

INDEX

ARTICLE 1 - Name	Page 2
ARTICLE 2 - Preamble	Page 2
ARTICLE 3 - Membership	Page 3
ARTICLE 4 Board of Directors / Officers	Page 7
ARTICLE 5 - Inhouse Committee & Travel Coaches Board	Page 10
ARTICLE 6 - Duties of Boards & Committees	Page 12
ARTICLE 7 - Elections	Page 15
ARTICLE 8 - Meetings	Page 16
ARTICLE 9 - Finances	Page 17
ARTICLE 10 - Indemnification of Association Officers	Page 20
ARTICLE 11 - Amendments	Page 20

WOLCOTT GIRLS SOFTBALL ASSOCIATION BYLAWS

ARTICLE 1

NAME

Section 1.1 The name of this non-profit organization's shall be the Wolcott Girls Softball Association, Inc.” (Wolcott Connecticut), herein after referred to as “WGSA“ or “The Association”

Section 1.2 This local league shall be located in the Town of Wolcott and surrounding communities.

ARTICLE 2

PREAMBLE

Section 2.1 PURPOSE: The mission of the Wolcott Girls Softball Association is to teach the sound fundamentals of girls’ softball, to coach, encourage, and demonstrate good sportsmanship, character, and respect, and to encourage healthy competition while enhancing abilities. Emphasis shall be on the education, participation, sportsmanship, enjoyment of the game, working together as a team, and the physical and mental development of each participant.

Section 2.2 MISSION: The mission of the Wolcott Girls Softball Association is to provide players with a fun, safe, and instructional experience. The focus should be on the development of the whole player—physically, mentally, and emotionally—and on teaching and promoting sportsmanship, leadership, fitness, and teamwork.

Section 2.3 STANDARDS: The Wolcott Girls Softball Association relies on the voluntary efforts of the membership to determine the scope of activities as well as the overall effectiveness of the organization. Under the guidance of the board members, coaches will establish and organize team rosters, create practice schedules, coordinate game schedules within the organization as well as with other towns, budget and monitor finances, establish bylaws, and participate in organizational meetings.

Section 2.4 NONDISCRIMINATION: The Wolcott Girls Softball Association shall not be discriminatory in terms of race, ethnicity, religion, color, age, sexual orientation, national origin, citizenship, gender, physical or mental ability, marital status, financial or social status.

ARTICLE 3

WOLCOTT GIRLS SOFTBALL ASSOCIATION BYLAWS

MEMBERSHIP

Section 3.1 QUALIFICATION OF FULL YEAR AND PARTIAL YEAR MEMBERS: The WGSA has elected to establish a class of affiliation to the association identified as “members,” both FULL YEAR and PARTIAL YEAR. In either designation of full year or partial year, membership shall be limited to the parents or legal guardians of individuals registered with the WGSA as players. Each player shall be represented by only one member, and each member shall have only one vote (i.e., one member per player, one vote per member). Families with more than one child registered as players shall count as “one player” and subsequently “one member” regardless of the number of siblings registered within the WGSA. Members shall represent the players at all meetings of the members, shall be afforded the right to vote at meetings of members on such matters as are reserved to the members, and such other privileges as are outlined in these Bylaws and the Rules and Regulations and other policies established and adopted by the Board of Directors from time to time.

Section 3.2 - MEMBER DEFINITIONS:

- **FULL-YEAR (FY) MEMBER:** The full-year members who pay yearly tuition to play “Travel” or “Club” Softball year-round shall be known as the WGSA / Western Connecticut (WCT) Eagles.
- **PARTIAL YEAR (PY) MEMBER:** The partial year members who pay partial year in-house registration fees to play spring or fall Inhouse “Recreational” League softball shall be known as Wolcott Girls Softball In-house (“Rec / Recreational”) League.
- **ASSOCIATE MEMBER:** Associate Members are individuals who do not have a child member but serve in some capacity within the WGSA. There are five (5) types of Associate Members:

1) **Partial Year Associate Member** - Individual who volunteers in any capacity to help within the WGSA In-house (Rec) Program.

2) **Partial-Year Member appointed to Associate Full-Year Member** - A partial-year member that meets the criteria of an association position within the WGSA, WGSA / WCT Eagles Travel Program or the criteria of a full-year position within the association and is formally appointed by the board of directors.

**While a PY member appointed to FY Associate member does have a PY child member, they do not have an FY child member and would only have PY member voting rights as well as any voting rights associated with any association position they may hold.*

3) **Travel Coach FY Associate Member** - An individual that is appointed as a WGSA / WCT Eagles Travel Coach (Head or Assistant)

WOLCOTT GIRLS SOFTBALL ASSOCIATION BYLAWS

4) **Board of Directors Eligibility To Remain - Associate Member** - Is a former full-year member that meets the criteria of the WGSA “Board of Directors Eligibility to Remain” policy (outlined in Section 4.11)

5) **Administrative Associate Member** - Any individual that does not fall into one of the other associate member categories listed above but meets the criteria of a full-year associate member position within the WGSA including travel team manager, maintenance volunteer, or any other position deemed necessary by the board.

Section 3.3 POWER OF MEMBERS: Members, both Full Year and Partial Year shall be entitled to attend all annual, regular, and special meetings of members. Members shall be informed about the activities of the association regularly as determined by the board of directors. The sole power of the members is the power to attend, participate, and /or vote on issues presented by the Association's Board of Directors.

