Trussville Girls Softball Association Bylaws

Trussville Girls Softball Association

Official Bylaws

**Article I – Name and Location**

*Article I, Section 1:*

The name of this organization shall be Trussville Girls Softball Association, herein referred to as “the

Association” and also known as “TGSA”.

*Article I, Section 2:*

The principal location shall be the Trussville Girls Softball Complex at 201 Pump House Road.

*Article I, Section 3:*

The offices for the transaction of business shall be located at such place as the Board of Directors may from time to time determine, subject to the requirements of the license agreement with the City of Trussville.

**Article II -Objectives**

 *Article II, Section 1:*

The primary objective and purpose of the Association shall be to provide a suitable place for the

promotion and encouragement of athletic recreation, where girls can meet and participate in sports, as well as other activities so designated by the Board of Directors, under organized and supervised conditions.

**Article III – Board of Directors**

*Article III, Section 1:*

The management of the Association shall be vested in the Board of Directors, herein referred to as the

“Board,” consisting of the officials named in Article IV and only those officials named shall be eligible to vote.

*Article III, Section 2:*

All Board members must be a member in good standing of the Association. To be a member in good standing a parent or guardian must have paid registration fees for a player during the year, except as described in Section 2.1 below. A year for purposes of determining good standing will run from the beginning of the fall season to the end of the spring season.

*Article III, Section 2.1*

There can be two board members serving at the same time which do not meet the member in good standing requirement in Section 2, above (no player playing softball and corresponding registration fee paid), as long as approved by the majority of the current board members during a board meeting (regular or specially called) or by electronic vote. One of the reasons for this type of potential board member is TGSA’s ever steadfast objective to be best that it can be for its community. Obtaining the perspective from an adult that does not have a child playing in the Park in certain circumstances will be beneficial to TGSA’s Rec and Red Storm programs. It is strongly encouraged, but not a requirement, that this type of board member live in the Trussville City limits, employed by the Trussville City Schools, or City of Trussville, etc. This type of potential board member can also hold an Executive Committee position if so elected by the members of TGSA at a regular election or by majority vote of current board members, again either at a regular or specially called meeting or by electronic vote.

*Article III, Section 3:*

The Board shall manage and control the activities, property, and general affairs of the Association. The Board shall approve all special committees appointed by the President. The composition of special committees shall be in accordance with the general recommendations of Robert’s Rules of Order.

A quorum of three shall be required and the decision of the majority present shall be the decision of the Committee.

The Board may adopt or amend Bylaws and Rules of Play, after a proposed change or amendment stipulating the Article and Section has been:

* Submitted in writing at a previous Regular Board meeting or via electronic mail to the entire Board no less than ten days prior to a Regular Board meeting.
* Reviewed by the Executive Committee and the City of Trussville Parks and Recreation Department for consent.
* Approval by a majority vote of the total Board membership.

*Article III, Section 4:*

The Board shall have the power by a majority vote of a quorum present at a regularly scheduled Board

meeting to expel or ask for the resignation of any officer or director for inactivity or conduct unbecoming an officer or director of the association.

*Article III, Section 4.1:*

Any board member who misses three consecutive meetings shall be automatically suspended indefinitely without majority vote of quorum present, effective immediately pending appeal at the next scheduled Board meeting. The Board member shall be suspended from all internal electronic Board communication and shall be prohibited from voting on issues pertaining to matters of the association until after the appeal hearing has been conducted at the next Board meeting. If suspended member fails to attend the appeal hearing at the next meeting, then said member shall be removed from the Board on a permanent basis.

 In order to maximize member participation at Board meetings, it shall be understood that subsequent board meetings shall not take place on the same day of the week as the previous Board meeting. Board meetings shall be held on rotating nights between Mondays, Tuesdays, and Thursdays (when applicable).

If any member fails to fulfill the duration of their positions term, either by resignation or removal, said member shall be prohibited from obtaining another Board position, either by nomination or general election, for the period of two years beginning upon the date said member resigned or was removed, unless otherwise approved by a majority Board vote prior to being nominated into an open Board position or accepting a nomination for a position on the ballot during the general election.

*Article III, Section 5:*

Any member of the Board resigning for any reason shall do so in writing or via electronic mail to the Secretary or President of the Association.

*Article III, Section 6:*

A member of the Board shall be designated as member or director in these Bylaws.

**Article IV – Board Members and Officers**

*Article IV, Section 1:*

The membership of the Association shall elect the following officers / members to the Board:

1. President
2. Vice President
3. Treasurer
4. Secretary
5. Commissioner
6. Recreation League Director
7. Red Storm Director
8. Tournament Director
9. Player Agent
10. Fund Raising / Publicity Director
11. Concessions Director
12. Assistant Concessions Director
13. Park Maintenance Director
14. Field Maintenance Director
15. Equipment Director
16. Uniform Director
17. Team Parent Director
18. Coaching Director
19. Umpire Director

All officers shall be elected in May, shall take office on the following first day of July, and shall serve for a term on the Board as follows:

The TGSA Board recognizes the need and benefit of ensuring continuity to Board membership. To ensure continuity, the following election cycle will be followed for subsequent years:

Positions to be included on the election ballot on even-numbered years (will be up for election again in 2020 and subsequent even-numbered years.)

