

Ashwaubenon Girls Softball Association Bylaws

Updated on February 13, 2023, by Jamie Boucher (VP)

I. ARTICLE I: ORGANIZATION

- a. **Name:** The name of the organization is Ashwaubenon Girls Softball Association Inc. (AGSA).
- b. **Non-Stock and Non-Profit.** AGSA is a non-stock, non-profit organization under Chapter 181 of the Wisconsin Statutes.
- c. **Compliance for Tax Exempt Status.** AGSA shall comply with Sec. 501(c)(3) and all other provisions of the Internal Revenue Code of the United States and with all the regulations adopted under this Code, as well as with all the provisions of the Wisconsin Statutes and with all the rules adopted under these Statutes so as to become and remain a tax-exempt organization.
- d. **Non-Distribution.** No part of the income or assets of AGSA shall be distributable to its members, directors, officers or to any other person or organization, except to reimburse these persons or organizations for reasonable and necessary expenses incurred by these persons or organizations, or upon transfer for adequate consideration or to dispose of assets of nominal value which are no longer needed by the organization, of which all distributions shall have been authorized by the Board.
 - i. The exceptions to this are in an annual stipend to these positions:

Concession Coordinator(s): \$2,500
- e. **Action Upon Dissolution.** Should AGSA dissolve or in any way be dissolved, all income and assets of the Organization shall be disposed of in the manner prescribed for tax exempt organizations under the above Code, Regulations, Statutes, and Rules, in coordination with the Ashwaubenon Park and Recreation Department.

II. ARTICLE II: PURPOSE

- a. The purpose of AGSA is to provide opportunities for all youth in our school district, by way of residence or school choice, to learn the game of softball, compete with and against their peers, and learn good sportsmanship.
- b. To accomplish this purpose, the affairs of the corporation shall be managed by a Board.

III. ARTICLE III: BOARD MEMBERSHIP

- a. Members shall be individuals who live in the village of Ashwaubenon or have a daughter enrolled in the Ashwaubenon School District and are in good standing.
- b. The board will consist of no less than four (4) officers, along with additional members.
- c. The Board has the right and authority to transact any business, to formulate policy, to manage property and funds, and to supervise all activities of AGSA.
- d. The Board shall have the authority to amend or repeal Bylaws, but only by a three-fourths (3/4ths) votes of the total members of the Board in attendance of the meeting.
- e. A minimum of 51% Voting Board Members must be present for a meeting to be held.
- f. A full term goes from October 1st to September 30th.
- g. There are no term limits for members serving on the AGSA board, but members are encouraged to hold positions on the board for no less than two (2) years.

- h. Elections for the board positions will be held for the ensuing year every September.
- i. Board members are volunteers and should expect no compensation for the work they do for board activities.
- j. All board members will attempt to participate in as many events as possible. This includes, but is not limited to, board meetings, tournaments, spring and fall clean up, and any applicable special events.
- k. Terms expire (mid-term) when members step down from their positions or if a vote removes the member from a position. Board members may be removed with a 2/3 vote of the total members of the Voting Board. New members may be elected with a 2/3 vote of total members of the Voting Board.
- l. Board members may not be a member of another softball board or organization as this becomes a conflict of interest to each of the programs.