Membership votes must be specifically addressed by the association board of directors as an item to be voted on by members and at such time must be specified by the association board of directors as to which members are eligible to vote on the specific issue by deeming that the issue is either a “Full Year” or “Partial Year” membership vote or both as a “Full Membership” vote, however, the guidelines of voting must be followed for all membership voting as outlined in Sections 3.4, 3.5, 3.6 or 3.7 below.

Section 3.4 FULL YEAR MEMBERS POWERS - Full Year Members shall have the right to attend, participate, and/or vote on issues presented by the association board of directors that pertain to Travel / Club softball (WGSA / WCT Eagles) or matters that involve the association in general.

Section 3.5 PARTIAL YEAR MEMBERS POWERS - Partial Year Members shall have the right to attend, participate, and/or vote on issues presented by the association board of directors that pertain **exclusively** to in-house “Recreational” softball only. **PY members shall have no rights to attend, participate, and/or vote in any matter(s) regarding full-time membership (IE: Travel / Club Softball) however partial year members may be granted the ability to be present at any meeting, as an observer only, of the association deemed as appropriate by the association board of directors.*

Section 3.6 ASSOCIATE MEMBER POWERS; Associate members do not retain member voting rights (Full or Partial Year) within the organization except however, if applicable, Associate members do retain voting rights associated with any board appointed association position they may hold.

Section 3.7 RIGHT TO APPOINT ASSOCIATE MEMBERS - The WGSA board of directors can appoint as they deem necessary any individual as an associate full-time or part-time member to fill any position within the WGSA, however associate members SHALL NOT retain general full-year or partial year (child member) voting rights but shall, if applicable, retain all powers and privileges including voting rights to any position of which

WOLCOTT GIRLS SOFTBALL ASSOCIATION BYLAWS

they are appointed on the WGSA Board of Directors, Executive Board, Executive Directors, Travel Coach or Inhouse (Rec) Committee member.

Section 3.8 **ASSIGNMENT OF COACHES** - The WGSA board of directors shall assign all coaches of the organization including travel and in-house head coaches and assistant coaches. All individuals that coach or assist with an association team must be WGSA Board of Directors approved and successfully complete a background check.

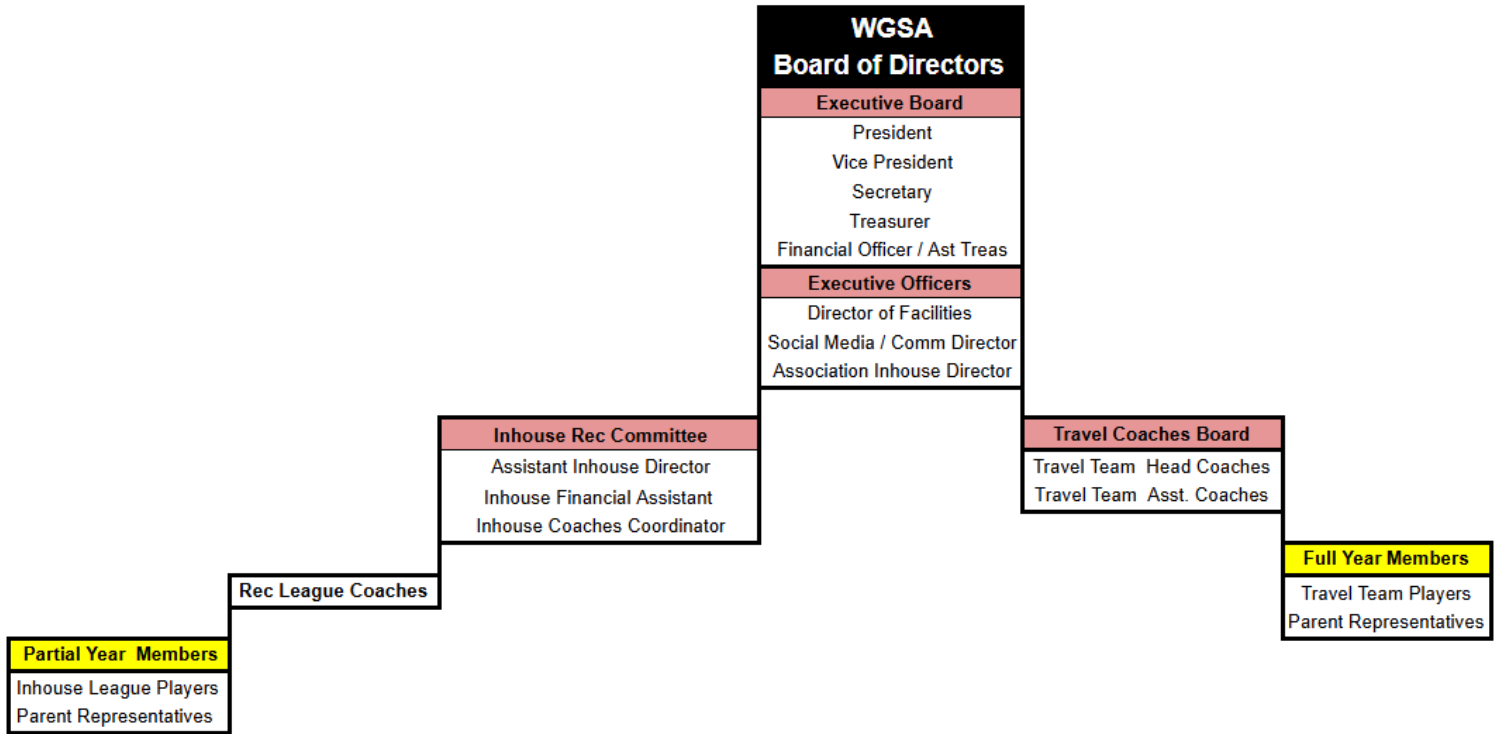
WGSA / WCT Eagles Travel Coaches - Upon vacancy of a coaching position the board of directors shall conduct a search for a head coach. Names for potential head coaches shall be submitted to the WGSA board of directors and board members shall review the names to vote on and select the head coach. Upon selection of a head coach the head coach and /or the board of directors shall select no more than three additional assistant coaches, which shall be “Board Approved Assistant Coaches”. To be board approved the individuals selected must be formally nominated and selected by the board of directors at a meeting of the directors. All coaches (head coaches and assistants) must be board approved via a board meeting and documented within WGSA official meeting minutes. All board-approved coaches affiliated with the WGSA / WCT Eagles must have a background check conducted and no individual who is not board-approved may coach a WGSA / WCT Eagles Travel team.

