

# Texas City Girls Youth Softball Bylaws

## ARTICLE 1

### (NAME)

This organization shall be known as Texas City Girls Youth Softball, also known as TCGYS.

## ARTICLE 2

### (PURPOSE)

**Section 1:** TCGYS is a non-profit organization that shall seek to instill the youth of the community with ideals of good sportsmanship, honesty, loyalty, courage, and respect for others so that they may be finer, stronger, and happier youth who will grow up to be healthy adults.

**Section 2:** This objective shall be reached by providing a supervised girls softball program.

**Section 3:** TCGYS will be a non-profit organization and will also be non-shareholding, noncommercial and non-bargaining.

## ARTICLE 3

### (MEMBERSHIP)

#### Section 1:

1. The Board of Directors and all 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 stepparents and legal guardians) of girls will be eligible for membership upon payment of daughter's registration fee and will continue so long as the daughter(s) are currently registered through a TCGYS league team.

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

**Section 2:** All registered managers and assistant managers, during the voting year, will be eligible to vote, as long as they attend three (3) board meetings in a twelve (12) month period

and are in good standing with the board. All manager and assistant manager votes will count for half (1/2) a vote each, with each team having a total of one (1) vote per team.

**Section 3:** All active members (as listed in Article 3, Section 1) are eligible to vote in all business conducted by the general membership, not including board member elections.

**Section 4:** The voting year shall run concurrent with voting elections, August 1 - July 31.

**Section 5:** An absentee ballot may be cast by an eligible board member, who is unable to attend the voting meeting, if they have a legitimate excuse. The absentee ballot must be written with signature and sent to the secretary. Registered managers and assistant managers are not allowed to send in a proxy vote.

**Section 6:** TCGYS will maintain an active membership with USA Softball that will advance and/or benefit softball for girls. All board members must remain active and in good standing with USA Softball.

## ARTICLE 4

### (ELECTION RULES)

**Section 1:** In order to be elected into any office or to be considered for any position, a candidate must receive more than fifty (50) percent of the votes cast.

**Section 2:** The President of TCGYS is not allowed to vote unless specifically required to per the bylaws.

**Section 3:** Tie Vote

In the event that two candidates split the vote equally, (ie. each receives fifty (50) percent of the votes cast), the President of TCGYS will cast the deciding vote.

**Section 4:** Run Offs

Should more than two (2) candidates be running for the same position of office, and none receive more than fifty (50) percent of the votes cast, a runoff will be held between the two candidates receiving the most votes. In the event that one candidate receives the most votes cast, and two or more candidates tie for the second run off position, the President of TCGYS will cast the deciding vote for the second run off position. The runoff will consist of a vote between the two run off positions only. *Should there be a tie see Section 3.*

**Section 5:** The President may delegate the responsibility of breaking a tie to the Division Director for decision making within their respective division.

**Section 6:** Voting on any question or on any election may be accomplished by:

- A. a show of hands
- B. roll call
- C. Or by secret ballot

## **ARTICLE 5**

### **(BOARD OF DIRECTORS)**

#### **Section 1: Authority**

TCGYS shall be governed by a Board of Directors. They shall have the power to adopt, rescind, or amend rules and regulations governing the organization.

- A. All officers are elected for a term of three (3) calendar years.
- B. Prior to taking a board position, a person must pass a criminal background check (from an agency chosen by TCGYS) and be in good standing with USA Softball and TCGYS.

#### **Section 2: Responsibility**

The Board of Directors shall be responsible for managing the affairs of the organization and shall carry out and enforce all objectives and purpose for which it is organized.

#### **Section 3: Eligibility**

- A. Any adult with an interest in TCGYS can run for position on the Board of Directors.
- B. In order to run for office, a member must be present at the general meeting.
- C. Any adult who has previously served on a board and resigned in the past year, is not eligible to run for a position during the remainder of that season plus the following calendar year. (ex: if a resignation occurred February 2018, that individual would not be eligible for re-election until January 2020)
- D. Any adult who was previously removed from a board in the past year, is not eligible to run for a position during the remainder of that season plus the following two (2) full calendar years. (ex: if a removal occurred February 2018, that individual would not be eligible for re-election until January 2021)

#### **Section 4: Nominations**

- A. Nominations may be accepted by advance notice from the nomination committee or from the floor at the election.
- B. The Board of Directors will canvas the general membership for volunteers to run for office prior to the election.

