# **Irving Girls Softball League By-Laws**

# **Article 1 – Name**

## Section 1

The name of the organization shall be the "Irving Girls Softball League, Incorporated," a Texas Non-Profit Corporation. This organization may also do business and be referred to as "IGSL".

# **Article 2 – Purpose**

## Section 1

The IGSL shall be a non-profit corporation, incorporated under the laws of Texas, and offices will be physically located in the City of Irving. A Tax-exempt status shall be applied for. The IGSL shall provide a recreation softball program for girls, in the City of Irving. The IGSL shall be a member of USA Softball and other local, State, or national organizations that further the cause of girls’ softball. The age divisions of play shall coincide with that which is recognized by the USA Softball.

# **Article 3 – Voting Membership**

## Section 1

The voting membership of the league will have one vote each and shall be limited to persons in good standing with the A.S.A and the IGSL and meet the following requirements:

1. Parents or guardians of the girls/boys participating in the league (limited to 2), who have signed a parent/guardian contract.
2. The board of directors
3. Mangers
4. Coaches (limited to 3 per team)

# **Article 4 – Governing Body**

## Section 1

The IGSL will be governed by an Executive Board and a Board of Directors, both will consist of elected officers and presidential appointed officers that have been approved by the elected officers.

## Section 2 – Executive Board

These elected officers shall consist of the President, Vice President, Treasurer, and Secretary. Each must reside in the City of Irving and no two can be from the same household.

## Section 3 – Elected Officers

Elected officers will have a voice and a vote on the Board. These elected officers shall be elected by the general membership and consist of:

1. League President
2. League Vice President
3. Secretary
4. Treasurer
5. Tournament Director
6. Division Vice Presidents (one per division)
7. Directors at Large (up to 4 Maximum)
8. Equipment Manger

If a person holds more than 1 (one) voting position on the Board of Directors, that person shall have only 1 (one) vote. Members of the Executive Board, President, Vice-President, Treasurer and Secretary may not be from the same household and MUST reside in the City of Irving.

## Section 4 – Appointed Positions

These officers will be appointed by the League President and approved by the board. These Officers will have a voice, but no vote on the board. They will consist of:

1. Head Scorekeeper
2. Umpire in Charge (U.I.C)
3. Concessionaire
4. Webmaster

## Section 5 – Removal of Officers

Any elected officer may be removed at any time either with or without cause by the following:

A. By a 2/3rds affirmative vote of the Board of Directors.

1. By a majority of the league members in attendance at a league meeting.
2. A Director/Officer so removed shall not be eligible for re-election for a period of one year.

## Section 6 – Executive Board Duties

These officers may act on behalf of the entire Board of Directors on time sensitive matters in which a quorum of the Board can’t be gathered nor consulted. A majority of the Executive Board must be in agreement to the solution to the time sensitive matter. A detailed report to the whole Board is to be submitted by the Secretary after action is taken.

## Section 7 – Board of Directors Duties

The Board of Directors have the following duties:

1. The Board of Directors shall handle the general administration and affairs of the league.
2. The Board of Directors may make recommendations to the league and shall perform other such duties as specified in these Bylaws.
3. The Directors will make the final decision on all fund-raising projects.
4. The Board of Directors may take any action for the best interest of the League.

## Section 8 – Length of Terms

Starting in calendar year 2015, the Board of Directors will have alternating 2 year terms.

A. On odd years, the league membership will vote for the following positions:

1. League President
2. Secretary
3. Tournament Director
4. 18U Division VP
5. 14/16U Division VP
6. 12U Division VP
7. Blast Ball Division VP (if applicable)
8. 2 of the Directors at large
9. On even years, the membership will vote for the following:
   1. League Vice President
   2. Treasurer
   3. 10U Division VP
   4. 8U Division VP
   5. 6U Division VP
   6. Equipment Manager
   7. 2 of the Directors at Large
10. In 2015, the even year positions will be elected to a 1 (one) year term.
11. Appointed positions are at the discretion of the President and the Board of Directors.

