

# ***BY-LAWS OF THE MIDLOTHIAN GIRLS SOFTBALL ASSOCIATION***

## **ARTICLE I – NAME**

The name of this association shall be MIDLOTHIAN GIRLS SOFTBALL ASSOCIATION.

## **ARTICLE II – LEAGUE AFFILIATION**

As determined by the Executive Board of the Association.

## **ARTICLE III – OBJECTIVES**

1. Provide a good, fast-pitch softball program for the girls in Midlothian.
2. Promote sportsmanship, competition, fair play and fun.
3. To act as a governing body by adopting and enforcing rules, regulations, procedures and methods of play.

## **ARTICLE IV – MEMBERSHIP**

1. Any girl who resides in the city limits of Midlothian or within the Midlothian School District, with the following exceptions:
  - a. She played in the Midlothian league in the prior year,
  - b. She resides in a city without a softball league or without her division, or
  - c. Executive Board approval.
2. A voting member shall be the parents or guardians, or a coach of any child actively participating in the Midlothian Girls Softball Association as a player. A voting member may be a past member of the Executive Board of the Association. Voting privileges will be suspended if the member is in arrears or indebted to the Association. The voting member votes only at the annual meeting to elect the officers of the association.
3. Fees will be determined by the Executive Board prior to the beginning of each season.

## **ARTICLE V – GOVERNMENT**

1. Administration of the Association shall be under the supervision of the Executive Board.
  - a. The Executive Board shall consist of the officers; President, Vice-President, Secretary and Treasurer.
2. Adopting the Standing Rules of the Association shall be under the jurisdiction of the Board of Directors.

- a. The Board of Directors shall consist of the Executive Board members and the Division Commissioners.
3. Election of the Board of Directors.
    - a. The Executive Board officers; President, Vice-President, Secretary and Treasurer; shall be elected at the meeting following the completion of the spring/fall season. The President and Secretary shall be elected after the completion of the spring season; the Vice-President and Treasurer shall be elected after the completion of the fall season. In the event there is no fall season, the Vice-President and Secretary shall be elected at the 1<sup>st</sup> meeting held during the month of October but no later than the last meeting held during the month of December.
      - i. The Secretary shall notify all coaches of the date, time and place of the meeting.
      - ii. Elections will be by the majority vote of voting members present at the meeting.
      - iii. All officers must be league members of good standing for no less than one year immediately preceding taking office.
      - iv. All officers must reside within the Midlothian School District.
      - v. Officers shall have a term of one year. There are no term limitations.
      - vi. No husband and wife shall be allowed to serve on the Executive Board at the same time.
    - b. The Division Commissioners for all divisions; 6 and Under (6U), 8 and Under (8U), 10 and Under (10U), 12 and Under (12U), 14 and Under (14U), and 16 and Under (16U); shall be elected upon completion of the draft, on draft day.
      - i. The Secretary shall notify all coaches of the date, time and place of the meeting.
      - ii. Elections will be by the majority vote of voting members within the respective divisions present at the meeting.
      - iii. All Division Commissioners must be league members of good standing for no less than one year immediately preceding taking office.
      - iv. All Division Commissioners must reside within the Midlothian School District.
      - v. Commissioners shall serve for one year, or until the next draft. There are no term limitations.
  4. Any vacancy of the Board of Directors may be filled by a majority vote approval of the remaining Board of Directors members.
  5. Any Board of Directors member can be removed from office by a 75% vote of the Board of Directors.

- a. Failure to fulfill his/her responsibility as a Board of Directors member or, circumvention of the by-laws or rules of the Association are grounds for removal.
  - b. Any Board of Directors member absent from three (3) consecutive meetings (unless excused by a majority vote of the Board of Directors) shall have his/her position automatically declared vacant.
6. It is the responsibility of all Board of Directors members to uphold the by-laws and rules of the MIDLOTHIAN GIRLS SOFTBALL ASSOCIATION.
7. Committee Directors shall be appointed by the Board of Directors.
- a. All Committee Directors must be league members of good standing.
  - b. A Committee Director may serve as Director for more than one assignment.
  - c. A Committee Director absent from three (3) consecutive meetings (unless excused by a majority vote of the Board of Directors) shall have his/her position automatically declared vacant.
  - d. Committee Directors to be appointed include:
    - i. Sign-ups Director
    - ii. Field Director
    - iii. Uniform Director
    - iv. Equipment Director
    - v. Scheduling Director
    - vi. Umpire Director (or Umpire In Charge)
    - vii. Coaches Director
    - viii. Fundraising Director
    - ix. Sponsorship Director
    - x. Public Relations Director
    - xi. Concessions Director
    - xii. Rules Director
    - xiii. Affiliations Director