- C. At the time of nomination, the desired position must be declared.

#### **Section 5: Election**

The board members will be elected by individual office.

#### **Section 6: Term of Office**

- A. The term of office will be three (3) calendar years and shall begin at the following board meeting after the general election. The board will determine any ad hoc members at that time.
- B. Any vacancy occurring in the Board of Directors may be filled by temporary appointment by the board at their next meeting. At the first general meeting following the board vacancy, the opening will be announced, the temporary board will be identified, and request will be made for election by general membership at the next scheduled board meeting to fill the position.
- C. The term of the office may be revised for a member due to special circumstances by the Board of Directors.

#### **Section 7: Vacancy of Office**

An office of the Board of Directors shall be considered vacant upon the occurrence of any of the following:

- A. Death or incapacity of a director
- B. Resignation of a director
- C. Expulsion of a director from office as described in Section 8.

#### **Section 8: Expulsion of Board Members**

- A. Board members who miss three (3) consecutive board meetings shall be subject to dismissal by a two-thirds (2/3) majority vote of the board committee at any meeting.
- B. Board members who fail to meet their assigned obligations shall be subject to dismissal by a two-thirds (2/3) majority vote of the board committee at any meeting.
- C. A two-thirds (2/3) majority vote of no confidence by the board against any board member shall bring the matter before the general membership of exception.
- D. A two-thirds (2/3) majority vote of the members present is required to approve removal of said member from the board.

#### **Section 9: Conflict of Interest**

Should the Board of Directors determine that a conflict of interest exists involving any board member, then the Board of Directors may temporarily suspend the voting privileges of said board member and/or assume their responsibilities until such time as the conflict of interest is

determined to no longer exist.

**Section 10:** The Board of Directors shall consist of: President, Executive Vice President, Vice President, Secretary, Treasurer, Marketing Director, Player Agent, Tournament Director, Ways/Means/Acquisitions/Volunteer Services, Grounds Director, Equipment Director, Uniform Director, Head Scorekeeper, Concessions Director, Scheduler, Events Coordinator, and Registrar.

**Section 11:** Duties of the Directors

The following officers will be members of the Board of Directors:

- A. President – To be nominated for President, a person must be a member in good standing with USA Softball and TCGYS. Presidential candidates must have a minimum of one (1) year board experience.
- B. Executive Vice President - To be nominated for Executive Vice President, a person must be a member in good standing with USA Softball and TCGYS. Executive Vice Presidential candidates must have a minimum of one (1) year board experience.
- C. Vice President
- D. Secretary
- E. Treasurer
- F. Marketing Director
- G. Player Agent
- H. Tournament Director
- I. Ways/Means/Acquisitions/Volunteer Services
- J. Grounds Director
- K. Equipment Director
- L. Uniform Director
- M. Head Scorekeeper
- N. Concessions Director
- O. Scheduler
- P. Events Coordinator
- Q. Registrar
- R. Ad Hoc

Once a board member is elected, their position is contingent on the background check and, if applicable, confirmation of required board experience.

The 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 requires a vote of the majority of the board.
- B. To remove or reprimand any manager or coach from any team, with cause, by majority

- vote of the board.
- C. Will designate representatives to attend functions relating to TCGYS who will duly note and report back to the Board of Directors.
  - D. The board will screen the UIC's list of recommended umpires to provide the most qualified people available to call games. The board needs to approve the UIC's list of umpires.
  - E. Approve managers and coaches at the close of the final registration date, according to the rules and regulations.
  - F. Perform other business duties specifically stated in the bylaws.
  - G. In the event of a board member resignation, the Board of Directors will have the power to appoint a successor by the majority vote.
  - H. Each board member will have a rotating schedule for field duty.
  - I. Vote to interpret rules and bylaws, should clarification be necessary.
  - J. Board member on duty:
    - a. let all umpires know you are on duty (early and late shift)
    - b. be seen around complex
    - c. check on operation of concession stand and field
  - K. Each board member is responsible for the duties of their office, as well as assisting with TCGYS events, including but not limited to the following: registration, field work day, opening day, tournaments, closing ceremonies, All-Star/postseason tournaments, and Fall Ball.
  - L. It is required that a minimum of one (1) TCGYS board member (ie. President, maintenance representative or a rotating member) attend an annual City of Texas City Parks & Recreation Department meeting.