WGSA Inhouse Coaches - Upon vacancies of coaching positions within the association's in-house league the board of directors shall conduct a search for head coaches. Names for potential head coaches shall be submitted to the WGSA board of directors and board members shall review the names to vote on and select the head coach for each team with a vacancy. Upon selection of a head coach the head coach and /or the board of directors shall select no more than three additional assistant coaches, which shall be “Board Approved Assistant Coaches”. To be board approved the individuals selected must be formally nominated and selected by the board of directors at a meeting of the directors. All coaches (head coaches and assistants) must be board approved via a board meeting and documented within WGSA official meeting minutes. All board-approved coaches affiliated with the WGSA in-house league must have a background check conducted and no individual that is not board-approved may coach or assist a WGSA in-house rec league team. In the event a coach requests additional help from parents or volunteers beyond the board-approved assistant coaches, the head coach shall submit the individual's name to the WGSA board of directors through the association's in-house Committee members and upon a background check the board will vote to approve the volunteer assistant which will be noted within the official WGSA meeting minutes.

WOLCOTT GIRLS SOFTBALL ASSOCIATION BYLAWS

Section 3.9

WGSA ORGANIZATIONAL FLOW CHART



WOLCOTT GIRLS SOFTBALL ASSOCIATION BYLAWS

ARTICLE 4

Board of Directors / Officers

Section 4.1 EXECUTIVE BOARD

There shall be five (5) Executive Board Officers that include;

- President
- Vice President
- Secretary
- Treasurer CFO / Registrar
- Financial Officer / Assistant Treasurer

Section 4.2 EXECUTIVE BOARD QUALIFICATIONS

Executive Board positions are elected positions and hold a 3-year term. All Executive Board members must be associated with the WGSA as full-year member parent/legal guardian or a board approved Full Year Associate Member. Executive Board members are responsible for voting on all issues of the WGSA including financials of all membership accounts.

Section 4.3 EXECUTIVE OFFICERS

There shall be three (3) Executive Officers. All Executive Officer positions are part of the association's Board of Directors. The three (3) Executive Officer positions include:

- Director of Facilities
- Social Media and Communications Director
- Association Inhouse Director

Section 4.4 EXECUTIVE OFFICERS QUALIFICATIONS

Executive Officers positions hold a 2-year term and are board appointed. Executive officers must be associated with the WGSA as a full-year member or a Board Appointed Full Year Associate Member.

Section 4.5 EXECUTIVE OFFICERS MEETING DUTIES

Executive Officers members participate in all discussions of the WGSA Board of Directors concerning matters of the WGSA including financials of all membership accounts (full year and partial year).

WOLCOTT GIRLS SOFTBALL ASSOCIATION BYLAWS

Section 4.6 EXECUTIVE OFFICERS VOTE CRITERIA

Executive Officers have voting rights on all Board of Directors matters including the making of motions and proposals. When voting all three executive officers' votes shall serve as one (1) board vote with the majority decision of the three Executive Officers prevailing. If all three Executive Officers are not present at a meeting or meeting vote the attending Executive Officers shall be eligible to vote on all matters with any ties broken by the WGSA Presidents vote.

Section 4.7 ABSENCE REPLACEMENT APPOINTMENT TO EXECUTIVE BOARD

If any executive board members are absent from a meeting, an executive officer shall be appointed individually to stand in for the absent executive board member for all votes taking place within that meeting. Any stand-in appointed executive officers shall still vote with the other executive officers on all matters requiring a vote. If all three executive officers are not present at any meeting the present executive officers shall still vote on all matters requiring a vote with any ties broken by the WGSA President's vote.

Section 4.8 QUORUM

A quorum of at least five (5) of the eight (8) Board of Directors members (Five (5) Executive Board / Three (3) Executive Officers) must be present to constitute a valid meeting and any votes that take place within the meeting.

Section 4.9 EXECUTIVE BOARD VOTING PROCEDURE FOR MEMBERSHIP VOTES

In situations where membership voting takes place, any members of the Board of Directors that have standing as a member shall retain their right to vote as a member AND vote as a Board of Directors member (IE: 2 votes cast). Associate members of the board of directors do not retain member voting rights and would cast one (1) vote only for the position they hold on the board.

Section 4.10 ASSOCIATE MEMBERS MINIMUM QUALIFICATIONS TO BE APPOINTED

Any partial-year member appointed by the board as an associate full-time member / executive officer must have the following minimum qualifications: Involved as an inhouse committee member and/or in-house team coach for a minimum of 3 (Three) consecutive years. Such members shall not have full-time member voting rights (as outlined in Section 3.7) however they shall retain part-time member voting rights.