#### ARTICLE VI – JOB DESCRIPTIONS

1. President – The President of the MIDLOTHIAN GIRLS SOFTBALL ASSOCIATION shall chair all meetings of the Association. He/she will have the overall coordination of all activities of the

Association during his/her term of office. It will be his/her responsibility to see that all officers and directors perform their responsibilities and if needed seek replacements for those unable to fulfill their responsibilities. The President and/or his/her appointee shall act as the liaison between the Association and any other group or organization as needed.

2. Vice-President – The Vice-President will act as the assistant to the President of the MIDLOTHIAN GIRLS SOFTBALL ASSOCIATION. He/she will chair any meeting that the President is unable to attend. His/her responsibility will be to aid the President in his/her duties and any committee assignments.
3. Secretary – The Secretary shall record the minutes of all meetings and shall perform such other duties as usually pertain to the Office of Secretary such as notifying the Board of Directors of meeting dates, places and times and any other duties which may be delegated. The Secretary shall be responsible for public relations.
4. Treasurer – The Treasurer will keep all financial records and will handle all monies for the MIDLOTHIAN GIRLS SOFTBALL ASSOCIATION. He/she shall be responsible for keeping the books and ledgers and making periodical treasurer reports to the Board of Directors. The Treasurer shall be responsible for concessions.
5. Division Commissioner – A head coach in their division voted into office by the coaches in their division. The Division Commissioners shall be directly responsible for their division and the liaison between their division and the Board of Directors. The Division Commissioners shall notify their coaches in their division concerning meetings, rule changes, etc.
6. Committee Director – A voting member of the MIDLOTHIAN GIRLS SOFTBALL ASSOCIATION appointed by the Board of Directors. A Committee Director will be directly responsible for their assigned committee positions. Progress reports and updates shall be presented to the Board of Directors as needed.

#### ARTICLE VII – MEETINGS

1. The conduct of the meetings shall be governed by Roberts Rules of Order.
2. The annual meeting shall be the last meeting following the completion of the fall season. In the event there is no fall season, the annual meeting shall be the 1<sup>st</sup> meeting held during the month of October.
3. Monthly meetings shall be scheduled as deemed necessary by the Executive Board of Directors. The meeting schedule and times shall be set by the Board.
4. Special meetings may be called by the President or four Board of Director members as deemed necessary.
5. Any action required or permitted to be taken without a meeting through a unanimous written consent of the Executive Board (herein so called) setting forth action so taken, if signed by all of the Executive Board members. Such consent shall have the same force and effort as a unanimous vote.

6. Order of Business at meetings shall consist of:

- a. Approve minutes from prior meeting
- b. Reports of Officers
- c. Reports of Committees
- d. Unfinished Business
- e. New Business
- f. Adjourn

#### ARTICLE VIII – AMENDMENTS TO THE BY-LAWS

These BY-LAWS may be amended at anytime by a  $\frac{3}{4}$  vote of the Executive Board.

#### ARTICLE IX – NOT FOR PROFIT ORGANIZATON

The MIDLOTHIAN GIRLS SOFTBALL ASSOCIATION is not for profit. Under no circumstances shall any part of the funds or assets of the Association be paid as a salary or any compensation to any Officer or Director, however, any Officer or Director from time to time may be reimbursed for his or her actual and reasonable expenses incurred in connection with the administration of the affairs of the Association. Such reimbursement shall appear as a special note in the Treasurer's Report to be approved by the Executive Board.

CERTIFICATE OF SECRETARY

I certify that I am the duly elected and acting Secretary of the MIDLOTHIAN GIRLS SOFTBALL ASSOCIATION and that the foregoing by-laws were adopted as the by-laws of the Association at a meeting of the Executive Board held on \_\_\_\_\_.

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Secretary

CERTIFICATE OF PRESIDENT

I certify that I am the duly elected and acting President of the MIDLOTHIAN GIRLS SOFTBALL ASSOCIATION and that the foregoing by-laws were adopted as the by-laws of the Association at a meeting of the Executive Board held on \_\_\_\_\_.

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President