* 1. President
	2. Treasurer
	3. Commissioner
	4. Red Storm Director
	5. Player Agent
	6. Concessions Director
	7. Park Maintenance Director
	8. Equipment Director
	9. Team Parent Director
	10. Umpire Director

Positions to be included on the election ballot on odd-numbered years (will be up for election again in 2021 and subsequent odd-numbered years.)

1. Vice President
2. Secretary
3. Recreation League Director
4. Tournament Director
5. Assistant Concessions Director
6. Fund-Raising/Publicity Director
7. Field Maintenance Director
8. Uniform Director
9. Coaching Director

 *Article IV, Section 2:*

All officers should consider it their duty to participate in the management and activities of the

Association.

*Article IV, Section 3:*

All official vacancies occurring during the year by resignation or otherwise may be filled for the unexpired term by majority vote of the Board members present, after proper nomination by a member of the Association, except that in the event of a vacancy occurring in the Presidency, the Vice President will automatically succeed to the office. The members of the Executive Committee shall assume the duties of the Vice-President until a new Vice-President is approved to fill the unexpired term of the Vice-President. If the President or Vice-President resigns or is removed leaving both positions vacant, the Board may nominate and approve by majority vote a member of the Board to serve the unexpired term of the President. If no person is elected to fill those positions, the Executive Committee shall assume the duties of both Vice-President and President.

*Article IV, Section 4: Conflict of Interest*

A TGSA member with a daughter who plays for a competing softball organization (recreation or travel) constitutes a potential conflict of interest for that member. Should a Board member develop a conflict of interest during their term, the Board Member shall either 1) resign prior to the next scheduled Board meeting or 2) be removed by action of the Executive Committee after the change has been verified, with the following exception:

If a two-thirds majority of the Board agrees that a conflict of interest does not exist for that Board Member, then the Board member in question shall be allowed to serve on the Board. The Executive Committee may re-evaluate the potential conflict of interest at any time during the course of the Board member’s term. If the Executive Committee determines a conflict of interest does exist, then the entire Board will vote again on the existence of said conflict. As before, a two-thirds majority of the Board is required to determine that the conflict of interest does not exist.

Other conflicts of interest often arise throughout the normal course of a Board’s tenure. Above all, TGSA Board Members owe a duty of loyalty to the Association and its Members. Each TGSA Board Member shall be required to sign and fully comply with the TGSA Conflict of Interest Policy for Board Members.

In the event of the application of this exception, the Board member in question shall not vote on any motion before the Board

**Article V – Election of Board Members / Officers**

*Article V, Section 1: City of Trussville Policies*

Nominations and elections of officers shall be done in accordance / compliance with the current Trussville Parks and Recreation Department policies governing volunteer association elections.

*Article V, Section 2: Eligibility to Vote*

Each family of a child that is a member in good standing of the Association shall be eligible to vote (one vote per family per child playing softball at the park).

*Article V, Section 3: Eligibility for Election*

All TGSA members in good standing (see Article III, Sections 2 and 2.1 above) and absent a conflict of interest are eligible for election to the Board.

TGSA association members who have a daughter playing in a competing softball organization (recreation or travel) shall not be eligible for election to the Board due to potential conflicts of interest. This rule may be waived on a case by case basis if a two-thirds majority of the Board determines that a conflict of interest does not exist.

TGSA members who have been removed from current or past TGSA Boards for cause shall be suspended indefinitely from election to the Board and must be reinstated to again be eligible for election. Reinstatement requires approval by a two-thirds majority of the board.

*Article V, Section 3.1*

Any member seeking election to a Board position may not accept nomination or run for more than one elected position during any single election.

**Article VI – Duties of Officers**

**President:**

Shall preside at all meetings of the Board and of the Association; shall coordinate and develop the

Agenda for any and all Board meetings.

Shall be an ex-officio member of all Committees except the Nominating Committee.

Shall be responsible for coordination and planning of all new facilities that have had proper approval of the Board.

Shall sanction all teams under the primary park sanctioning body.[[1]](#footnote-1)

Shall secure insurance for all teams and park facilities.[[2]](#footnote-2)

Shall coordinate insurance coverage to have certificate of insurance in hand and provided to the Parks

and Recreation Department no later than the City of Trussville Parks & Recreation Department requires;

Shall amend insurance coverage prior to the start of the season to ensure coverage of all teams / players.[[3]](#footnote-3)

Shall submit an inventory to the Parks and Recreation Department on at least an annual basis or whenever there is a significant change in inventory.[[4]](#footnote-4)

Shall develop and update an Emergency Plan in consultation with the Parks and Recreation Department, Fire Department and Police Department.

Shall ensure that the annual budget and financial report are submitted to the Parks and Recreation Department.