**President:** Shall preside in a fair and impartial manner over all meetings. Shall jointly sign checks and withdrawals in conjunction with the Treasurer, and perform duties as are essential to the office of the President and are properly required of this office. Shall be an unofficial member of all committees. Shall represent TCGYS at any meeting outside the association or designate someone to attend in his/her absence. Shall be responsible for all matters pertaining to insurance.

- A. Shall preside over all membership meetings and board meetings.
- B. May vote in the following situations:
  - a. removal of a manager or coach
  - b. removal or replacement of a board member
  - c. in the event of a tied vote
- C. Shall be an ex officio member of all committees.
- D. May form committees and appoint members.
- E. May sign, with other properly authorized officer(s), any contracts or other agreements which the Board of Directors have authorized to be executed.
- F. Shall perform all duties specifically assigned within the bylaws, those essential to the office of President, as well as any prescribed by the Board of Directors from time to time.

- G. Shall appoint a member of the association to decide if fields are playable.
- H. Shall have financial authorization to co-sign checks related to purchases for, or on behalf of, TCGYS.
- I. The President of TCGYS, along with the Registrar, will serve as liaison between the District Commissioner and TCGYS.

**Executive Vice President:** Shall be responsible for the solicitation of sponsorships and fees for the TCGYS. The Executive Vice President can sign checks and make withdrawals in the absence of either the President or Treasurer.

- A. Shall be an assistant to the President and will assume the duties of the President if the President is absent or not available. The only exception, the Executive Vice President may not make presidential appointments.
- B. Shall perform such duties from time to time as assigned to him/her by the President.
- C. Shall be Chairman of the Audit Committee to audit treasury books for TCGYS. Said audit to be performed at the end of postseason play and presented at the next scheduled board and general meetings.
- D. Shall oversee the TCGYS website and work with the Marketing Director to keep it updated.

**Vice President:** Shall assist the President and Executive Vice President where needed. Division Director duties fall under the Vice President as well.

- A. Shall be responsible for the conduct and operations of their division. Shall inform managers of any rule changes.
- B. Shall be responsible for verifying and maintaining record of ACE certification/background checks for managers, assistant managers, team moms and anyone on the field.
- C. Should settle disputes where possible and enforce rules of the league during play.
- D. Shall refer to the Board of Directors any protest, which is correctly filed by a manager or assistant manager. All protests must be submitted in writing to the Division Director. The Division Director will present the protest at the next scheduled board meeting. If needed, a special board meeting may be called. A filing fee of \$50.00 (fifty) will be assessed to all protests and must accompany the written request. If the protest is unsuccessful, resulting in no change in original call/interpretation, the filing fee will be retained by TCGYS.
- E. Shall notify managers of make-up games, as determined by the Scheduler, with at least twenty-four (24) hour notice.
- F. Shall assist the Tournament Director in distributing all tournament entry forms to the managers in their divisions.
- G. Shall conduct their respective divisional tournament under the direction of the Tournament Director.
- H. Shall sign and verify tournament rosters whenever available.
- I. **Tryouts:**
  - a. The Division Director will furnish each manager with names and tryout numbers

- of all girls in their division before tryouts.
- b. The Division Director is responsible for acquiring the equipment and planning the program of his/her draft division.
- c. The Division Director may solicit help from the existing teams or volunteers to help with the tryouts.
- J. The Division Director is responsible for working with the Grounds Director and the teams to assist where/when needed in the maintenance of the TCGYS fields and property.
- K. Division Director should inform manager of postseason requirements and duties.  
Example: voting of postseason manager (if applicable), voting on all all-star candidates and knowledge of candidates abilities.
- L. Shall receive complaints and concerns and address with the appropriate board member/s.