IV. **ARTICLE IV: BOARD MEMBERS – OFFICERS (VOTING MEMBERS)**

- a. **President.** The President will coordinate all meetings, develop agendas with the input from other board members, and coordinate attendance. The President acts as the final decision authority in votes and conflicts. He or she will monitor the progress of specific duties and tasks throughout the year. The President can enter contracts and make purchases on behalf of AGSA (including insurance and loans), as authorized by the board. They will be part of the interview process of adding new members to the organization. The president officially represents AGSA and works directly with the Village of Ashwaubenon Park and Recreation Department for guidance to any changes of processes. To run for president, you must have served on the board for a minimum of 3 years.
- b. **Vice President.** The Vice President will assist the President with their duties and fill in during the President's absence, oversee all League Presidents and be their main point of contact for any questions or issues. The VP will be a member of all committees, interviewing new board members and carries out duties and assignments delegated by the President. This position is responsible to maintain the rules and bylaws for AGSA, which should be reviewed at the beginning of every new season. To run for vice president, you must have served on the board for a minimum of 2 years.
- c. **Secretary.** The Secretary will maintain all records of AGSA, including minutes of Board meetings, communication of minutes, correspondence, attendance at Board meetings, updated listings of the Board members. They will also be responsible for forwarding the approved meeting minutes to the Website Manager so they can upload to the AGSA website.
- d. **Treasurer.** The Treasurer will manage and brief financial records. The Treasurer will produce budget proposals and statements for record. The Treasurer will approve expenditures except for those meeting the intent of article IV.
- e. The **BOARD MEMBERS – OFFICERS** may establish additional positions, as deemed necessary.

V. **ARTICLE V: ADDITIONAL BOARD MEMBERS (VOTING MEMBERS)**

- a. **Communications Manager.** The Communications Manager will oversee the creation and of official communications for the board via email / SMS (Texting) or online notifications such as Facebook.

- b. **Website Developer.** The Website Developer will update the website including registration, uploading schedules, updates, and other duties.
- c. **Social Media Manager.** The Social Media manager will be responsible for updating all social media pages or sites that are related to AGSA.
- d. **Scheduling Coordinator (Fields & Umpires).** The Scheduler will oversee the scheduling of fields for practice, league, tournament teams, and tournaments. They will also coordinate the scheduling of umpires for league games. They will be sure to share the rules with the Umpires and be knowledgeable in all leagues rules to assist in questions from Umpires or League Presidents.
- e. **League Presidents.** League Presidents will be appointed for (Peewee, & Minor) and (Little, Pony, and Babe Ruth). The League President will oversee their leagues, communicating with coaches regarding rules, rainouts, schedules, and any complaints and/or questions.
- f. **Equipment Manager.** The Equipment Manager will maintain and manage team equipment. They will also coordinate the annual order with Park & Rec, equipment pick up and drop off, along with recommending and ordering equipment throughout the year, as needed.
- g. **Brand Manager.** The Brand Manager will oversee the selection and sale of AGSA spirit wear. They will work with schedulers to ensure volunteers are scheduled when needed to work apparel tents.
- h. **Sponsorship Coordinator.** The Sponsorship Coordinator will organize and direct the sponsorship activity including team name sponsors, sponsor contracts for the scoreboard, and any additional sponsorship material such as banners for the outfield or printed programs. All activities must be approved by the board.
- i. **League / Tournament Team Brand Manager.** The League / Tournament Team Brand Manager will oversee the ordering and distribution of uniforms and trophies for both league and tournament team. The League / Tournament Team Brand Manager reports directly to the Brand Manager and to the President and Vice President in-directly.
- j. **Grounds Crew Manager:** Maintains and prepares all fields for use and games. Ensures field equipment is operations including the following: Scoreboards, bases, pitching mounds and field equipment such as chalk machines. The field crew also verifies dugouts, batting areas and fences stay maintained to proper standard. If there is a cost to do any repair, the recommendation is brought to a board meeting or an impromptu virtual meeting if required.
- k. **High School Representative.** Represents all current and future high school players. Works with the board and staff to have a standards that will be used from 8u – 18u in league or tournament team play. Coordinates with each tournament team coach so teams can try and be at the same tournament if possible.
- l. **Tournament Director.** The Tournament Director is the contact person/organizer for the Ashwaubenon 8u-18u tournaments. They will create the tournament format for each level and help to delegate tasks for the event as needed.
- m. **Fundraising Coordinator(s).** Reports to the Sponsorship Manager. Coordinates the calendar fundraiser, (creation of calendar, printing, distribution, and weekly drawing of

names), and creates and organizes any other fundraisers for board approval to proceed forward with.