Section 4.11 BOARD OF DIRECTORS ELIGIBILITY TO REMAIN

All members of the WGSA Board of Directors are eligible to remain on the board regardless of the current status of a child member as a "Board of Directors Eligibility To Remain - F/T Associate Member" (outlined in Section 3.6) so long as the board member was in the position (elected or appointed) at the time of the child members departure. Board of Directors members can continue on the board with either unbroken service on the board or if having previously served at least two years on the WGSA Board of Directors and a break of service of no more than five years.

Section 4.12 POWERS

The association shall be managed and all the organization powers shall be exercised by or under the direction of the

WOLCOTT GIRLS SOFTBALL ASSOCIATION BYLAWS

board of directors. The board of directors may delegate the management of the day-to-day operation of the association to the officers of the association or other person or persons provided that the business and affairs of the association shall be managed and all organizational powers shall be exercised under the ultimate direction of the board of directors. Without prejudice to such general powers, but subject to the same limitations, the directors shall have the following powers:

First: To appoint and remove all of the officers, coaches, assistants agents, and volunteers of the association; prescribe such powers and duties for them as may be consistent with state and federal law and these bylaws; fix their compensation, if any; and require from them security for faithful service.

Second: To conduct, manage, and control the affairs and business of the association, and to make such rules and regulations therefore consistent with law and these bylaws, as they may deem best.

Third: To designate any place within or without the state for the holding of any meeting or meetings of directors and/or members.

Fourth: To adopt, amend, and repeal these bylaws as outlined in ARTICLE 11 - AMENDMENTS.

Fifth: To cause the association to take action in furtherance of the charitable purposes of the association.

Sixth: To cause the organization to participate with others in any legally permissible partnership, joint venture, or other association, transaction, or arrangement of any kind whether or not such participation involves sharing or delegation of control with or to others, so long as such participation does not jeopardize the association's tax-exempt status and is intended to further the charitable purpose set forth by the association.

WOLCOTT GIRLS SOFTBALL ASSOCIATION BYLAWS

ARTICLE 5

INHOUSE COMMITTEE & TRAVEL COACHES BOARD

Section 5.1 IN-HOUSE (REC) COMMITTEE (AKA: Rec Board)

There shall be three (3) Inhouse (Rec) Committee members that include;

- Assistant Inhouse Director
- Financial Assistant
- Inhouse League Coaches Coordinator

Section 5.2 The Inhouse Committee members shall be Appointed by the WGSA Board of Directors and hold a 1 year / seasonal term. Inhouse Committee members must be associated with the WGSA as a partial year inhouse league parent/legal guardian as a board-approved coach or as a board-approved volunteer of the WGSA In-house League. In-house Committee members participate in issues specifically related to the WGSA In-house (Rec) League only.

Section 5.3 The Inhouse Committee members and at least 1 Executive Board member shall meet as needed, however during the inhouse spring & fall seasons they shall meet at least 1 time per month (Spring -March, April & May / Fall - September, October) to discuss and coordinate inhouse (Rec) league issues of the WGSA.

Section 5.4 Inhouse Committee members do not have voting privileges for WGSA Board of Directors matters, however, recommendations for matters of the WGSA Inhouse (Rec) League can be brought forward by the committee to be heard at Board of Directors meetings. Inhouse Committee members can only bring forward matters specifically related to the WGSA Inhouse (Rec) league.

Section 5.5 TRAVEL COACHES COMMITTEE

There shall be one (1) Travel Coach Committee Member for each travel team of the WGSA / WCT Eagles organization. Link: [Section 5.5-1 WGSA BYLAWS PERTAINING TO TRAVEL COACHES](#) (Sec 5.5.1 Addendum)

Section 5.6 These positions hold a 1-year term that runs from September 1 - August 31. The Travel Coaches Committee Member must be the assigned Head Coach of the team, however, board-approved assistant coaches may attend and take part in discussions of Travel Coach Committee meetings. Travel Coach Committee members participate in discussions with the WGSA Executive Board regarding issues of the WGSA / WCT Eagles Travel Teams including financials of the Travel Teams and Financial account(s). The Travel Coaches Committee members and at least 1 Executive Board member shall meet as needed but at least quarterly (4 times) per year to discuss and coordinate organizational issues of the WGSA / WCT Eagles Travel Softball Program.

WOLCOTT GIRLS SOFTBALL ASSOCIATION BYLAWS

Section 5.7 Members of the Travel Coaches Committee do not have voting privileges for WGSA Board of Directors matters, however, recommendations for matters of the WGSA / WCT Eagles Travel Program by the Travel Coaches Committee can be brought forward by the Travel Coaches Committee to be heard at Board of Directors meetings. Travel Coaches Committee Members can only bring forward matters specifically related to the WGSA / WCT Eagles Travel Program.

WOLCOTT GIRLS SOFTBALL ASSOCIATION BYLAWS

ARTICLE 6

DUTIES OF BOARDS & COMMITTEES

EXECUTIVE BOARD - Consists of Five (5) Members;

Section 6.1 President - The president shall be the chief executive officer of the association and shall, subject to the control of the board of directors, have general supervision, direction, and control of the association officers. The president shall preside at all meetings of the members and the board of directors. The president shall have the general powers and duties of management usually vested in the office of president of a corporation and shall have such other powers and duties as may be prescribed by the board of directors or these bylaws. The president shall be an ex-officio member of all board committees; sign all checks drawn on the association treasury (unless signed by another authorized representative of the association); make recommendations to the board of directors; subject to the approval of the board of directors, appoint individuals to serve on boards and committees deemed necessary by the board to fulfill the Purposes/Mission of the association and participate in all association activities.