Shall keep the TGSA website (or another means of letting player families know, including but not limited to, Remind, Social Media, etc.) updated on a daily basis as to the status of the park and fields.[[5]](#footnote-5)

Shall have the authority to suspend play, alter game schedules, or otherwise modify the schedule of

other events at the park based upon weather conditions, by direction of government authorities, or other condition(s) making said changes necessary.

Shall develop tournament schedules in consultation with the Tournament Director to be submitted for Board approval prior to be set on the calendar.

Shall coordinate with other Parks regarding interlocking and other matters of mutual interest.

Shall develop and publish weekly field use / practice schedules on an ongoing basis, including the off- season.[[6]](#footnote-6)

Shall serve as the Executive Agent on behalf of the Association and its Members with regard to any and all contractual obligations of the Association, requirements of government agencies/offices, or other requirements.

**Vice President:**

Shall preside in the absence of the President.

Shall work with the Fund Raising / Publicity Director in the planning and execution of fund raising projects of the Association.

Shall assist the Recreation League Director with Recreation League drafts and All-Star selection. Shall chair the standing Fair Play Committee.

**Treasurer:**

Shall receive all monies of the association.

Shall keep an accurate record of receipts and expenditures.

Shall pay out funds in accordance with the approved budget as authorized by the Association, or as otherwise directed by the Board.

Shall present a financial report at the Annual Meeting of the Association and at regular Board meetings.

Shall secure and / or maintain 501(c)(3) status for the Association and submit a copy of the 501(c)(3) determination letter to the Parks and Recreation Department.

Once the 501(c)(3) status is received, the Treasurer is responsible for compliance with the rules and regulations that are required to maintain the tax-exempt status.

Shall engage annually a Certified Public Accountant to perform agreed upon procedures as outlined by the City. The results should be submitted to the Parks and Recreation Department no later than January 30th of each year and/or as required by the City of Trussville.

Shall prepare or have prepared the tax return for a tax-exempt organization.

Shall deposit the funds of the Association in a bank approved by the Board.

All checks drawn on the TGSA accounts (Operating, Concession, Reserve, etc., if those are in existence) of the Association shall be signed by the Treasurer or President. If the Treasurer or President position is vacant, the TGSA Board shall appoint by majority vote another Executive Committee member to have check signature authorization of any TGSA accounts.

Shall provide a team roster to the President for insurance coverage.

Shall serve as the Chairperson of the Budget Committee.

**Secretary:**

Shall call the roll, make notation of all members present and shall keep minutes of Board Meetings, distributing copies to each Board member, either at or before the next regular meeting.

Shall maintain a mailing list of the current membership of the Association. Shall maintain a list of all Committees.

Shall keep an official copy of the Bylaws, Rules of Play, and Special Rules (including all amendments). Shall handle all correspondence pertaining to the Association.

Shall notify all members of special called meetings.

**Commissioner:**

Shall ensure that Recreation League rosters are submitted to the appropriate sanctioning body to

ensure all-star eligibility.

Shall provide a list or registrants to the City of Trussville Parks & Recreation Department pursuant to TGSA’s Licensing Agreement with the City of Trussville Parks & Recreation Department.

Shall develop game schedules for league play in consultation with the Recreation Committee.

Shall see that insurance forms are distributed, properly filled out and returned to the insurance agent for processing in the case of an injured player.

Shall assist the Recreation League Director with the management of the Recreation program, working to ensure compliance with the Rules of Play as adopted by the Association.

**Recreation Leagues Director:**

Shall be responsible for the overall operation of the Recreation leagues.

Shall be responsible for organizing and coordinating spring and fall registrations. Shall be responsible for organizing and coordinating spring and fall team drafts.

Shall ensure that all Recreation League players are registered and paid in a timely manner. Shall be responsible for distribution and collection of all-star forms.

Shall be responsible for scheduling and conducting the selection of all-star teams.

Shall serve as the Chairperson of the Recreation Committee. Shall serve on the Fair Play Committee.

**Red Storm Director:**

Shall strive to ensure the competitiveness and effective operation of all Red Storm teams. Shall recruit teams / coaches / players for Red Storm teams.

Shall submit a list of Red Storm teams and coaches for Board approval semi-annually.

Shall ensure that all Red Storm players are registered and their registration fees paid in a timely manner. Shall serve as the Chairperson of the Red Storm Committee.

**Tournament Director:**

Shall work with the President to host both sanctioned and non-sanctioned tournaments. Shall coordinate concession stand and field maintenance workers for tournaments.

Shall track hours worked at tournaments, summarize results by team and submit this information to the

Treasurer, if asked to do so.

Shall ensure that pool play and elimination round game scores are recorded.

**Player Agent:**

Shall handle any grievances or complaints generated by coaches, parents or players in the Recreation

league.

In the event that a decision of the Recreation League Director is questioned, the matter will be referred to the Fair Play Committee.

In the event that the decision of the Fair Play Committee is questioned, the matter will be referred to the Board, which shall render a final decision.

Shall participate in spring and fall team drafts, evaluations, and the selection of players for All Star Teams.