- n. **Special Events Coordinator(s).** Plans and coordinates AGSA Youth Day, and other organization activities. Schedules and manages picture days and makeup picture days.

VI. **ARTICLE VI: BOARD MEMBERS (NON-VOTING MEMBERS)**

- a. These members will be active participants in meetings and events, but do not have voting power.
 - i. **Member at Large.** This is a position that is undefined as this person can fill in for any board position with the exception of an officer position.
 - ii. **Concessions Coordinator(s).** This is a paid position. The Concession Coordinator reports to the Treasurer directly and to the President and Vice President indirectly. Responsible for making purchases and item offering decisions, however decisions still need to be approved by the board member officers (Listed in Article IV).

VII. **ARTICLE VII: MEETINGS**

- a. Meetings will be called, coordinated, and run by the President or the Vice President.
- b. Regular meetings:
 - i. Board will meet at a minimum, once a month October thru September.
 - ii. Meetings will be open to the public.
 - iii. Regular meetings will include:
 - 1. Approval of last month's meeting minutes
 - 2. Approval of the current month's agenda
 - 3. Updated status reports of all functioning board positions.
 - 4. Other business, as needed.
 - iv. An unscheduled meeting can be called at any time, if deemed necessary by the board President.
 - v. Meeting preference is in person but can be virtually if deemed necessary.

VIII. **ARTICLE VIII: VOTING**

- a. Each voting member gets one vote, even if a member holds more than one position on the board.
- b. The President role will only be given a vote to break ties. The President will call for votes but will abstain from voting unless the vote is needed to break the tie.
- c. Vote pertaining to the request for the person that person will abstain from that vote. Example: High School Representative asking for funding of equipment.
- d. Votes are required for the following:
 - i. Unique expenditures of more than \$100
 - ii. Expelling a board member
 - iii. Expelling or not allowing an athlete or coach to participate
 - iv. Election of officials
 - v. Other events as the President deems a vote necessary
- e. Votes may be held over email, virtual meeting, or an in-person meeting. The Vice President will be responsible to take any votes that are not in person to keep anonymity if needed.

- f. Voting for Positions – when there are two people vying for a position such as president – both people will not vote as the votes would cancel each other out.
- g. If there is a vote for president – the Vice President will be responsible to gather and tally all votes (The votes will be done anonymously on paper handed out at meeting).

IX. ARTICLE IX: LEAGUE STRUCTURE

- a. Peewee
 - i. Grades: 4K and K
 - ii. Teams are determined by the Peewee League President and Peewee League coaches. Factors in creating teams include: number of players, even distribution of experienced and new players. The goal of selecting teams is provide similar teams in terms of number and skill.
 - iii. If a player decides to play in two disparate leagues that may conflict with each other, the AGSA board must approve to be sure there is no conflict of interest.
- b. Minor
 - i. Grades: 1st and 2nd
 - ii. Teams are determined by the Minor League President and Minor League coaches. Factors in creating teams include: number of players, even distribution of experienced and new players. The goal of selecting teams is provide similar teams in terms of number and skill.
 - iii. If a player decides to play in two disparate leagues that may conflict with each other, the AGSA board must approve to be sure there is no conflict of interest.
- c. Little
 - i. Grades: 3rd and 4th
 - ii. Teams are determined via draft. Drafts are held every year.
 - iii. If a player decides to play in two disparate leagues that may conflict with each other, the AGSA board must approve to be sure there is no conflict of interest.
 - iv. League President and AGSA President will be present for the draft.
- d. Pony
 - i. Grades: 5th and 6th
 - ii. Teams are determined via draft. Drafts are held every year.
 - iii. If a player decides to play in two disparate leagues that may conflict with each other, the AGSA board must approve to be sure there is no conflict of interest.
 - iv. League President and AGSA President will be present for the draft.
- e. Babe Ruth
 - i. Grades: 7th, 8th, and 9th
 - ii. Teams are determined via draft. Drafts are held every year
 - iii. If a player decides to play in two disparate leagues that may conflict with each other, the AGSA board must approve to be sure there is no conflict of interest.
 - iv. League President and AGSA President will be present for the draft.