Section 6.2 Vice President - In the absence or disability of the president, the vice president shall perform all the duties of the president, and when so acting shall have all the powers of, and be subject to all the restrictions upon, the president. The vice president shall have such other powers and perform such other duties as from time to time may be prescribed for the vice president by the board of directors or these bylaws, including serving as an ex-officio member of all board of director committees; fulfilling any duties and responsibilities delegated by the President; acting as the official liaison between the association and the town of Wolcott and /or facilities used by the association for the association's activities and events; obtaining authorization for use of facilities needed to conduct the association's functions; and signing checks drawn on the association's treasury when the President or other authorized representative is unavailable to do so, as requested by the Treasurer.

Section 6.3 Treasurer - The treasurer shall keep and maintain, or cause to be kept and maintained, adequate and correct accounts of the properties and business transactions of the association, including accounts of its assets, liabilities, receipts, disbursements, income, losses, and changes in its financial position. The treasurer or the treasurer's designee shall deposit all monies and other valuables in the name and to the credit of the association with such depositories as may be designated by the board of directors. The treasurer shall disburse the funds of the association as may be ordered by the board of directors, shall render to the president and the directors, whenever they request it, an account of all of his or her transactions as chief financial officer and of the financial condition of the corporation, and shall have such other powers and perform such other duties as may be prescribed by the board of directors or these bylaws. The treasurer shall receive, deposit, and distribute all funds of the association as authorized by the board; sign all the corporation's checks as authorized by the board of directors and obtain co-signatures by the president or vice-president, as appropriate; submit written financial reports at each board meeting and at each meeting of the members, to include profit and loss statements, balance sheet, check register and ending checkbook balance of all the corporation accounts.

WOLCOTT GIRLS SOFTBALL ASSOCIATION BYLAWS

Section 6.4 Secretary - The secretary shall record or cause to be recorded, and shall keep or cause to be kept, at the principal office of the association and/or such other place or places as the board of directors may order, a book of minutes of actions taken at all meetings of directors and members, with the time and place of holding, whether regular or special, and if special, how authorized, the notice thereof given, the names of those present at directors meetings, the number of members present or represented at members meetings, and the proceedings thereof. The secretary shall keep, or cause to be kept, a register showing the names of the members and their addresses. The secretary shall give, or cause to be given, a notice of all the meetings of the board of directors and members required by these bylaws or by law to be given and shall have such other powers and perform such other duties as may be prescribed by the board of directors or by these bylaws. The secretary shall keep at the principal office the original or a copy of these bylaws as amended to date. The secretary shall be responsible for maintaining all association correspondence; preparing and distributing the agenda for all meetings and making proper notification of all meetings; and serving as an ex-officio member of all committees as requested by the board of directors.

Section 6.5 Financial Officer / Assistant Treasurer -The **Financial Officer** shall; (a) Plan and implement activities and programs that raise money for the association before and during the entire season; (b) form and chair a Fundraising Committee as needed for the season or per fundraising events; (c) regularly communicate to the board about the status of the fundraising activities and work closely with the Activities Director to set dates for and otherwise plan the fundraisers; (d) conduct a survey at the end of each season to get fundraising ideas from players, parents, coaches, and managers; and (e) communicate regularly to the Communications Officer about the date, time and type of fundraising event to ensure proper notice can be given to players, parents, and media. As **Assistant Treasurer** shall coordinate and assist the treasurer with duties as needed including signing checks drawn on the association's treasury when the Treasurer, President, or other authorized representative is unavailable to do so. Meet with the Board of Directors, specifically the President and Treasurer to review, discuss, and approve the financial report before presentation at the board meetings.

EXECUTIVE OFFICERS - Consists of Three (3) Members;

Section 6.6 Director of Facilities - Shall be appointed by the board of directors and shall (a) coordinate the care for and maintenance of all association fields and facilities including the Wakelee Fields complex including the maintenance of the snack bar building, the WGSA / WCT Eagles indoor facility, and any fields permitted by the Town of Wolcott to the association such as Tyrrell Middle School Field and Wolcott High School fields. The Director of Facilities shall assist the Association Liaison Director with the obtaining, maintenance, and storage of association equipment including inspection and distribution to all Inhouse team managers of all necessary equipment

Section 6.7 Social Media and Communication Director - Shall be appointed by the board of directors and shall (a) publicize the activities of the association through social media, the local media, or other suitable methods; (b) maintain the association's Website and ensure the integrity of all information; including but not limited to, schedules, bylaws, rules and regulations, members of the board of directors, photos, events, membership recognition, etc.; and (c) serve as a member of the Activities Committee.