## Section 9 – Qualifications

To serve on the Board of Directors, a person shall meet the following qualifications:

A. Shall be a league member in good standing with the A.S.A. and I.G.S.L.

1. Shall have been in the I.G.S.L. for 6 months at the time of nomination and election.
2. Except in the case of League President and League Vice President, which shall have been in the IGSL for 12 months.

## Section 10 – Quorum

At all meetings of the Board of Directors, a majority of the voting members of the board of directors will constitute a quorum and shall be necessary for the transaction of business. Only those board members having the right to vote will be considered when determining the presence of a majority.

## Section 11 – Meetings

Board of Directors meetings shall be held in the following cases:

A. Whenever called by the President.

B. Whenever called by any 2 voting members of the Board of Directors.

## Section 12 – Resignation of Officer / Director

Any Director/Officer may resign at any time either by giving an oral resignation at a Board meeting or by written notice to the League President, who shall notify the League Recording Secretary.

## Section 13 – Rule Interpretations

Any action requested of the IGSL Board of Directors on the interpretations of the Bylaws shall require a majority vote of the Board of Directors.

## Section 14 – Code of Conduct of Board Members/Officers

All members of the Board of Directors, elected or appointed, are required and expected to:

1. be knowledgeable of these Bylaws, including any and all changes current and forthcoming.
2. abide by these Bylaws as written and interpreted by the Board of Directors.
3. be fair in all judgments of others in matters presented to the Board you are a member of.
4. conduct yourself in a manner that presents to the youth of this organization high moral standards and exemplary sportsmanlike attitudes and manners

## Section 15 – Board Vacancies

If there are any vacancies on the board, the League President may fill the position, with board approval, with any member in good standing with the A.S.A. and the IGSL until the annual League election meeting in the fall.

## Section 16 – Elected officers / Descriptions and Duties

**A. LEAGUE PRESIDENT**

The primary duty of the League President is the overall direction of the League. Shall be CHIEF EXECUTIVE OFFICER of the League, and shall preside at all Regular League meetings, Board meetings, Executive Board meetings, and other Special meetings.

1. Shall be Ex-Officer member of all committees, except the nominating committee.
2. Shall reside in the City of Irving.
3. Shall perform the duties provided in the Bylaws and assigned by the League.
4. Shall approve all expenditures over $500.00.
5. Shall be a member in good standing for no less than eleven (11) consecutive months Immediately preceding taking office.
6. If the Office of the League President is vacated for any reason, the League Vice President will immediately assume the vacancy.

*SHALL BE A VOTING MEMBER OF THE BOARD OF DIRECTORS*

**B. LEAGUE VICE PRESIDENT**

1. Will preside at all meetings in the absence of the League President and shall perform all duties assigned by the League President.
2. Will be a member of the Executive Board.
3. Shall reside in the City of Irving.
4. Shall be Chairman of the Investigative Committee.
5. Shall be the Chairman of the committee (to include at least 2 other members – one of which must be the Scorekeeper Director) to select awards and trophies. He/she shall let invitations to bid, and accept contracts, on a competitive basis. Minimum two (2) bids must be submitted to Treasurer with each committee recommendation. NOTE: Has the authority to appoint a delegate to carry out the duties of his/her office.
6. Will screen all adult contracts of the IGSL.
7. Shall be a member in good standing for not less than eleven (11) consecutive months prior to taking office.
8. If the Office of League Vice President is vacated for any reason, it shall be filled by a Director At Large.
9. Shall be authorized to approve expenditures over $500.00 in the absence of the League President.
10. Shall handle all insurance business (with assistance from Treasurer & Secretary as needed).
11. Shall handle the awards for each season with the help of the scorekeeper.

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**C. DIVISION VICE PRESIDENT**

* 1. One (1) per division of play and elected by the General Membership at the annual meeting for the election of officers.
  2. Shall be responsible for all activities, duties, and business affairs of their respective divisions.
  3. Shall receive all manager packets and player contracts to distribute to the managers within their respective divisions.
  4. Shall work with League Vice President to ensure enforcement of Standing Rule #5.
  5. Shall verify that insurance information is on file before any player participates in practice, or games.
  6. Shall hold and conduct all division meetings and report recommendations to the Board for approval.
  7. Must be a member in good standing for at least six (6) months at the time of nomination and election.
  8. Work with the Scorekeeper Director to ensure that players who are *ineligible* for awards are not given them at the league awards night.
  9. All Division Vice Presidents should be present at Awards night to assist in the presentation of awards to their division and other divisions.