**Secretary:** The Secretary will, in general, perform all duties essential to the office of Secretary and other duties from time to time assigned by the President.

- A. Shall keep the minutes of all meetings, (i.e., board, general, and special). Shall have the responsibility of notifying the appropriate parties of official meetings.
- B. Shall have the responsibility of all correspondence and documents for TCGYS.
- C. Shall verify vacancies, prepare ballots, and certify official results in all TCGYS elections in accordance with the bylaws.
- D. Shall maintain access and authorize other members access to the official website for TCGYS, as well as maintain the official email for TCGYS.
- E. Shall update all documents, Board of Director contact information, general league communication and assist in the development of the website.

**Treasurer:** The Treasurer will, in general, perform all duties essential to the office of Treasurer and other duties from time to time assigned by the President or by the Board of Directors.

- A. Shall receive, bank, and be the controller of all moneys and properties paid or donated to TCGYS, maintaining records of such funds.
- B. Shall provide a written financial report to the board at each regularly scheduled Board of Directors meeting, which shall be incorporated into the minutes.
- C. Shall present a cash flow statement to board members at each regularly scheduled general meeting.
- D. Shall pay all disbursements by check, cash or credit card with proof of payment.
- E. Shall sign checks and withdrawals in conjunction with the President or Executive Vice President.
- F. Shall prepare and present the budget, as set by the Board of Directors, at the August general member meeting.
- G. Shall aid the Concessions Director in the preparation of a budget report.
- H. Shall present a complete annual calendar year financial report of TCGYS at the March general member meeting.



**Marketing Director:** Shall manage the official TCGYS website and social media pages for the league.

- A. Shall notify TCGYS members of general membership meetings by local newspaper and/or other methods of communications at least four (4) days prior to scheduled meetings.
- B. Shall be responsible for the notifications of registration dates and times to local school girls and past members.
- C. Shall oversee and assist in soliciting team sponsors and sponsorship fees for league teams.
- D. Shall deliver team plaques of their sponsored team to the sponsors once received.
- E. Shall be responsible for signing a photography company, and making a schedule for team pictures including regular league and postseason teams.
- F. Shall have access to update the TCGYS website/social media pages, inputting those updates as necessary.
- G. Shall monitor and manage the sponsors and advertising on the website for the leagues Spring and Fall registrations.

**Player Agent:** Shall be responsible for the recruitment, tryouts, and assignments of all player personnel.

- A. Shall be responsible for reviewing all players' applications.
- B. Shall prepare a league roster with the girl's name, address, telephone number, school, date of birth, and team assignment.
- C. Shall be responsible for furnishing a roster to the Division Director of all girl tryouts in their respective division. This should occur immediately after the late registration date.
- D. Shall be responsible for maintaining historical records on all players.
- E. Shall place all late signers on teams with the earliest openings. The team with the fewest number of players will receive the first late registration player, and so on. The Player Agent shall notify the Division Director of the added player(s) to a team. The manager will also be notified of his/her new player.
- F. Shall oversee the draft. The draft board shall be prepared by the Player Agent. This must be ready for review by managers upon approval to the draft.
- G. Shall coordinate with the Division Director and manager regarding player trades.
- H. Shall receive and maintain manager and assistant manager applications. Shall give out consent forms to all managers at the manager meeting.

**Tournament Director:** Shall work in conjunction with the Division Director to inform managers of all rules and regulations governing the tournament/s.

- A. Shall serve as director of all TCGYS league and postseason tournaments.

- B. Shall set up a tournament committee consisting of:
  - a. The affected Division Director
  - b. Two (2) or more other persons (outside of the Tournament Director)
- C. Shall distribute tournament invitations to managers and inform the Division Director.
- D. Shall obtain rule books for all managers and Board of Directors.
- E. Shall enforce compliance with bylaws and playing rules and regulations.
- F. Shall be responsible for preparing local tournament brackets, and in lieu of a League Scheduler, shall provide a league playing schedule, coordinating all make up games.
- G. Shall be responsible for the tournament draft at the beginning of the calendar year, additional tournaments throughout the year, communicating the tournament schedule to all Board of Directors, as well as posting this information to the public website for viewing.
- H. Shall maintain a calendar of tournaments and communicate this information for an overall league calendar, to be maintained in a central location.
- I. Shall mandate that all board members work a single eight (8) hour shift OR two (2) - six (6) hour shifts during a tournament weekend, unless previously voted on by the Board of Directors as an exception.

