP MEETINGS**

- a. Definition; A general meeting is any meeting of the Board of Directors of the league. A minimum of one per year is required.
- b. Board Meetings will be scheduled for the second Tuesday of each month with the exception of December and May or falling on a holiday.  
Meetings of the Board of Directors are always open to the general membership and public. Meetings may be held during these months at the discretion of the Board. A meeting of the Board of Directors shall be conducted after the conclusion of the Fall season and prior to the January meeting for the purpose of finalizing reports and books for the year.
- c. Quorum. At any General Meeting, the By-Laws may be amended, altered or repealed when presence in person or representation by absence ballot of three/fourths (75%) of the Board Members. This shall be necessary to constitute a quorum. If a quorum is not present, no amending, altering or appealing of the By-Laws shall be conducted.
- d. Voting. Only Board Members shall be entitled to make motions at General Meetings. The Board of Directors may invite, admit and recognize guests for presentation or comments during General Meetings.
- e. Absentee Ballot. For the expressed purpose of accommodating a regular Board Member in good standing who cannot for good cause, subject to Board approval, be in attendance at the Annual Meeting, at which new Board Members will be elected, an absentee ballot may be requested and obtained from the Secretary of WGSA. The absentee ballot shall be properly completed, signed and returned in a sealed envelope to the Secretary prior to the date of the election. The Secretary shall present all absentee ballots to the Election Chairman (appointed at the meeting) on the date of the meeting, prior to the voting portion of the election process.
- f. Annual Meeting of the Members. The Annual Meeting of the Members of WGSA shall be held at the end of regular season play in June of each year for the purpose of electing the Board of Directors, Receiving reports, reviewing the By-Laws, and for the transaction of such business as may properly come before the meeting. The meeting will be conducted according to Robert's Rules of Order.
- g. The members shall receive at the Annual Meeting a report, verified by the President and Treasurer, or by majority of the Directors,

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showing:

- ▶ Title condition of WGSA, to be presented by the President;
  - ▶ A general summary of funds received and expended by WGSA for the previous year, the amount of funds currently in possession of WGSA, and the name of the financial institution in which such funds are maintained;
  - ▶ The whole amount of real and personal property owned by WGSA, where located, and where and how invested:
  - ▶ For the year immediately preceding, the amount and nature of the property acquired, with the date of the report and the manner of the acquisition, the amount applied, appropriated or expended, and the purposes, objects or persons to or for which such applications, appropriations, or expenditures have been made.
- h. The names of the persons who have been replaced or admitted to Board Membership to WGSA during such year.
- ▶ This report shall be filed with the records of WGSA and entered in the minutes of the proceedings of the Annual Meeting.
  - ▶ At the Annual Meeting, the Members shall determine the number of Directors to be elected for the ensuing year and shall elect such number of Directors. The number of Directors elected shall be not less than nine (9).
  - ▶ After the Board of Directors is elected, the Board shall assume the performance of its duties on January 1<sup>st</sup> of the following year. The Board's term of office shall continue until its successors are elected and qualified under this section.
  - ▶ The President must have managed or coached a WGSA team for a minimum of two (2) years. This will be verified by completion of filing of coach applications. All coach applications must be approved by the Board before acceptance as a coach.

## **ARTICLE - 6 DUTIES AND POWERS OF THE BOARD**

Appointments. The Board of Directors may appoint such other officers or agents as it may deem necessary or desirable and may prescribe the powers and duties of each. Appointed officers or agents shall have no vote on actions taken by the Board of Directors unless such individuals have been elected to the Board at the Annual Election or by the Board to fill a vacancy on the Board.

## **PRESIDENT**

- a. Conduct the affairs of WGSA and execute the policies established by the Board of Directors.
- b. Present a report of the condition of WGSA at the Annual Meeting.
- c. Communicate to the Board of Directors such matters as seemed appropriate and make

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- such suggestions as may tend to promote the welfare of WGSA
- d. Be responsible for the conduct of WGSA in strict conformity, to the policies and principles.
- e. Designate, in writing, other officers if necessary, to have power to make and execute for/and in the name of WGSA such contracts and leases may receive and which have had prior approval of the Board.
- f. Investigate complaints, irregularities and conditions detrimental to WGSA and report thereon to the Board as circumstances warrant.
- g. Prepare and submit an annual budget to the Board of Directors and be responsible for the proper execution thereof.
- h. With the assistance of the Player Agent, examine the application and support proof of age documents of every player candidate and certify to any resistance and age eligibility before the player may be accepted for tryouts and selection.
- i. Investigate and advise the selection of tournaments for All-Star teams in each division.