**Fundraising / Publicity Director:**

Shall work with the President and Executive Committee to raise funds for the Association. Shall develop and implement spring and fall targeted fundraising programs.

Shall publicize spring and fall registrations via local newspapers, the school system newsletters,

Schoolcast and other appropriate means of advertising TGSA including social media.

**Concessions Director:[[7]](#footnote-7)**

If TGSA has hired a Concession Operator, the Concession Director or any other Executive Committee Member or that Board Member designated by the Executive Committee will supervise the Concession Operator.

Shall be responsible for purchasing all supplies necessary to stock the concession stand at an acceptable level, unless this responsibility has been delegated to Concession Operator or another Board Member.

Shall promptly submit to the Treasurer all receipts, invoices, and monies collected from sales on a regular basis.

Shall be responsible for having the concession stand in operation during all regularly scheduled games, tournaments and other times as deemed appropriate.

Shall develop concession stand worker schedules for the fall and spring seasons and for tournaments.

Shall insure that the Concession Stand has all required permits, licenses and that TGSA workers have appropriate training including a Food Handler’s Card.

Shall insure that the Concession Stand has adequate information posted regarding minimum age of those permitted within the concession stand, proper opening and closing checklists, proper servings of food, food preparation temperatures and anything else required of TGSA Concession Stand as required by local laws and ordinances.

**Assistant Concessions Director:**

Shall assist the Concessions Director in the performance of the duties of that position. Park Maintenance Director:

Shall be responsible for regular maintenance of all park facilities.

Shall assist the President in planning of new buildings / additions.

Shall submit an inventory of equipment to the Executive Committee on an annual basis or when any

major changes occur.

Shall submit a budget to the Budget Committee at the beginning of the term and shall submit a monthly report to the Treasurer listing the expenditures of that program, if so required.

Shall assist the Field Maintenance Director in the performance of the duties of that position.

**Field Maintenance Director:**

Shall ensure proper care and maintenance of all playing fields of the Association, including but not

limited to infield preparation / amendment and irrigation of infields / outfields.

In consultation with the President, shall purchase, on a competitive basis, amendments as approved by the Board.

Shall submit a budget to the Budget Committee at the beginning of the term and shall submit a monthly report to the Treasurer listing the expenditures of that program, if so required.

Shall assist the Park Maintenance Director in the performance of the duties of that position.

**Equipment Director:**

Shall purchase, on a competitive basis, equipment and supplies, as authorized by the Board, to play the

game.

Shall submit a budget to the Board at the beginning of the term and shall submit a monthly report to the Treasurer listing the expenditures of that program.

Shall be responsible for the return of all equipment to the Association and must maintain a complete inventory of same.

Shall ensure that all Recreation League teams receive an initial allocation of balls and catching gear each season.

Shall obtain approval from the Executive Committee for disposal of unusable equipment and promptly dispose of same.

**Uniforms Director:**

Shall purchase, on a competitive basis, uniforms as authorized by the Board. Shall verify all uniforms received and will handle all disputes between board and uniform company. Uniforms Director has no responsibility regarding All Star Uniforms unless requested by the Executive Committee.

Shall submit a budget to the Board at the beginning of the term and shall submit a monthly report to the Treasurer listing the expenditures of that program, if so requested.

Shall provide a team roster and uniform sizes to the President and company chosen to make the league’s uniforms.

**Team Parent Director:**

Shall recruit a Team Parent from each team to handle all communication between the Board and the members of the Association.

Shall conduct mandatory Team Parent Meeting prior to the beginning of each season, delivering each Team Parent their seasons concession shift schedule as well as park clean up schedule.

Shall deliver and go over concession duty protocol and expectations

Shall work with the Concessions Director to recruit volunteers to work in the concession stand.

Shall assist the Fundraising / Publicity Director with team support for fundraisers.

C**oaching Director:**

Shall recruit coaches for the Recreation Leagues.

Shall ensure that each Board member and coach has a criminal background check completed every two

years or more frequently if required by the Parks and Recreation Department.

Shall collect coaching applications and authorized fees for background checks, if applicable.

Shall serve on the Fair Play Committee.

Shall attend Rec League Draft and conduct mandatory Head Coaches meeting prior to the beginning of each season, delivering each Head Coach a copy of TGSA Coaches Discipline Policy.

Shall ensure that each coach understands their responsibility to proper field maintenance, Rec Tournament participation, concession duties, park clean-up schedule, assistant coach and parent behavior, interlock games and facility maintenance.

**Umpire Director:**

Shall secure umpires for the playing season.

Shall provide a report of umpire fees and any potential issues for the upcoming season.

Shall schedule an umpire / coaches meeting prior to the start of the spring Recreation League Season.

Shall communicate all rain delays / cancellations / rescheduling to the Director of the Umpire

Association

Shall serve on the Fair Play Committee.

Article VII – Executive Committee, Nominating Committee and Standing Committees:

*Article VII, Section 1: Executive Committee*

The Executive Committee is comprised of the following Board members:

* President
* Vice President
* Secretary
* Treasurer
* Commissioner
* Recreation League Director
* Red Storm Director
* Tournament Director

The Executive Committee shall:

* Decide on all matters related to finances, program direction, discipline and oversight.
* Perform the day-to-day operations of the Association, and
* Present reports and recommendations to the Board so that discussion at Board Meetings can be minimized.