WOLCOTT GIRLS SOFTBALL ASSOCIATION BYLAWS

Section 6.8 Association Inhouse Director - Shall be appointed by the board of directors and shall have the primary responsibility of overseeing the WGSA Inhouse Program and be the primary point of contact between the association and the Inhouse Rec League. The Association Inhouse Director shall oversee and work closely with the Inhouse Rec Committee, particularly the Assistant Inhouse Director to (a) Oversee the In-house league in planning, coordinating, staffing, and implementing the In-house league seasons and activities, such as, but not limited to, spring and fall opening day and closing day ceremonies, Inhouse league end of season party, and other activities planned by the Inhouse Rec Committee; (b) Coordinate with the inhouse league coaches to ensure they are receiving training and assistance to properly instruct players, run practices and coach games. (c) Coordinate and foster a positive working relationship between the association Inhouse Rec Program and the WGSA / WCT Eagles Travel Program (d) work closely with the Association Treasurer, Association Financial Officer and the Inhouse Financial Assistant in coordination of inhouse league finances and activities that may also raise funds as needed for the inhouse league; (e) Assist the Association Director of Facilities with the obtaining, maintenance, and storage of association equipment to include inspection and distribution to all inhouse team managers all necessary equipment;

INHOUSE (REC) COMMITTEE - Consists of Three (3) Members

Section 6.9 Assistant Inhouse Director - Shall be appointed by the board of directors and shall work directly with the Association Inhouse Director to; (a) Assist the Association Inhouse Director to oversee the WGSA Inhouse Rec League (b) With the Association Inhouse Director assist as the primary liaison between the board of directors, Inhouse team parent volunteers, and Inhouse team coaches; (c) Assist in the planning, scheduling and administration of the inhouse seasons. (d) Coordinator Parent Volunteers as needed to facilitate the operation of the in-house spring and fall seasons including staffing and operation of the snack bar.

Section 6.10 Financial Assistant -Shall be appointed by the board of directors and shall work closely with the Association Treasurer and Financial Officer to (a) coordinate fund collection in association with fundraising, deposits, registration, snack bar deposit, etc., (b) coordinate with the In-house League Committee members to appropriate funds of the association Inhouse Rec League seasons.

Section 6.11 Inhouse League Coaches Coordinator - Shall be appointed by the board of directors and shall work closely with the Association Inhouse Director and the Director of Facilities to (a) coordinate with the in-house league coaches and the association. (b) Assist the Director of Facilities with the distribution of in-house team equipment and uniforms; (c) Assist in-house team coaches with any needs for practice and game fields/facility space (d) Assist in the general planning, coordinating, staffing, and implementation of the In-house league seasons and activities, such as, but not limited to, spring and fall opening day and closing day ceremonies, In-house league end of season party, and other activities planned by the Inhouse Rec Committee

WOLCOTT GIRLS SOFTBALL ASSOCIATION BYLAWS

ARTICLE 7

ELECTIONS

Section 7.1 Nominations - Nominations must be made for all Executive Board positions.

Section 7.2 Time of Election - Nominations and election for Executive Board positions shall take place in the 4th quarter every third year. Nominations will typically be conducted in the month of October Board Meeting and elections take place within 30 days after nominations, however, the months in which these nominations and elections take place can be modified as needed by the Board of Directors. All Elections (nominations and voting) must be completed by the end of the calendar year (end of 4th quarter) of the year in which the positions expire.

Section 7.3 Procedure - Candidates must be nominated and seconded by current WGSA full-year members only. Partial-year members are not eligible to nominate or vote for Board of Director positions. All nominees will be entered into the meeting minutes and will have the opportunity to campaign for the membership prior to voting which normally takes place at a November Board Meeting. Posting of the nominations and elections meetings dates and times shall be posted a reasonable time in advance but no less than 48 hours prior.

Section 7.4 Assumption of Office - Once elections are completed (Normally at the November board meeting), all elected members shall take office immediately.

Section 7.5 Vacancies - Should a vacancy occur prior to scheduled elections, the Executive Board shall vote on and appoint a replacement until the next election.

Section 7.6 Voting - All Executive Board Members shall be voted in, typically at the November meeting. Should a vacancy occur prior to scheduled elections, the Board of Directors shall vote on and appoint a replacement until the next election.

WOLCOTT GIRLS SOFTBALL ASSOCIATION BYLAWS

ARTICLE 8

MEETINGS

Section 8.1 **REGULAR MEETINGS** - Will be held as needed but at least quarterly Quarter 1 - Jan/Feb / March, Quarter 2 - April/May/ June, Quarter 3 - July/Aug / Sept, Quarter 4 - Oct / Nov / Dec. Notice of regular meetings shall be posted at a reasonable time in advance but no less than 48 hours prior.

Section 8.2 **EMERGENCY MEETINGS** - If required the Board of Directors can call emergency meetings when needed however notice of emergency meetings must be made at a reasonable time in advance but no less than 48 hours prior.

Section 8.3 **TIME / LOCATION OF MEETINGS** - All meetings shall last no longer than 60 minutes. Meeting locations will be posted on the agenda.

Section 8.4 **POSTINGS** - Notice of regular meetings shall be posted at a reasonable time in advance but no less than 48 hours prior. A brief agenda shall be posted prior to the meeting with a detailed agenda provided at the meeting in digital form.

Section 8.5 **MEETING AGENDA**- The Board Meeting Agenda shall be:
a.) Call to Order - b.) Attendance - c.) Approval of Minutes - d.) Treasurer's Report - e.) Committee Reports - f.) Old Business - g.) Adjournment.

Section 8.6 **MEETING PROTOCOL** - Five (5) Members of the board of directors shall constitute a quorum. Only Board Members shall be entitled to make motions and to vote at the board meetings, however board members may invite, admit and recognize guests for presentations or comments during the board meetings.

Section 8.7 **VOTING PROTOCOL** - When membership voting occurs board members shall cast; One (1) member vote and one (1) board member vote equaling two (2) votes cast. During board votes the board member serving as the Chairman of the Board (Typically President) shall cast a subsequent (2nd) vote to break any ties of the board. It shall be noted in the minutes at the start of all board meetings which board member is serving as the chair.

Section 8.9 EXECUTIVE SESSION MEETINGS - These may take place with the Board of Directors members only to discuss issues designated solely for the knowledge, discussion, and vote of WGSB Board of Directors Members. Other members may be invited to attend these meetings should the board designate a necessity for their attendance.