### **VICE-PRESIDENT**

- a. Perform the duties of the President in the absence or disability of the President, provided he or she is authorized by the President or Board so to act. When so acting, the Vice President shall have all the power of that office.
- b. Perform such duties as from time to time may be assigned by the Board of Directors or by the President
- c. Be responsible to create awareness, through education and information, of the opportunities to provide a safer environment for youngsters and all participants of WGSA.
- d. Develop training goals for managers of each level and organize training sessions with outside professionals to meet those established goals.
- e. Develop and implement a plan for increasing safety of activities, equipment and facilities through education, compliance and reporting.
- f. Manage/Coordinate all activities of the Community Food Booth at the Dixie Classic Fair.
- g. Secure all needed supplies and equipment for the Community Food Booth as needed and supervise all food and equipment purchases.
- h. Be responsible for such supplies and equipment and for the repair, cleaning, and storage as necessary thereof at the close of the fair.
- i. Keep records for the receipt and distribution of all monies and securities of the Community Food Booth, approve all payments from allotted funds and assist the Treasurer in drawing checks therefore in agreement with policies established in advance of such actions by the Board of Directors.

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### **SECRETARY**

- a. Be responsible for recording the activities of the WGSA and maintain appropriate files, mailing lists and necessary record.
- b. Perform such duties as are herein specifically set forth, in addition to such other duties as are customarily incident to the office of Secretary or as may be assigned by the Board of Directors.
- c. Maintain a list of all Members, Directors and committee members and give notice of all meetings of WGSA, the Board of Directors and Committees.
- d. Keep the minutes of the meetings of the Members, the Board of Directors, and cause them to be recorded in a book kept for that purpose.
- e. Conduct all correspondence not otherwise specifically delegated in connection with said meeting and shall be responsible for carrying out all orders, votes and resolutions not otherwise committed.
- f. Notify Members, Directors, Officers and committee members of their election or appointment.

### **TREASURER**

- a. Perform such duties as are herein set forth and such other duties as are customarily incident to the office of Treasurer or may be assigned by the Board of Directors.
- b. Receive all monies and securities, and deposit same in a depository approved by the Board of Directors.
- c. Keep records for the receipt and disbursement of all monies and securities of WGSA, approve all payments from allotted funds and draw checks therefore in agreement with policies established in advance of such actions by the Board of Directors. All disbursements by check should have dual signatures on amounts over \$2,000.
- d. Prepare an annual budget, under the direction of the President, for submission to the Board of Directors at the Annual Meeting.
- e. Shall be required to produce accounting ledger and checkbook at every General Meeting.

### **PLAYER AGENT**

- a. Record all player transactions and maintain an accurate and up-to-date record thereof.
- b. Receive and review applications for player candidates and assist the President in verifying residence and age eligibility.
- c. Assist in the tryouts and conduct the player draft and all other player transaction or selection meeting.
- d. Assist in the selection of All-Star selections and verify residence and age eligibility

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requirements

### **EQUIPMENT MANAGER**

- a. Secure bids on needed supplies and equipment and make recommendations for their purchase to the Board
- b. Responsible for the proper issuance of such supplies and equipment and of the repair, cleaning and storage thereof at the close of the season.

### **FIELD MANAGER**

- a. Responsible for the preparations of the playing fields such as lining the fields prior to games being played.
- b. Responsible for setting the bases prior to games and collecting bases after games

### **ACTIVITIES DIRECTOR**

- a. Be responsible for planning and coordination of opening and closing day ceremonies
- b. Be responsible for obtaining team sponsors and collecting sponsorship funding which shall be turned over to the Treasurer.
- c. Be responsible for coordination and dispersing of team and player photographs.
- d. Obtain and distribute team sponsor plaques to team sponsors.
- e. Manage/ Coordinate/ Make any necessary assignments concerning activities of the Concession Stand.

### **UMPIRE IN CHIEF**

- a. Responsible for notifying all team managers of the local league rules.
- b. Have the responsibility of maintaining the local league rules.
- c. Recommend rule changes to the Board of Directors for approval.
- d. Manage and coordinate the assignments of all approved Umpires.
- e. Keep records for the disbursement of all monies and securities, approve all payments from allotted funds for payment of Umpires and assist the Treasurer in drawing any necessary funds therefore in agreement with policies established in advance of such actions by the Board of Directors.