*SHALL BE A VOTING MEMBER OF THE BOARD OF DIRECTORS*

**D. SECRETARY**

* 1. Record the minutes of the Regular meetings, Board of Director meetings, and Executive Committee meetings. The said minutes to be placed in the permanent record book provided by the league. Said record books shall be turned over to the Board of Directors at the end of this officer’s term.
  2. Will be a member of the Executive Board.
  3. Will reside in the City of Irving.
  4. Be responsible for sending out notices of League Meetings, along with other internal correspondences. Take care of external League correspondence, keeping the League President informed of all such communicating activity.

5. Promotes and advertises the league through social media, internet, email, newspaper, posters, brochures, programs and/or public service announcements via radio and/or television (ALL NEWSPAPER PUBLICITY MUST BE HANDLED THROUGH THIS OFFICE).

6. Assume such duties as assigned by the League.

7. Shall update EXHIBIT “A” with all Board Directives, Board Decisions, Bylaw interpretations, etc.

immediately after determined and shall distribute said copy to all qualified members.

8. Responsible for securing a facility for all League meetings and functions.

9. Let’s invitations to bid and accepts contracts/agreements on a competitive basis.

10. Shall be a member of the Tournament Committee.

11. Coordinates with the Tournament Director regarding any publicity of IGSL tournaments.

*SHALL BE A VOTING MEMBER OF THE BOARD OF DIRECTORS*

**E. TREASURER**

* 1. Will be in charge of banking and disbursing of all league funds.
  2. Will be a member of the Executive Board.
  3. Will reside in the City of Irving.
  4. Will make a verbal financial report to members at all league meetings and submit a written copy of the report to the Recording Secretary for inclusion into the league records.
  5. Will present a proposed budget for the next year at the November league meeting.
  6. The Treasurer shall, with the approval of the Board of Directors, choose a bank, banks, or other financial institutions in the City of Irving for the deposit of league funds.
  7. Secure League President approval for any expenditure over $500.00
  8. Together with the league President, the Treasurer is empowered to contract with a CPA firm for auditing for each calendar year from the previous year. Any said action must be confirmed by the Board of Directors.
  9. Will preside at all meetings in the absence of the League President and League Vice President.
  10. Executes claims.

*SHALL BE A VOTING MEMBER OF THE BOARD OF DIRECTORS*

**F. TOURNAMENT DIRECTOR**

* 1. Will be responsible for the overall operation and handling of all IGSL tournaments.
  2. Will set dates for all IGSL tournaments by the November meeting.
  3. Will coordinate, with the Division Vice Presidents, any and all preseason tournaments.
  4. Sends invitations for all IGSL tournaments and accepts/selects entries as well.
  5. Will act as chairperson of the Tournament Committee
  6. Prepares brackets
  7. Assigns duties for the operation of tournaments.
  8. Works with the City Parks Department
  9. Will coordinate with Division Vice Presidents on all outside tournament invitations by distributing a current schedule of tournaments respective to each age division or any such additional invitations as so received by the tournament director.

*SHALL BE A VOTING MEMBER OF THE BOARD OF DIRECTORS*

**G. DIRECTOR AT LARGE**

* 1. There shall be a maximum of four (4) DIRECTOR-AT-LARGE Board seats. This position may be left vacant, at the discretion of the League President.
  2. Should be, but not limited to, persons which are able to assist the League’s Board of Directors and league members through their years of experience, participation, skill and knowledge in everyday affairs of the League.
  3. Shall assist any vacant positions as instructed by the League President and/or the League Vice President.
  4. Shall assist any other Board members as needed.

*SHALL BE VOTING MEMBERS OF THE BOARD OF DIRECTORS.*

**H. EQUIPMENT MANAGER**

* 1. Procurement and distribution of all equipment.
  2. Maintains and distributes the league equipment inventory, assigns responsibility for team inventory to team Managers.
  3. Provides balls for ALL league and tournament games.
  4. Let’s invitations to bid and accepts contracts on a competitive basis and reports to the Treasurer.
  5. Shall be a member of the tournament committee.