WOLCOTT GIRLS SOFTBALL ASSOCIATION BYLAWS

Section 8.10 MEMBERSHIP REQUESTS TO ATTEND MEETINGS - The following protocol shall be followed by members wishing to attend meetings of the WGSA Board of Directors:

1. Only one (1) parent may speak on behalf of player members (*as noted in section 3.1 of the association bylaws*)
2. Members attending WGSA Board meetings are present on an observation status while business of the Association Board of Directors is conducted. Non Board of Directors members cannot take part in conversations of the board of directors unless; a) called upon by the Board Chair or b) announced in the Member Comments portion of the meeting.
3. During Member Comments, members will have a time limit of three (3) minutes to present their question(s) / comments(s). If the issue you wish to present is involved and you feel it would take more time than 3 minutes to cover it is recommended that you submit a letter via email to; wgsasoftballct@gmail.com addressed to the WGSA Board of Directors so that board members can review details of the issue prior to the meeting.
4. Any member that wishes to speak at a meeting must pre-register via the associations membership pre registration link no less than 1 week before the next scheduled board meeting and within the pre registration, must provide at least a brief description of the issue they will present or discuss.
5. If a member presents an issue that is not noted in pre registration it must be directly tied to the issue outlined in pre registration and be covered within the allotted 3 minute member time limit or the additional issue(s) will not be heard by the board and will instead be heard at the next scheduled monthly meeting once the member submits a new pre registration link via the process outlined above for members wishing to speak at meetings.

WOLCOTT GIRLS SOFTBALL ASSOCIATION BYLAWS

ARTICLE 9

FINANCES

Section 9.1 ACCOUNTS - The WGSA utilizes two checking accounts for its finances:

1) PRIMARY ACCOUNT - The primary account is utilized as the main account of the WGSA and is the main account used for association purchases and payments. Through this account, the WGSA Inhouse Rec League and the WGSA / WCT Eagles Travel Organization will keep their own separate ledgers for funds attached to this account. This account will be the predominant account used to hold funds of the WGSA Inhouse Rec League expenses as well as any expenses funded jointly (association-wide) by both the Wolcott Girls Softball League Inhouse League and the WGSA / WCT Eagles Travel Organization. Any funds utilized by the WGSA /WCT Eagles Travel Organization through the Primary account are transferred back from a separate WGSA/ WCT Eagles Travel Account.

2) TRAVEL ACCOUNT - The Travel account is utilized by the WGSA / WCT Eagles Travel Team main account and is used by all association travel team purchases, payments, and deposits. Through this account, the travel teams of the WGSA / WCT Eagles organization keep their own separate ledgers for funds. This fund is typically not used for association purchases or deposits outside of the WGSA / WCT Eagles Travel Organization, however, should an association payment (Non travel) or deposit be made via this account the funds will be transferred to or from the Primary account.

Section 9.3 FINANCIAL AND ACCOUNTING; WGSA / WCT EAGLES TRAVEL TEAMS

All funds related to the WGSA / WCT Eagles Travel Teams will be deposited to the credit of each of the teams within the Travel account. Travel teams are not allowed to hold any funds related to their teams in any other banking accounts other than the associations travel account. The account will be managed as follows:

- A) The association Treasurer will maintain the account for each of the teams within the WGSA / WCT Eagles Travel Organization and will keep financial records for each team including all deposits, expenditures, and withdrawals.
 - a) The Treasurer will track funds and transactions for each travel team's account by keeping a ledger showing each team's funds within the account, which will be known as the team "Ledger Account"
 - b) The Treasurer will remove funds as needed for all WGSA travel team association common expenditures, for portions of each team's association obligations (RE: Each travel team's portion of rent, utilities, etc...). The Treasurer will note these transactions within the team's ledger account and notify the head coach so they can note the transaction on their records.
 - c) The Treasurer will make all payments for travel team obligations. Travel team head coaches shall notify the treasurer of the payment amount, type of payment (Check, Debit Card, Venmo, or cash),

WOLCOTT GIRLS SOFTBALL ASSOCIATION BYLAWS

and other pertinent payment information. The funds will be removed from each travel team's ledger account within the Travel account

- d) The Treasurer will communicate with head coaches as needed and provide monthly balances of each team's funds within the team's ledger account of the association's travel team account. The Treasurer will communicate with each travel team head coach as needed to ensure that the league accounting matches with the head coach's accounting.
- B) Travel Team Head Coaches are responsible for managing their travel team funds and shall make deposits directly into the WGSA Travel account as soon as possible after receiving funds related to their team.
- a) The Head Coach will track his or her team funds and transactions by keeping a team ledger showing each team's funds within the association travel team accounts "Ledger Account".
 - b) Travel Team Head Coaches may utilize another coach or manager to keep the team ledger provided the individual is approved by the WGSA Board of Directors.
 - c) The Treasurer will remove funds as needed for all WGSA travel team association common expenditures, for portions of each team's association obligations (RE: Each travel team's portion of rent, utilities, etc...). The Treasurer will note these transactions within the team's ledger account and notify the head coach so they can note the transaction on their records.
 - d) The Treasurer will make all payments for travel team obligations. Travel team head coaches shall notify the treasurer of the payment amount, type of payment (Check, Debit Card, Venmo, or cash), and other pertinent payment information. The funds will be removed from each travel team ledger account within the travel team account
 - e) The Treasurer will communicate with head coaches as needed and provide monthly balances of each team's funds within the team's ledger account of the association's travel team account. The treasurer will communicate with each travel team head coach as needed to ensure that the league accounting matches with the head coach's accounting.