### **ARTICLE 7 COACHES AND MANAGERS**

- a. New head coaches shall be selected and/or approved by the Board of Directors through a Written application process. Written applications will be provided by the Board of Directors and must be submitted by the applicant ten days prior to the regular scheduled meeting to one of the members of the Board. Applicants will be subject to background checks. Following approval of the background check, applicants will attend the following regularly scheduled Board Meeting for

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- interview, selection, and approval by the Board if applicable.
- b. Coaches will submit their selection of Assistant Coaches and Managers to the Board for final approval to be approved at the April Board Meeting. Assistant Coaches will follow the same application process required of head coaches. Returning head coaches must also be reviewed and re-approved by the Board of Directors each year.
- c. All coaches must wear like uniforms identifying their team name.

## **ARTICLE 8 AUDITING COMMITTEE**

The Board of Directors may appoint an Auditing Committee consisting of three (3) Directors. The President, Treasurer, or signatories of checks are not eligible. The committee will review WGSA's books and records annually prior to the Annual Meeting and attach a statement of its findings to the annual financial statement of the President and Treasurer; or may, if directed by the Board of Directors or Membership, secure the services of a Certified Public Accountant to accomplish such review.

## **ARTICLE 9 PARTICIPATION**

- a. Any girl meeting the requirements as to age shall be eligible for participation regardless of race, creed, color or religion.
- b. The Board of Directors shall have the authority to address any misconduct by a member of the organization (i.e. Player, coach, manager, Board Member, etc.) whose actions are considered detrimental to the best interest of the WGSA. Members of the Board of Directors upon evidence of any form of misconduct of any member of the organization shall notify the President of the Board of Directors within twenty-four (24) hours of the alleged incident. The President will attempt to contact the Board of Directors within three (3) days of the incident. At the discretion of the Board, the charges shall be made in writing and a copy thereof delivered to the party in question along with a mandate to attend the next Board meeting. All parties shall have the opportunity to present evidence and/or make statements in conformance with due process. Upon consideration of all evidence the Board of Directors shall either dismiss the allegations or take appropriate disciplinary action as outlined in the policy for WGSA.
- c. The Association shall have the power to require any participant or potential participant to present such medical evidence as the Association may require of fitness of participation and to prohibit participation in the absence of satisfactory evidence.

## **ARTICLE 10 FINANCIAL**

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- a. All expenditures of the account for the Association shall be approved by the Board of Directors.
- b. The account for the Association shall include President and Treasurer as valid signers.
- c. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private person, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distribution 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 statement) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of any document, the organization exempt from federal income tax under Section 501 © (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.
- d. Upon dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of Section 501©(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, of public purpose.
- e. The Board of Directors shall appoint an accountant/bookkeeper whose purpose shall be to review in detail the financial records of the organization for the fiscal year. They will also be responsible for completing and filing non-profit taxes yearly.
- f. No team shall have the power to borrow money or to incur debt for which the creditor will have recourse to any other team or WGSA. Any debt incurred by the WGSA must be approved by the Board of Directors
- g. All players' fees are non-refundable. All player fees will be paid prior to the beginning of the season, unless arrangements are made in advance of this deadline. Request for extension of payment may be made to the Board of Directors in writing prior to the January meeting. If the extension is granted the player will be required to meet the terms of the extension in order to remain eligible for play. Any player, who has not met these requirements, will not be eligible to play until her financial status is corrected.
- h. WGSA will not participate in any fundraising program where there is any direct benefit to the member who raises the funds. For example, we will adopt no system where a parent receives a point or other credit for the fundraising participation that can then be used to offset a team member's expense.
- i. It is the policy of WGSA to notify contributors that all donations are tax deductible.



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ARTICLE 11 BY-LAWS AMENDMENTS

- a. The By-Laws and any section thereof may be amended or repealed by a TWO-THIRDS (2/3) vote of the Board of Directors at any stipulated meeting provided written notice of such proposed change or changes over the signature of the President shall be mailed to each member of the Board of Directors of the WGSA at least TEN (10) days prior to the meeting at which the proposed change or changes shall be submitted. Written notification of any by-law changes shall be mailed to all members, the Internal Revenue Service, Raleigh NC and to the Secretary of State, PO Box 2622 Raleigh, N.C.