X. ARTICLE X: LEAGUE RULES

- a. League rules will be reviewed by the League President and presented to All league coaches prior to the start of each season.
- b. Rule changes may be agreed upon and validated by the board prior to the season.

- c. No rules may be amended during the season unless voted on unanimously by all coaches of the league requesting the changes and validated by the board.

XI. **ARTICLE XI: LEAGUE/RULES DISPUTES AND COMPLAINTS**

- a. Complaints from parents will first be handled by the coach of the team. If there is no resolution at that level, the complaint moves to the appropriate League President. If resolution is not made at this level, then the complaint will be brought to the President and Vice President.
- b. Disputes regarding rules will first be directed to the umpire(s). If clarification cannot be provided, the dispute should then be brought to the appropriate League President, if they are not available then to the Vice President.
- c. All correspondence with players, parents, umpires, fans, and community representatives must always remain professional and courteous. Poor attitudes, foul language, and unnecessary brashness reflects poorly on the board.

XII. **ARTICLE XII: TOURNAMENT TEAMS**

- a. **Teams and Participation Guidelines.** Tournament team players must play in the AGSA league and be in good standing with AGSA to qualify. AGSA will collect a tournament team fee which each player will be offered the opportunity to play in a minimum of 2 tournaments. The team will be entered into 4 tournaments per season, one of which will be our home tournament. For each additional 4 players beyond 10, the tournament team will get an additional tournament entry paid for by the AGSA board.
- b. **Tournament Team Formation.** Tournament teams must have a minimum of ten (10) players to form a team. Per Ashwaubenon Park & Rec, tournament teams do not make roster cuts, however team rosters for each tournament are decided by tournament team coaches and can be made up differently by tournament. There is no limit to the number of players on the AGSA tournament teams.
- c. **Practices, and Field Time.** Each tournament team player will purchase two AGSA tournament team jerseys (Green and Black) which will be used until they do not fit and then a new set will need to be purchased by the player. Practices will be determined by each tournament team coach. Field time will be available after league schedules are complete and coaches will be able to sign up for field time.

XIII. **ARTICLE XIII: FEES & REFUNDS**

- a. Registration fees are set annually by the Board.
- b. To participate in Ashwaubenon Girls Softball, payment of registration for each participant is required before participating. This includes practices.
- c. All fees for both league and tournament must be paid prior to practices beginning unless otherwise authorized by the Board.

XIV. **ARTICLE XIV: COACH, PLAYER, PARENT, AND FAN CONDUCT**

- a. Please reference the player/parent/fan/coach code of conduct.

XV. **ARTICLE XV: CONCESSION STAND**

- a. Concession Stand will be operated by the Concession Stand Coordinator(s).
- b. Prices will be presented to the board prior to each season.
- c. All receipts will be given to the Treasurer within two (2) weeks of purchases.
- d. All money will be deposited weekly.
- e. Money will be stored within the concession stand safe.

XVI. ARTICLE XVI: UMPIRES

- a. Hiring and scheduling of umpires will be handled by the Scheduling Coordinator.
- b. Umpires will have final authority of ALL contests. NO coach or league official will overturn an umpire decision.
- c. Coaches and league officials will not in any way attempt to influence or intimidate umpires. Any coach or league official participating in this behavior will be subject to removal by the board.
- d. Umpires have the right to remove players, parents, and coaches from the game they are involved in and if anyone does not comply, the umpire will contact the Scheduling Manager first then escalation to President and Vice President if assistance is needed. The phone numbers to those people will be provided to each umpire.