**Ways/Means/Acquisitions/Volunteer Services:** Shall be responsible for organizing all fundraising projects and assisting the Marketing Director in their advertisements for the league.

- A. Shall be in charge of the registration fundraising duties and will assist the Concessions Director with concession stand duties.
- B. Shall have the right to form committees to assist in duties.
- C. Shall turn over all fundraising proceeds prior to the first game of the season.
- D. Shall provide a handbook to all teams regarding uniform, concession stand, and opening day schedule at the Team Mothers meeting, being their source of information and contact throughout the season.
- E. Each child will be required to participate in the fundraiser or buy out. Shall manage that all fundraiser dues are turned in by the date voted on by the board, no later than the first season game or the child shall not play until dues are paid.

**Grounds Director:** Shall be responsible for the constant surveillance of the playing facilities and scheduling workdays, when necessary.

- A. Shall ensure softball fields and facilities used for league practice and play are consistently maintained in a safe condition.
- B. Shall develop a budget and oversee maintenance, as well as purchasing of all field and facilities equipment.
- C. Shall train Team Field Crew Parents in field set up and take down. Shall make "Rain Out" and cancellation information available to team coaches, managers and players via the website, hotline and/or phone contact.
- D. Shall be responsible for field material needed during season play and tournaments.

- E. Shall maintain the relationship with the Texas City Parks and Recreation for field maintenance and improvements.

**Equipment Director:**

- A. Shall be responsible for the acquisition, maintenance, storage, and inventory of the TCGYS game equipment.
- B. Shall further be responsible for the dispersal of said equipment to the TCGYS teams, as well as the requisition of the same equipment upon the completion of the current season.
- C. Shall manage budgeting, purchase and inventory of all league equipment used for playing, field preparation and repair.
- D. Shall oversee the distribution and return of equipment to each team ensuring all equipment is in safe and appropriate condition.
- E. Shall ensure team bags are equipped with First Aid Kits.

**Uniform Director:**

- A. Shall budget and order uniforms, visors, and socks for league players and staff, as well as perform minor uniform repairs.
- B. Shall work with the Team Uniform Coordinators to distribute and collect uniforms to teams.
- C. Shall order league apparel and manage sales on opening day and during season.

**Head Scorekeeper:**

- A. Shall be responsible for setting up the scorekeeping clinic.
- B. Shall instruct proper scorekeeping procedures to all Team Scorekeepers.
- C. Shall gather Game Summary Reports and tabulate team records for each division, track pitching eligibility in 10U-16U Divisions, and other player and team statistics as needed.
- D. Shall determine the seeding for season-end tournaments.
- E. Shall work in conjunction with the Tournament Director in scheduling scorekeepers for all postseason tournaments.
- F. Shall maintain and update any corresponding information for this position, relevant to the public, on the official website for TCGYS.

**Concessions Director:**

- A. Shall be in charge of the concession stand.
- B. Shall have the right to form committees, to assist the Board Member on Duty in opening and closing of concession stand.
- C. Shall work with the Treasurer to establish a money-to-account-for system in operating the concession stand.
- D. Shall be responsible for working with the Treasurer to establish a process for verifying concession stand monies on a routine basis.
- E. Must give written financial statement to the board.

- F. Shall give an audited financial report of all concession income at the last general meeting.
- G. Shall work with the Tournament Director and Scheduler as needed to ensure the concession stand is stocked for all scheduled events.
- H. Shall mandate and enforce that no child under the age of five (5) be allowed in the concession stand.
- I. Shall enforce that all parents work at least one (1) shift in the concession stand or provide a twenty (\$20) dollar buyout.

