

## 2018 DGSA BYLAWS

Board Members will be expected to attend 75% of annual meetings. Board Members are subject to a background check. If a board member cannot fulfill his/her duties, he/she will be asked to leave the board or will be voted out.

### Board Meetings:

Board meetings will be set each month by the President unless otherwise stated. The public is welcome to attend. Special meetings that are not open to the public may be scheduled when necessary.

Election of officers and board members will be held every November. New board member nominees will be accepted in October. All nominees will be notified of nominations and will have 1 week to agree to running for office. The new members will take over in January. All officers will hold their position for at least 2 years. No more than 50% of the board can change at any given election.

All meetings that are called to order should be done by the president and there should be at least 6 board members present to vote. The president shall cast the deciding vote in case of a tie.

### Elections:

90% of board members along with new member nominees must be present for elections to occur. All board members, nominees, and public members present will be given the opportunity to vote for board members. The majority vote will determine board members. The board president will be the deciding vote for a tie.

Officers: Officers to be elected are: President, Vice President, Secretary, Treasurer, Registration, Information Officer, Maintenance and Equipment Manager, 2 Maintenance and Equipment Assistants, Uniform Coordinator, Scheduler, Fundraising Coordinator, and Concessions Coordinator. The following is a description of what each officer is in charge of:

**President:**

- Oversees the affairs of all elements of the League
- External representative of the League

**Vice President:**

- Presides in the absence of the President.
- Oversees and coordinates all scheduling with other board members, including but not limited to yearly calendar, opening day, scheduling of fields for all non-league uses.
- Coordinates picture taking for the league

**Secretary:**

- Maintains a list of members
- Records the minutes for each meeting
- Responsible for sending out notice of meetings
- Maintains a record of leagues activities

**Treasurer:**

- Signs checks
- Dispenses league funds as approved by the board
- Reports on status of league funds
- Keeps League books and financial records
- Assumes responsibility for all league finances
- Oversees the activities of the concessions coordinator

**Registration:**

- Conducts annual tryouts (in coordination with Board Members)

- Responsible for player selection (conducts all drafts, coordinates scheduling of drafts with VP)
- In coordination with the President, assumes responsibility of prime coordinator of all player affairs, including but not limited to: player issues (financial and family issues)
- Responsible for conducting and coordinating all background checks of all volunteers approved
- Ensures that league rosters are maintained
- Manages the online registration process
- Assigns administrative rights to league volunteers and teams.

#### **Information Officer:**

- Manages the official home ([www.danvillesoftball.org](http://www.danvillesoftball.org))
- Collects, posts, and distributes important information on activities to the league, Facebook, school district, general public, league members, and website

#### **Maintenance and Equipment Manager:**

- Responsible for the maintenance and upkeep of Danville Softball Facility
- Coordinates with the VP to schedule spring cleanup, fall cleanup, and any other workdays that may be necessary
- Responsible for organizing and overseeing all workers
- Coordinates all critical safety issues identified in a timely manner
- Coordinates all maintenance issues identified by any member of the board
- Coordinates trash removal support
- Create, update, and maintain a complete inventory of all field equipment
- Responsible for the upkeep and maintenance of all equipment

- Coordinates with the Vice President to distribute all equipment at the beginning of the season and to receive all equipment bags back from the coaches at the end of the season
- Maintains an electronic inventory of all field and softball equipment
- Orders all new equipment
- Prepares all equipment bags for distribution each new season

#### **Uniform Coordinator:**

- Responsible for ordering and distributing all uniforms for players and managers
- Coordinates with the sponsorship coordinator to ensure correct team colors and sponsorship logos are used

#### **Scheduler:**

- Responsible for scheduling all practices
- Responsible for scheduling games played at DGSA

#### **Fundraising Coordinator:**

- Responsible for coordinating all sponsorship activities, including but not limited to: logos for in-season team uniforms, scoreboard signs, concession stand signs, restroom signs, post-season teams and/or tournaments
- Coordinates with the treasurer to make sure that all sponsorships are paid
- Coordinates with maintenance and equipment manager to make sure correct sponsorship signs are placed on buildings and scoreboards
- Coordinates with the treasurer to make sure that all funds are secured

#### **Concessions Coordinator:**

- Works with vendors to order food and beverages for concessions
- Maintains a work schedule for the concession stand

- Ensures proper handling of the food and beverages from DGSA concessions
- Responsible for training those who help in the concession stand
- Ensures that the concession receipt log is prepared and signed by 2 board members
- Ensures that concession deposits are made
- Will be responsible for getting start up cash and getting change when needed for the concession stand.
- Assists treasurer with payment of umpires
- Ensures that equipment is properly cleaned at the end of a shift
- Ensures trash is taken out
- Ensures food is stored properly
- Close down the concession stand at the end of the season and prepare it for the next season
- Responsible for maintaining bathrooms. All board members are expected to help when possible.

**REGISTRATION FEES:** No registration fees will be returned after team rosters have been established, except at the discretion of the Board Members.

**ELIGIBILITY:** A girl plays in an age bracket that corresponds with her age as of January 1<sup>ST</sup>.

**COACHING STAFF:** There shall be one designated coach per team and one assistant coach. When selecting coaches, board members will be given first choice to coach. **ALL COACHES MUST HAVE A BACKGROUND CHECK DONE BEFORE DRAFT.**

**ROSTERS:** Teams shall consist of no more than 13 players if at all possible.

**RULES:** All parents, coaches, and players will abide by ASA rules and/or league rules. For fast pitch the ASA rules are modified to high school rules. League rules supersede ASA and high school rules.