Section 9.6 Requests for Financial Information

It is the responsibility of the WGSA Board of Directors to protect the financial information of the association and its members from identity theft, financial fraud, misuse, and other criminal activity by carefully screening and scrutinizing all requests for financial information and balancing that with the association's efforts to be open and transparent regarding its finances to its members and the general public when requested. The WGSA Board of Directors will review each request for financial information on a case-by-case basis to determine the appropriate level of financial information to be released.

Section 9.7 Requests for Financial Information - FY Members

- A. Only the WGSA Board of Directors through the Association President and Treasurer or Financial Officer / Assistant Treasurer will provide financial information about a team's travel account ledger. Requests must be made by written request via a letter or email to the WGSA Board of Directors.
- B. All requests for financial information from WGSA full-year travel team members will be processed by the WGSA Board of Directors on a case-by-case basis. All requests must be made via a written letter or email directed to the WGSA Board of Directors. The request will be reviewed by the Board at the next scheduled Board meeting after the letter is received.

WOLCOTT GIRLS SOFTBALL ASSOCIATION BYLAWS

- C. Requesting members must be present at board meetings at which the request is heard and failure to do so may result in the request being withdrawn and closed.
- D. To receive information regarding a travel team's ledger the requesting individual must be a travel team member or parent guardian of a player/member. The requesting individual will receive an overview of the member's specific travel team ledger account within the WGSA Travel Team account. The overview will include the team's ledger account beginning and ending balance for the fiscal year as well as a summary breakdown of the team's balance sheet to show how the team's money was generated and spent. Requests shall not include personal information including information related to any team member's tuition payments.
- E. If requested, the individual shall also receive a summary breakdown of the travel team ledger account information within the WGSA primary account including the starting and ending balance and a summary breakdown of the travel team division account disbursements and deposits. Requests shall not include specifics of any of the other travel team's financials, or specific financial information about the WGSA in-house recreational league, except for a general breakdown of what these entities took in and paid out for the current fiscal year.
- F. WGSA Full Year Travel Team Members are not entitled to WGSA in-house recreational league financial information nor are they entitled to financial information of other organizational travel teams except for information that would be provided to a member of the general public upon request.

Section 9.8 Requests for Financial Information - PY Members

- A. Only the WGSA Board of Directors through the Association President and Treasurer or Financial Officer / Assistant Treasurer will provide financial information about WGSA In-house League financials and requests must be made by written request via a letter or email to the WGSA Board of Directors.
- B. All requests for financial information from WGSA partial year Inhouse league members will be processed by the WGSA Board of Directors on a case-by-case basis. All requests must be made via a written letter or email directed to the WGSA Board of Directors. The request will be reviewed by the Board at the next scheduled Board meeting after the letter is received.
- C. To receive information regarding the WGSA Inhouse league the requesting individual must be a current WGSA Inhouse league member or parent guardian of the player/member.
- D. The requesting individual will receive an overview of the WGSA Inhouse Recreational League account finances including the beginning and ending WGSA primary account balance for the fiscal year and a general breakdown of how the association's money was generated and spent.
- E. If the requesting individual is not a WGSA / WCT Eagles travel team member, parent or guardian they shall not receive any specific WGSA travel team financial information contained within the WGSA primary account under the Travel Team ledger account, except line items that show amounts belonging to the WGSA Travel Team division held within the primary account including the amounts deposited and withdrawn for the fiscal year.
- F. WGSA Partial Year In-house Rec League members are not entitled to full-year travel team division team financial information except for information that would be provided to a member of the general public upon request.

WOLCOTT GIRLS SOFTBALL ASSOCIATION BYLAWS

Section 9.9 Requests for Financial Information - General Public

- A. Requests for WGSA Financial information from the general public that are not members are generally not granted, however in the event of a non member financial information request, the individual must make a written request via letter or email directed to the WGSA Board of Directors and the request will be reviewed by the Board at the next scheduled Board meeting after the letter was received.
- B. Only the WGSA Board of Directors through the Association President and/or Treasurer or Financial Officer / Assistant Treasurer will provide financial information about WGSA financials.
- C. All requests for financial information from the general public if approved will be processed by the WGSA Board of Directors on a case-by-case basis, however, information released to the public shall generally be a basic overview of the WGSA's finances to include beginning and ending balances of accounts for the fiscal year and a general breakdown of how the association's money was generated and spent.

ARTICLE 10

INDEMNIFICATION OF ASSOCIATION OFFICERS

Section 10.1 Each association board of directors officer in the organization shall be indemnified by the association against all loss, cost, damages, expenses and charges reasonably incurred or suffered by him / her in connection with any action, suit proceeding to which he/she maybe party by reason of his/her having been a director or officer of the association (whether or not he/she continues to be a director or officer of the association at any time of incurring or suffering such loss, cost, damages, expenses or charges) except in relation to any as to which he/she shall be adjudged in such attraction, or preceding to be liable for his/her own negligence or his/her own miss conduct in the performance of his/her duty as director or officer. The forgoing right to indemnification shall not be exclusive of other rights or remedies to which such director or officer may as a matter of law, be entitled.

ARTICLE 11

AMENDMENTS

Section 11.1 **AMENDMENTS** -The Board of Directors may adopt new bylaws or amend or repeal these bylaws by the affirmative vote of a majority of the members of the Board of Directors then in office, except as otherwise provided by law.