**Scheduler:**

- A. Shall act as League Scheduler and provide league and co-op playing schedules, practice schedules and coordinate all make-up games.
- B. Shall coordinate with the Division Director as soon as possible to reschedule any games. This is contingent on one or both teams being unable to field the minimum number of players as specified in the TCGYS Play Rules and Regulations. Games will be considered for “reschedule” if they meet the following criteria:
  - a. weather
  - b. school or church function
- C. Shall attend all Southeast Co-op meetings and be a representative for TCGYS.
- D. Shall coordinate with UIC for all umpire schedules. This includes both Fall and Spring seasons and associated TCGYS sponsored tournaments.
- E. Shall keep standings for each age division for the Spring season and communicate the results weekly with the Vice President and the Marketing Director.
- F. Shall coordinate the use of TCGYS fields with Texas City Parks and Recreation officials for both Fall and Spring seasons, including any associated TCGYS sponsored tournaments.

**Events Coordinator:**

- A. Shall be responsible for Opening Day, Closing Ceremony and All-Stars
- B. Shall coordinate ordering for All-Stars
- C. Shall set up meetings with parents for All-Stars to discuss applicable items
- D. Able to form committees to help with Opening Day, Closing Ceremony and All-Star coordination

**Registrar:**

- A. Shall work with Division Director to obtain completed USA paperwork for all players, managers, etc. It is his/her responsibility to file this with the District Office.
- B. Shall obtain regular and postseason rosters from the District Commissioner. He/She is to coordinate with the Division Director and the Travel Team Division in acquiring completed rosters. These rosters are to be forwarded to the District Commissioner prior to their posted due date.

- C. The Registrar, along with the President of TCGYS, will serve as liaison between the District Commissioner and TCGYS.

**Ad Hoc Members:**

Will fill the role as assigned by the board for an amount of time determined by the board.

## **ARTICLE 6**

### **(EXECUTIVE COMMITTEE)**

**Section 1: Purpose**

The Executive Committee shall have the responsibility of carrying out the plans of the Board of Directors and to act on behalf of TCGYS in matters of urgent necessity, when a quorum of directors cannot be achieved.

**Section 2: Members**

- A. The President must be in attendance for the Executive Committee to meet.
- B. The Executive Vice President, Treasurer, and Secretary are permanent members of the Executive Committee and any two (2) must be present, along with the President, for the Executive Committee to act.
- C. Any others at the Executive Committee meeting will be considered a full member of the committee with all rights and privileges attached there to.

**Section 3: Jurisdiction**

The Executive Committee may not act unless the following conditions have been met:

- (1) The President determines that a matter of urgent necessity exists and must be acted on prior to the regularly scheduled board meeting, or prior to the calling of a special board meeting.
- (2) The Secretary has attempted and failed to contact the Board of Directors in order to achieve a quorum to consider the matter of urgent necessity.
- (3) All business transactions by the Executive Committee must be reported to the Board of Directors as soon as possible. The Executive Committee cannot change the bylaws. The Executive Committee cannot approve or rescind any action that was previously acted on by the full Board of Directors.

## ARTICLE 7

### (COMMITTEES)

#### **Section 1: Nomination Committee**

- A. Membership shall consist of the Executive Vice President, Ways and Means Chairman, and Grounds Director.
- B. Shall be chaired by the Executive Vice President.
- C. Shall be responsible for canvassing the general membership to obtain candidates to run for open board positions.

#### **Section 2: Elections Committee**

- A. Membership shall consist of the current Secretary, Marketing Director, and two (2) persons from the general membership to be appointed by the presiding officer.
- B. Shall be chaired by the Secretary.
- C. Shall be responsible for tallying the ballots at all elections and announcing the results.
- D. When the current Secretary's term of office is expired and he/she is running for office again, the President shall appoint a substitute.

#### **Section 3: Budget Committee**

- A. Membership shall consist of the President, Executive Vice President, Secretary, Treasurer, Ways and Means Chairman, Grounds Director, Equipment Director and Concessions Director.
- B. Shall be chaired by the President.
- C. Shall be responsible for the preparation of the initial operating budget and amendment if required.