No more than three members of the Executive Committee can have children playing on the same recreation league or Red Storm team.

All recommendations to the Executive Committee must be presented in writing (by email or text to all members is sufficient) at least five days prior to a Board Meeting.

The Executive Committee shall review all proposed changes and amendments in regard to content, continuity with existing Bylaws, placement and appropriate wording. The Executive Committee shall comment in writing to the Board prior to the final reading of the proposed change or amendment.

*Article VII, Section 2: Budget Committee*

The Budget Committee will be comprised of the following Board members:

* Treasurer
* Concessions Director
* Uniform Director
* Equipment Director
* Park Maintenance Director
* Field Maintenance Director

The Budget Committee shall be responsible for compiling an annual budget for the Association, which shall be submitted to the Board for approval.

The budget should be submitted and approved by the Board within one month after the start of the new fiscal year.

The Treasurer shall be the Chairperson of the Budget Committee.

*Article VII, Section 3: Nominating Committee*

The Nominating Committee shall be appointed by the Executive Committee.

The Nominating Committee shall ensure that any and all Board candidates are eligible to stand for election to the Board in compliance with these bylaws and the lease agreement with the City of Trussville Parks and Recreation Department.

The Nominating Committee shall submit an approved slate of candidates upon the close of the nomination period.

*Article VII, Section 4: Recreation League Committee*

The Recreation League Committee will be comprised of the following Board members:

* Recreation League Director
* Coaching Director
* Vice President
* Team Parent Director
* Concessions Director

The Recreation League Committee shall assist the Recreation League Director in the performance of the duties of that office.

The Recreation League Director shall be the Chairperson of the Recreation League Committee.

*Article VII, Section 5: Red Storm Committee*

The Red Storm Committee will be comprised of the following Board members:

* Red Storm Director
* Tournament Director
* Treasurer
* Field Maintenance Director
* Concessions Director

The Red Storm Committee shall assist the Red Storm Director in the performance of the duties of the office.

The Red Storm Director shall be the Chairperson of the Red Storm Committee.

*Article VII, Section 6: Fair Play Committee*

The Fair Play Committee will be comprised of the following Board members:

* Vice President
* Coaching Director
* Umpire Director
* Recreation League Director
* Immediate Past President

The Fair Play Committee shall handle any escalations from the Recreation League Director regarding possible violations of the Code of Conduct.

The Chairperson of the Fair Play Committee shall be the Vice President.

**Article VIII – Membership**

*Article VIII, Section 1:*

All applications for membership in the Association must be made to the Association on an applicable

form.

The application must be accompanied by a check or equivalent in the amount to be stipulated by the Board, unless specific arrangements for payment are made in advance with the Recreation League Director or Red Storm Director.

In cases of deferred payment, the Treasurer must concur with the deferment.

Payment must be made in full before the first game of the season, unless agreement is made and approved by a majority of the Executive Committee.

Any past due balances of any member must be paid in full before registration for the current season can

proceed.

Checks shall be made payable to Trussville Girls Softball Association or TGSA.

The Board shall have the power by vote of one-half of the current full Board to suspend, expel, or reinstate any member for good cause.

*Article VIII, Section 2:*

Any member, by letter addressed to the President, may petition the Board for consideration of any matter relating to the purpose of the Association.

**Article IX – Meetings**

*Article IX, Section 1:*

Meetings of the Board shall be held to once each month unless otherwise designated by the Board.

The time and place shall be designated by the President with the approval of the Board. If the President position is vacant, a member of the Executive Committee will be responsible for ensuring meetings occur at sufficient intervals to ensure TGSA Board business is handled.

Board and committee meetings are open to the public, unless meeting in Executive Session. Special meetings may be called by the President, or by a majority of the Executive Committee.

*Article IX, Section 2:*

Meetings of the Board may be conducted and shall be construed as having a quorum present by those

members present.

A majority of Board members present at any meeting may vote on any business coming before the Board.

Board members may participate and vote via teleconference or videoconference if providentially hindered from attending the meeting and the required telecommunications facilities / services are available.

It shall be noted that in order to not influence other members and how they vote, the impartiality required of the President precludes exercising the rights to make motions or speak in debate while presiding, and also requires refraining from voting except when the vote is by ballot (electronic voting) or whenever his or her vote will affect the result. On a vote that is not by ballot, if a majority vote is required and there is a tie, the President may vote in the affirmative to cause the motion to prevail. If there is one more in the affirmative than in the negative, the President can create a tie by voting in the negative to cause the motion to fail. Similarly, if a two-thirds vote is required, the President may vote either to cause, or to block, attainment of the necessary two thirds.

If such situation occurs, the President must hold his or her ballot until the result of the vote is announced (or President shall be called last in a roll call vote). The President then announces the result of the vote with his or her ballot or voice vote.