*SHALL BE A VOTING MEMBER OF THE BOARD OF DIRECTORS*

## Section 17 - Appointed Officers Duties

**A. SCOREKEEPER**

1. Shall be responsible for scheduling all regular scheduled league games.
2. Shall be on the League Vice Presidents committee to select awards and trophies.
3. Shall be empowered to appoint as many assistant scorekeepers during the playing season as required (including appropriate tournament games where league is sponsor and host). May appoint a statistician for the purpose of computing individual and team statistics for each game played and the entire playing season. The Statistician (Scorekeeper, if none appointed) shall be compensated at the direction of the Board of Directors, as noted in EXHIBIT “A” of these Bylaws.
4. The Scorekeeper and Assistant Scorekeeper are officials of the game they are scoring. Any display of unsportsmanlike conduct toward them will be treated the same as if on the playing field, with disciplinary action the same.
5. After the awards presentation, the Statistician/Scorekeeper shall present the League President and League Vice President the statistics compiled during the season for each team and individual award for verification. In the event of questions or problems during the compilation of the statistics, the Scorekeeper will consult with the President and Vice President to resolve the issue.
6. Shall have sole authority in rescheduling of league games. All such requests for non-weather related rescheduling must be made by team managers in writing, BY ALL TEAMS AFFECTED.

*SHALL HAVE A VOICE, BUT NO VOTE, ON THE BOARD OF DIRECTORS.*

**B. UMPIRE IN CHARGE (U.I.C.)**

1. This position is eligible for compensation, to be determined by the Board of Directors, and agreed to by the U.I.C.
2. U.I.C. shall suggest the rate of pay for umpires which must be approved by a majority of the Board of Directors.
3. Shall be responsible for assigning personnel to cover all IGSL sanctioned League games and Tournaments.

*SHALL HAVE A VOICE, BUT NO VOTE, ON THE BOARD OF DIRECTORS.*

**C. WEB MASTER**

1. Shall be responsible for updating the IGSL Web Site. Any Board Member may suggest a posting, but must get approval from the League President, or Vice President, prior to communicating with Web Master.
2. Shall coordinate with the Secretary on publication postings for the league.

*SHALL HAVE A VOICE, BUT NO VOTE, ON THE BOARD OF DIRECTORS.*

**D. CONCESSIONAIRE**

1. Shall be responsible for any activities or decisions, along with the Board of Directors, with the concession stand regarding, but not limited to, pricing, supplies, and equipment needs.
2. It is his/her duty to stock and provide sales personnel for the concession stand. The Manager will keep a daily record and an accurate set of books to be submitted to the league for a final audit at the end of each season.

*SHALL HAVE A VOICE, BUT NO VOTE, ON THE BOARD OF DIRECTORS.*

# **Article 5 – Meetings**

## Section 1 – Meetings

1. The IGSL shall hold a least 3 league meetings per year.
   1. 1 at the beginning of each season (Spring and Fall)
   2. 1 at the end of the year (Annual Meeting) where reports from the officers will be received and elections conducted.
2. Additional meetings of the membership may be called by the President or any 4 board members in good standing.
3. The Secretary shall notify the league membership at least one week prior to a meeting date.
4. Quorum – The total number of voting members present at a league meeting will be a quorum.

Section 2 – Board of Directors Meetings

See Article 4, Section 11

## Section 3 – Elections

When elections are held, the votes shall be counted by a minimum of two tellers appointed for that purpose by the President.

A. Any voting member may examine the ballots after the vote is announced.

# **Article 6 – Committees**

## Section – 1 Investigative Committee

The investigative committee shall handle all complaints made by the membership. The complaint procedure is as follows:

A.Complaint Procedure

1. Discuss problem with coach/manager with-in 3 days.

2. If the matter is not resolved, discuss problem with Division VP with-in 3 days.

a. The division VP shall make a detail report of incident and forward to League VP.

b. The division VP has 5 days to mediate a solution.

3. If problem not resolved, person filing complaint must contact League Vice President in writing with-in 2 days of the failed mediation with the Division VP. Email may be used and sent to League VP’s email of record.

