

2019 DGSA BYLAWS

To the best of their ability, board members should attend 10 out of the 12 yearly meetings. Board Members are subject to a background check. Board members must be able to fulfill the responsibilities of their position. If a board member cannot fulfill his/her duties, he/she will be asked to resign from their position and/or voted off the board. When necessary, board members must coordinate with other members if something will overlap with the position of another board member. Finally, board members must uphold the DGSA Code of Conduct at all times.

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 should be called to order 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. New nominations will be accepted in October. Incoming board members will be expected to attend the November and December board meetings but will not be able to vote. Nominations must be made in writing/email and submitted to the current board secretary. All board members, nominees, and registered family members present will be given the opportunity to vote for board members. Election voting shall be conducted by ballot, which will be created and tallied by the board secretary. The majority vote will determine board members. The board president will be the deciding vote for a tie. At the end of their term, current board members must submit in writing, their intent to resign, run for a new position, or run for reelection of their current position. Submissions should be sent to the current board secretary.

Officers: Officers to be elected are President, Vice President, Secretary, Treasurer, Registration, Information Officer, Maintenance and Equipment Manager, 2 Maintenance and Equipment Assistants, Scheduler, Fundraising Coordinator, Concessions Coordinator, and Concessions Crew. At the discretion of the board, a member may be permitted to hold more than 1 position at any given time. The following is a description of what each officer is in charge of:

President (odd year election):

- Oversees the affairs of all elements of the League
- External representative of the League
- Ensures all questions, concerns, and complaints are handled appropriately
- Delegate tasks that fall outside of any specific board member position

- Attend meetings for Hendricks County Fastpitch as the DGSA representative
- Coordinates with UIC and Waste Management

Vice President (even year election):

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

Secretary (odd year election):

- Maintains a list of board members
- Records the minutes for each meeting
- Responsible for sending out notice of meetings
- Maintains a record of leagues activities
- Create agenda for each meeting with input from board members
- Send board meeting minutes to all members

Treasurer (odd year election):

- 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
- Responsible for filing of taxes
- Ensures umpire payments are available
- Responsible for league insurance

Maintenance and Equipment Manager (even year election):

- 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
- Identify and resolve all critical safety issues in a timely manner.
- Identify and resolve all maintenance issues.
- Present budget proposal to the board before the start of each season.
- This position requires an average of 18 to 20 hours per week. A committee of three to four people is strongly suggested for this position.
- Identifies and resolves all critical safety issues in a timely manner. Identifies and resolves all maintenance issues.
- Presents budget proposal to the board before each season

- Responsible for moving water off field after rain.
Responsible for identifying field improvement opportunities

Concessions Coordinator (odd year election):

- 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 (even year election):

- Conducts annual tryouts (in coordination with Board Members)
- Coordinates player selection (conducts all drafts, coordinates scheduling of drafts with VP)
- 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 (odd year election):

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

Scheduler (even year election):

- Responsible for scheduling all practices for league and nonleague
- Responsible for scheduling games played at DGSA
- Responsible for scheduling all tournament games

Fundraising Coordinator (even year election):

- 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
- Responsible for ordering and distributing all uniforms for players and managers
- Track all pledged to sponsorships obtained and follow up with sponsors to ensure payment is received and accurate information is available for uniforms and signs.
- Coordinate all fundraising activities, included but not limited to: restaurant nights, outings, vendor events.

Board Members at Large (yearly):

- Attend 10 out of the 12 yearly meetings
- Volunteer at field days
- Volunteer in concession and with fields as needed
- Vote for board members
- Part of the board member on duty schedule

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 1ST. Age for the spring season is determined by a player's age as of January 1st of that year. Age for the fall season is determined as of the January 1st of the following year. Players have the option to play up when they choose.

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. Selection of head coaches and assistant coaches will be done at the discretion of the board. **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 board members, 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.

DGSA CODE OF CONDUCT: Spectators, coaches, and board members will be a positive role model for children and encourage sportsmanship by showing respect and courtesy, and by demonstrating positive support for all players, coaches, spectators, umpires, and staff at every game, practice, or league event. Spectators, coaches and players will not encourage any behaviors or practices that will endanger the health and wellbeing of the athletes. If spectators, players, and/or coaches fail to abide by the code of conduct, they will be subject to disciplinary action as decided by the DGSA Board. Disciplinary action could include, but is not limited to: verbal warning, written warning, ejections, and suspensions for various lengths.