*Article IX, Section 3:*

Unless otherwise stipulated, Robert’s Rules of Order, Newly Revised (RONR), 11th Edition or the most recent authorized edition of RONR, shall govern the meetings and procedures of the Association.

*Article IV, Section 4:*

Absentee voting is not permitted except in the following circumstance:

When a full vote of the Board membership is desired on an important issue, the President may call for a vote via electronic mail.

The final result and all individual responses to such a vote will be forwarded to the Secretary for inclusion in the minutes of the next regularly scheduled Board meeting.

Proxy voting is not permitted.

**Article X – Financial**

*Article X, Section 1:*

The Association is a non-profit organization. All monies collected shall be used to further the aims of the Association.

*Article X, Section 2:*

No Board member shall receive any compensation for services rendered as such officer.

*Article X, Section 3:*

All members of the Association will be required to perform certain volunteer activities (i.e. work in the

concession stand, help clean up the park, etc.). No member shall receive compensation for these services.

*Article X, Section 4:*

No person or Board member may purchase on credit, in the name of the Association, any item for use in the program unless he has been approved to do so by the Executive Committee.

*Article X, Section 5:*

No person shall be reimbursed for any purchase in the name of the Association unless previously authorized in writing by a majority of the Executive Committee or by electronic vote (email, text, etc,) approval by a majority of the Executive Committee.

*Article X, Section 6:*

The Association’s financial records shall be subjected to agreed upon procedures as outlined by the City annually by a Certified Public Accountant.

The results shall be provided to the Parks and Recreation Department no later than the time specified by the City of Trussville Parks & Recreation Department.

*Article X, Section 7:*

All funds solicited in the name of the Trussville Girls Softball Association shall be placed in the general

account of the Association. Contributions received whose use is restricted by the donor for a specific purpose will be deposited in a separate bank account and will be restricted to the use that was intended by the donor.

The Board may not designate general funds for any specific purpose without the advance approval by a majority of the Executive Committee.

*Article X, Section 8:*

Any team in the Association, before they can raise money for their own use, must have the advanced written approval of the Board.

All records of receipts and disbursements should be maintained and made available to the Treasurer if requested.

Red Storm team coaches will have available to them a checking account set up by the Board for each team.

The account is to be used to raise money for their team and to pay for expenses related to the Red Storm team.

Money deposited into these accounts shall be from contributors who have restricted the use of the money for a particular Red Storm Team.

No contributions are to be deposited into these accounts if the contribution was not restricted and should be considered TGSA general contributions.

All receipts and disbursements will be maintained by the head coach and turned in to the Treasurer on a monthly basis, or as directed by the Treasurer.

Any expenditure without proper documentation will not be allowed and will be subject to reimbursement from the head coach.

*Article X, Section 9:*

The Association shall maintain a Conflict of Interest Policy (See Appendix). All Board members must sign (unless the Executive Committee suspends this practice for the Board’s fiscal year) annually a statement which affirms each member has:

1. Received a copy of the conflict of interest policy.
2. Read and understands the policy.
3. Agreed to comply with the policy.
4. Understands the Organization is charitable and in order to maintain its federal tax exemption it must engage primarily in activities, which accomplish one or more of its tax-exempt purposes.

The Treasurer or a member of the Executive Committee will be responsible for issuing copies of the Policy to current Board members, and to obtaining the affirmation statements annually.

**Article XI – Instructions for Team Coaches**

*Article XI, Section 1:*

To insure the proper leadership and example, certain reminders for coaches are offered in hope that all

will accept them in the spirit they are given – merely to insure that our youngsters will not be led astray by our failure of leadership. They look to us for examples of behavior. Be sure that what we say or do will be in good taste. Bear in mind that, regardless of our own opinions or feelings, we must set our principles at the level which will suit the most exacting parent.

*Article XI, Section 2:*

With these thoughts in mind, remember:

* 1. The prime consideration is the player.
	2. You are dealing with immaturity; expect this from your players and parents.
	3. Treat each player as an individual.
	4. Don’t ignore anyone on your team. Make each player feel important.
	5. Remember, league play is amateur athletic recreation, strictly for enjoyment, and is not a life and death matter – not victory or else.
	6. It is your responsibility to instill in your players true sportsmanship and a sound fundamental

knowledge of sports programs.

* 1. Remember the physical limitations of your players.
	2. Always use moderation in practice sessions, scheduling of games, and amount of play for each player.
	3. Never condemn a player for an error.
	4. Desire should become the main ingredient you seek. Hustle should become a by-word for the players. Insist on an all-out effort as the only way a ballplayer should conduct herself.
	5. Set an example by being modest in victory, gracious in defeat.
	6. Know the rules. Always have a rulebook handy.
	7. Insist your players be properly and fully dressed.
	8. Never use profane or questionable language around any of the players at any time.
	9. Never come to practice or games after drinking.
	10. Do not smoke on the field.
	11. Remember, participation, not league championships, is our objective for recreational leagues.
	12. Red Storm competitive teams are a more intense, more competitive level of play, intended for more capable and mature players. These expectations should be communicated to potential players and their parents.