4. The League Vice President must set up an Investigative committee made up of:

a. League Vice President

b. Division Vice president

c. 3 other board members not involved with the situation.

d. 1 member must act as Secretary for the committee.

e. There shall be no one on the committee that has a conflict of interest.

f. If League VP has a conflict, the Committee will be conducted by the next board member in-line.

g. If the Division VP has a conflict, the next higher Division VP will fill in. In case the VP is the 18u VP, then it will go to the next lower VP.

5. Once the committee is set, the League VP must notify all parties involved in writing. This may be done by email. If email is used it shall also be cc’d to all members of the committee along with all parties involved.

6. The investigative committee may question anyone involved with the incident. This should be done separately and not in the presence of other parties involved.

7. The investigative committee must complete and make a decision in writing within 7days of receiving the complaint. The decision must also be forwarded to all board members.

8. If the result is an expulsion or ban from the league, the party may appeal to the full board with-in 2days.

9. All other decisions made by the investigative committee are FINAL.

## Section 2 – Nominating Committee

1. The Nominating Committee will be made up of SEVEN (7) IGSL members. Three (3) members will be members of the Board of Directors. Four (4) members will be elected at large from the League membership. In the event there are not seven (7) league members willing to serve, the League President may appoint any available person.
2. The Board of Directors shall elect the three (3) members of the Board to serve on the Nominating Committee at any time.
3. Members at large of the nomination committee will be appointed at a meeting preceding the Annual meeting using the following procedures:

1. Verbal nominations will be accepted.

2. In the event more than four (4) members are verbally nominated, there will be a vote of the attending members. The top four (4) vote getters will be appointed. The League President may determine the method of voting at said meeting.

3. In the event there are less than four (4) members nominated, the League President may appoint any individual willing to serve on the committee.

1. The nominating committee will meet and select a nominee for each of the offices open for election.
2. Notification of the slate of nominees shall be made available at the Annual League Meeting.

## Section 3 - Scholarship Committee

A. Scholarship Committee shall be established to decide upon the recipient(s) of the IGSL Scholarship (formally known as the SALLY HOLAND Scholarship). This committee shall consist of:

1. League President
2. League Vice President
3. League Treasurer
4. 18U Division VP

Section 4 – Other Committees

The President may form any committee, with approval from the board, deemed necessary.

# **Article 7 – Insurance**

All players, Mangers, and Coaches are required to have board approved insurance.

A. For insurance purposes, only the coaches, managers and players who have a contract with the IGSL will be allowed on the playing field or in the dugout. The bat girl/boy listed on the team roster will be covered in his/her capacity as bat girl/boy. Team members are to stay in the dugout during the game unless given manager approval to leave. This provision does not apply to blast ball.

B. For insurance purposes, safety and in accordance with USA rules, batting helmets will be worn while batting, base running and in the on deck circle as well as chest protectors, shin guards/protectors, mask and catcher’s helmets will be worn by the catcher while on defense. Players warming up a pitcher at any time during a game or practice must wear a face mask.

# **Article 8 – Policies**

## Section 1 – Dissolution

In the event of dissolution of the IGSL, those members present at the dissolution shall determine a nonprofit, tax exempt organization(s) dedicated to serving youth in the Irving community to offer the assets of the league

## Section 2- Business Papers

All IGSL business papers, contracts, receipts, and anything that requires payment of fee, shall be kept on file for a period of four (4) years. It shall be the responsibility of the League President to know the whereabouts of said records. Record copies shall be kept in the file room.

## Section 3 – Required Documents

A. The following will be required of each participant of the IGSL, and will be part of the Bylaws:

1. Parent/player contract with league (including medical agreement).

2. Contract between manager, coach, and league.

3. Proof of participants age (Copy of Birth Certificate).

4. Insurance acceptable to the league (the league reserves the right to purchase insurance).

B. All appointed positions must have a current contract with the league on file.

Section 4 – Parliamentary Authority

The Parliamentary Authority shall be ROBERTS RULES OF ORDER, NEWLY REVISED.

Section 5 – Background Checks

All members of the board, elected and appointed, shall have background checks.