#### **Section 4: Ways and Means Committee**

- A. Membership shall consist of the Ways and Means Chairman, Marketing Director and all team moms.
- B. Shall be chaired by the Ways and Means Chairman.
- C. Shall be responsible for all fundraising activities of TCGYS.

#### **Section 5: Grounds Committee**

- A. Membership shall consist of the Grounds Director, and the Manager or a representative on each team.
- B. Shall be chaired by the Grounds Director.
- C. Shall be responsible for all maintenance and improvements of the TCGYS facility.

**Section 6: Tournament Committee**

- A. Membership shall consist of the Tournament Director, all Division Director(s) and Concessions Director.
- B. Shall be chaired by the Tournament Director.
- C. Shall be responsible for scheduling and proper operation of all tournaments held by TCGYS.

**Section 7: Opening / Closing Ceremonies Committee**

The January board meeting will delegate a committee whose responsibility will be to schedule Opening and Closing Ceremonies.

**ARTICLE 8****(MEETINGS)**

**Section 1:** General Board Meetings will be held quarterly, with specific days/times determined by the Executive Committee. Executive Board Meetings will be held the first week of each month, on a day to be determined during the previous month's meeting minutes. In months where the General and Executive Board Meetings are the same day, the General Meeting will be at 6:30pm with the Executive Board Meeting to follow.

**Section 2:** Meetings can be rescheduled at any time to accommodate the majority of the board.

**Section 3:** Special board meetings may be called by order of the President, or by written petition by majority of the directors subject to the provisions in Article 6 Section 3.

**Section 4:** Majority of the directors (quorum) must be present at any board meeting other than the Executive Committee meeting, prior to the call to order and/or conducting any official business.

**Section 5:** Members desiring to appear before the Board of Directors must submit a written request to the President or Secretary stating the reason for their appearance. Only members who have submitted a written request, shall be allowed to appear. The member presenting the request will be notified of the time, date, and location to appear before the Board of Directors.

## ARTICLE 9

### (BUDGET AND FINANCE)

**Section 1:** The budget shall be determined for a calendar year report. The calendar year shall be from January 1 through December 31.

**Section 2:** Budget

- A. The board shall approve the budget in the month of February from the projections developed by the Budget Committee or as amended by the board.
- B. The board shall review the budget after registration is complete and amend as necessary.
- C. The budget shall be presented to the general membership at the March meeting by the Treasurer, and any amendments thereafter at the next general meeting.

**Section 3:** The Treasurer shall provide the following:

- A. Monthly income/expense report at each general meeting.
- B. A budget report at each board meeting.
- C. A complete written financial report for the calendar year at the February general membership meeting.

**Section 4:** All funds to TCGYS shall be maintained in a board approved Amoco Credit Union (ACU) banking facility.

**Section 5:** No new debts should be assumed until all current obligations have been met, except for those relating to normal operating expenses.

**Section 6:** At the close of the calendar year, all funds other than necessary operating funds, will be designated as determined by the board.

## ARTICLE 10

### (PURCHASING AND CONTRACTS)

**Section 1:** All non budgeted expenditures, major purchases, or contracts shall be approved by a majority vote of the Board of Directors. Any expenditure under two hundred and fifty (\$250.00) dollars for emergency and maintenance does not need board approval.

**Section 2:** Approval of the annual budget directs the Treasurer to pay all agreed TCGYS expenditures.



**Section 3:** Anyone making a purchase for TCGYS shall be responsible for providing a receipt to the Treasurer.

**Section 4:** The Concessions Director, or a board appointed representative, shall have the authority to purchase food and supplies to maintain proper operation of the concession stand. He/She shall have this authority without approval of the Board of Directors provided the purchase is made from a board approved vendor.

## ARTICLE 11

### (REVENUE)

**Section 1:** All methods of raising or receiving revenue for TCGYS shall be approved by a majority vote of the directors.

**Section 2:** All revenue amounts received by TCGYS shall be verified and documented by a second party prior to the Treasurer depositing said revenue.

**Section 3:** Sponsor fees, player registration fees, and tournament fees shall be set by majority vote of the Board of Directors of TCGYS each year.