*Article XI, Section 3:*

It is desirable, but not absolutely necessary, that a coach be knowledgeable in the game; however, it is absolutely necessary that he possess high moral ethics and these ethics be maintained.

*Article XI, Section 4:*

The Recreation League Director, with the approval of the Fair Play Committee, may suspend a coach for infractions of rules or the Code of Conduct.

A suspended coach shall have the right to appeal such suspension to the Executive Committee at a special meeting called as promptly as possible and the decision of the Executive Committee shall be final.

**Article XII – All Star Teams**

The Recreation League Director shall:

* be responsible for coordinating the selection of All-Star coaches and players
* handle all paperwork associated with All-Stars
* attend the All-Star credentials meeting

The number of players selected for an All-Star team shall be at the discretion of the All-Star Head Coach, but shall number at least eleven for 6U and 8U, and ten for 10U and above.

Unless otherwise allowed or stipulated by the sanctioning organization for TGSA Recreation League Softball, and the TGSA Recreation League Committee, the number of All-Star teams per league will be determined as follows:

Five teams or less in the league: one All-Star team.

Six teams or more in the league: two All-Star teams, subject to Executive Committee approval and availability of players in general and position players in particular.

When a second league All-Star team becomes a possibility under this section, the second team will not be selected and announced until after the first All-Star team has been selected and announced.

No announcement of All-Star coach or player selections will be made until the specified time.

The Secretary shall keep a record of the All-Star information furnished to him / her and make it available to any Board Member upon request.

*Article XII, Section 1: All-Star Player Eligibility*

All players who 1) played softball in TGSA’s recreation league during the season, 2) meet the sanctioning organization’s eligibility requirements and 3) are at least 5 years of age on December 31st of the previous year are eligible for All-Stars. Players who wish to be considered for All-Stars must have their parents sign a conduct agreement and a commitment form, which will be available through the Recreation Leagues Director and head coach. Only those girls for whom the appropriate forms have been received by the Board will be considered for All-Star selection. Coaches are required to distribute the All-Star Form to all his or her players regardless of whether they feel the player is an All-Star caliber player. There shall be no exceptions to this policy. The coach must turn in all submitted All-Star consideration forms to the Recreation Leagues Director. Failure to turn in consideration forms could cause a coach to forfeit his or her All-Star vote and will be viewed by the Board as misconduct.

*Article XII, Section 2: Selection of All-Star Coaches*

The All-Star Team Head Coach shall be selected in the order of team finish in the league, and must be approved by the Executive Committee. In the case that the first place head coach declines to coach the All Star team, the privilege will default to the second place coach, subject to Executive Committee approval.

The selected All-Star Team Head Coach will name the assistant coach(es) from that season’s league head and assistant coaches.

The term “league” shall be defined as all Trussville teams participating in regular season play.

The records against non-park or interlocking teams are not considered in determination of order of finish.

The method for determining the order of finish shall be the final league standings or by an alternative method established by the Recreation Leagues Committee and approved by the Executive Committee prior to the start of the recreation league season.

*Article XII, Section 3: Selection of All-Star Players*

Selection of the All Star team(s) for each age division or League shall occur at a meeting convened by the Recreation Leagues Director and attended by head coaches of that League, the President and/or Vice President, and the Player Agent. Three Board members must be present for All-Star voting in all age groups. Other Board Members are allowed only by permission of either the Recreation Leagues Director or the President. If a head coach cannot be present at this meeting, thehead coach should appoint an assistant coach to take their place with the understanding that this assistant coach should be familiar with the players and that the assistant coach’s vote will be in place of the head coach’s vote. A coach may not abstain from casting a ballot during the All Star vote no matter the circumstance. One ballot must always be cast from each team for each round of said vote.

The All-Star Head Coach will state, prior to the start of the selection process, how many players he or she intends to roster. The number of players to be selected in the balloting process will be this stated number less two selections left to the head coach’s discretion.

At the selection meeting, each head coach will present the girls on his team who are All-Star candidates.

After all of the girls have been presented by their head coach, each head coach will fill out a ballot with the girls they believe should be on the All Star team listed in order from One (being top choice) through Ten (or the number of girls that it was decided were to be on the team) with Ten being the last choice.

The ballots are to be collected and tabulated in a separate room by two of the three Board members supervising the meeting. The third Board member shall remain in the room with the head coaches. Coaches are prohibited from talking about who they voted for, voting strategy, collusion and deal making on any (potential) subsequent vote that may follow.

For the first vote, any girl that appears on all coaches ballots (*unanimous selection*) is on the team.

If the All-Star team is not filled after the first vote then a second ballot is to be filled out by the head coaches. Any girl who appears on more than 50% (*majority selection*) of all coaches ballots is on the team.