**Article 9 – Team Fees**

The board shall set the amount for registration and teams fees before each season.

# **Article 10 – Applications and Player Placement**

## Section 1 - Registration

Registration will be open to any and all qualified age appropriate female players interested in playing softball in the Irving Girls Softball League. Being a resident of Irving or a student in the Irving I.S.D. is not a requirement. When a parent/player signs a contract with a team, the player will continue with said team until the end of the calendar year. New contracts are required each year and may be signed beginning January 15th.

## Section 2 - Registration and Season Dates

1. Registration will begin January 1st for the Spring/Summer Seasons and July 1st for the Fall Season. Registration will end no later than 2 weeks prior to the beginning of league play for the player’s respective division.
2. Subject to the Board of Directors, the beginning of league play should be by April 15th for the Spring Season and September 15th for the Fall Season. Start dates for the 18u division should follow the conclusion of the younger divisions’ season by no later than 2 weeks.

## Section 3 - Player Placement and Movement

1. Teams are considered full at having 12 players. No team may have more than 14 players.
2. The Division Vice Presidents will assign unattached/ free agent players for their respective divisions. If there are ample enough free agents to form a new team, all efforts are to be applied to do so. If there are not enough to form a new team, or there is a remainder after doing so, the remaining free agents will be assigned to an existing team starting with the one with the fewest players until all players are assigned.
3. If a team dissolves or does not return for the Fall Season, all players contracted to that team are deemed free agents and able to join or be placed on another team.
4. There will be no changing of teams by either coaches or players once a season has started. Players who quit or are dismissed from a team must sit out the remainder of the season.

## Section 4 - Recruiting

1. No contracted player may be recruited until the day after the fall awards ceremony by any manager, coach, assistant coach, player, parent, prospective manager, or coach, or anyone acting as an agent for a team, manager or coach. Any person having conversations with any player (player may be defined as the player, family, or anyone associated with said player) about the coming season could be considered as an agent for the team coach, or manager in question.
2. No girl under contract who is eligible, due to age, to remain in the division where she is playing may be recruited at any time to a higher division of play.
3. No girl under contract may be asked to change teams.
4. The consent of a contracted player’s team manager must be obtained for said player to be picked up for tournament play. The IGSL encourages tournament play and its derived benefits. A team manager must have a valid reason to deny the request.
5. Any manager, prospective manager/coach, coach or agent found violating this bylaw may not be allowed to manage, Coach or hold office for one (1) year and will lose the services of said player, which will be determined by the board of directors.

## Section 5 - Transfers

1. Once a girl is approved to play and signs a contract in a higher division, she should continue in that division. A girl may play in a higher division, in tournament play as a draft, with her Manager's consent, without losing her eligibility to play in her division in league or tournament play.
2. A girl and her representative may appear before the Board of Directors or address them in writing requesting division change.
3. A girl wishing to leave a team will inform her manager in writing, stating her reason(s). If this request is made during a season, the player must sit out the remainder of the season.
4. If a Manager wishes to dismiss a player, he/she must notify the Board of Directors, in writing, stating the reason(s) for dismissal. The Board of Directors will make the final disposition in all such cases.
5. Prior to the coming season, each manager must notify his/her returning players and their Division Vice President the status of his/her team for the coming season.
6. If a player leaves a team for any reason, the Manager must notify the Division Vice President in writing WITHIN SEVEN (7) DAYS.

# **Article 11 - Amending of the Bylaws**

## Section 1- Amendments

The Bylaws may be amended or changed by a majority vote of the league members present and voting in person. A proposed amendment or change may be introduced at any league meeting by any member in good standing. If seconded, the person proposing the amendment will be given time to explain it. A question and answer period will be allowed on the proposed amendment, or changes. The proposed amendment will be discussed and voted on at the next regular meeting.

## Section 2 – Emergency Amendments

EMERGENCY AMENDMENTS may be introduced at any time. Adoption of said Emergency Amendment shall be as follows:

1. The League President may determine that due to time constraints the Board of Directors alone will vote on the amendment;
2. Approval by the Board of Directors that it is in fact an emergency by a majority vote;
3. If passed, the amendment will be in effect until the next league meeting where it will be voted on by the league membership.