Sponsor fees shall be made payable to "Texas City Girls Youth Softball". Should teams seek individual sponsorship for the purpose of league and/or postseason play, a donation of twenty (20) percent of the amount of the sponsorship will be collected by the league. The remaining eighty (80) percent will be passed along to the individual team.

#### Fundraiser / Registration:

Registration fees for Fall Ball 2019 are set at seventy-five (\$75) dollars. Registration fees for Spring Ball 2020 are set at one hundred fifty (\$150) dollars. Responsible parties have the option of paying the full amount of registration, or subsidizing the fee by participating in an extra fundraiser.

All players who have not satisfied the registration fee by uniform pickup (date to be determined annually by the board) will not be allowed to play until the full amount of fees are collected. In addition, any player who has not satisfied the full amount of registration will not be eligible for postseason or Fall Ball until the debt has been paid.

Each year at the time of registration, if the prior year's fees were not fully satisfied, the responsible party will be required to pay the full amount of registration for the previous debt, as well as the current registration. The option to subsidize fees with the fundraiser shall be determined by the Board of Directors.

## ARTICLE 12

### (TEAM MANAGEMENT)

**Section 1:** In order to be eligible for a position as Manager, an application must be filled out and turned into the Player Agent.

**Section 2:** In order to be awarded the position of Manager, the applicant must meet board approval.

**Section 3:** Managers will assume full responsibility for the actions and conduct of the entire coaching staff, all players, and followers of their team.

**Section 4:** Managers, assistant managers, or coaches can be removed or suspended for any of the following:

- A. Profanity
- B. Poor instruction of players
- C. Attitude that is detrimental towards the purpose of TCGYS
- D. Missing two (2) games without just reason
- E. Violation of any bylaw or playing rule

Any manager removed or suspended pending permanent removal, shall have the opportunity to be heard by the Board of Directors prior to the removal becoming final (see Article 8 Section 5).

**Section 5:** It shall be the responsibility of the Manager to ensure that girls are **NEVER LEFT UNATTENDED** at the field without adult supervision after a practice or game. Failure to comply could result in removal of the Manager.

**Section 6:** Each team must be represented by a Manager, Assistant Manager, or Coach at all Manager Meetings. Each representative shall be responsible for signing the attendance sheet or will be counted absent. Failure to comply will result in the suspension of the Manager for their next scheduled league game.

## ARTICLE 13

### (CONDUCT)

**Section 1:** Upon the written complaint on the part of any person, which is likely to reflect unfavorably on TCGYS, such person's presence on the TCGYS premises may be prohibited by a majority vote of the Board of Directors at any meeting. Any person complained of shall have the right to be heard on his/her own behalf (see Article 8 Section 5).

**Section 2:** Anyone under the influence or in possession of alcohol or illegal substance at

softball functions will be expelled from the grounds. The board may approve the sale, possession, and consumption of beer and/or wine at special TCGYS sponsored functions; however, all applicable State and Local laws must be observed. Under no circumstances will behavior unbecoming of TCGYS be tolerated.

**Section 3:** Player conduct that is detrimental towards their team or TCGYS can result in disciplinary action by the Manager or Assistant Manager. This action can be removal from, or not playing in a game.

## **ARTICLE 14**

### **(PARLIAMENTARY AUTHORITY)**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern TCGYS provided they are consistent with these bylaws, or any special rules of order TCGYS may adopt.

## **ARTICLE 15**

### **(AMENDMENT OF BYLAWS)**

These bylaws may be amended by two-thirds (2/3) majority vote of the Board of Directors at any regular scheduled board meeting. Seven (7) days written notice containing the proposed amendment, time and place of the meeting must be provided to each director prior to voting on any proposed amendment.

#### **Revision History**

Created Date: 1/11/2019

Revision Dates: 6/5/2019; 6/14/2019; 6/30/2019

Revised By (on 6/30/2019):

President: Rachelle Davila

Secretary: Cassie Cole

Treasurer: Gina Covert

Grounds Director: Dennis Davila

Equipment Director: Richard Cole

Ways/Means/Acquisitions/Volunteer Services: Kayce Kay

Player Agent: Jeremy Jozwiak