If the All-Star team is not filled after the second vote then a third ballot is to be filled out by the head coaches. On this ballot each coach will rank his next ten picks (or however many players are left on the board if less than 10) in order from the remaining pool of girls. These ballots will be tabulated as follows: The first pick on each ballot will receive ten points, the second pick nine points, etc., with the tenth pick receiving one point. If less than 10 players remain on the Board then the girl ranked number one shall receive the corresponding amount of points equal to the total number of players left on the Board. The girl ranked last on each Head Coaches ballot shall always receive one point. Using this point system, the remaining girls will be placed in order to fill in other spots on the team.

The last two players will be selected by the head coach.

The vote count or any other aspect of the selection process will not be discussed with anyone after the meeting.

Players opting to play all-stars and then wishing to withdraw from the team must obtain approval to withdraw from the Executive Committee. Failure to obtain Executive Committee approval may result in ineligibility for All-Star selection for the next year.

If a player withdraws from the All-Star Team and there are less than the number of players on the team required by these Bylaws or the tournament rules, or the coach wishes to fill the vacated roster spot, the position will be filled by the next available player with the most points from the All-Star selection meeting.

**Article XIII – Special Rules for Softball**

*Article XIII, Section 1:*

For 10U recreation leagues and older, a maximum of three adults per team are permitted inside the

field fence, including the Coach, Assistant Coach, Dugout Coach and / or Scorekeeper for each game. For the 6U and 8U recreation leagues, an additional outfield coach is allowed.

In leagues that have coach pitch, all coach pitchers are required to wear either cleats or turf shoes (no

smooth-soled shoes).

There shall be no smoking by anyone on the playing field at any time (during practices or games). Smoking is prohibited throughout the Park except in designated areas.

Alcohol is prohibited throughout the Park.

Coaches shall prohibit eating of food on the playing field or in the dugouts.

It shall be the responsibility of each Coach to see that all trash, cups, and paper are removed from the dugout area and field after each game and practice.

Coaches shall remove all bases, replace all base plugs and lock all field gates upon completion of games or practices.

When rain has created doubt as to whether the game shall be played, the President or, in the absence of the President, the Field Maintenance Director, shall determine if conditions will permit the game to be played. Their decision shall be final with no right of appeal.

*Article XIII, Section 2: Board Members as Coaches*

Any officer/member of the Board shall be permitted to coach a team.

*Article XIII, Section 3: Coaches*

A coach will be assigned to a team for one season with an automatic expiration at the end of that

season.

Applications for a recreation league head coach’s position, specifying the league, shall be made to the Coaching Director.

Application for a Red Storm team head coach’s position, specifying the team, shall be made to the Red Storm Director prior to the start of tryouts.

Each coaching applicant will be required to consent to and pay for a criminal background check as mandated by the City of Trussville.

Each individual selected to be coach, in any capacity, shall complete any and all training requirements, including: Concussion Awareness Training.

Coaches of the previous season shall be given first consideration for selection as a coach for a subsequent season.

*Article XIII, Section 4: Training & Clinics*

Coaches must agree that they will attend spring training and in the event coaching clinics are conducted prior to the opening of the season, they will attend unless illness or employment interferes with his or her attendance.

*Article XIII, Section 5: Equipment*

At the beginning of the season, coaches will be supplied with necessary equipment for play of the game.

Equipment distributions to coaches will be recorded in the Equipment Log.

Each coach will be responsible for the care of this equipment and the return of the equipment to the Equipment Director at the end of the season.

*Article XIII, Section 6: Recreation League Team Selection*

The Recreation League Director shall have the responsibility for coordinating the selection of teams. All registration forms must be accompanied by a check or equivalent in the amount to be stipulated by

the Board unless specific provisions for payment of registration fees are made in advance with the Recreation League Director.

*Article XIII, Section 7: Team Sizes*

Each recreation league team, where possible, shall consist of a minimum of nine (9) players per team and a maximum of thirteen (13) players, unless authorized by the Recreation League Director.

*Article XIII, Section 8: Game Time Limits*

Time limits on games shall be established by the Board each year based upon the age category of the girls playing.

Games shortened by curfew, rain, or other Acts of God shall be regulation games provided both teams have batted four (4) times; or in the case of the home team when it is leading, three times. No inning shall begin after the game time limit unless the score is tied. The next inning commences on the third out of the previous inning.

*Article XIII, Section 9: Pre-Game Protocol*

The team designated in the schedule as the visiting team shall be the first at bat and the first to take practice. Each team shall be permitted a minimum of five (5) minutes and a maximum of fifteen (15) minutes of on-field practice prior to the start of each game. The starting time of the game will be delayed a total of ten (10) minutes if necessary to permit such practice.

 *Article XIII, Section 10: Rainouts*

In the event of a rained-out game or any other rescheduled or make-up games the Recreation League Director shall have the responsibility of scheduling the make-up game with the approval of the President. These rescheduled games take preference over any practice sessions.

*Article XIII, Section 11: Conduct*

Neither coaches nor players are allowed to harass, use inappropriate language (i.e., you suck) or direct outbursts toward the opposing teams’ players, parents, umpires or each other. Any such allegation is to be directed to the Rec League Director, Coaching Director, Player Agent and/or Team Parent Director. These board members will determine if the conduct is inappropriate and take appropriate action. One of the most important lessons to be taught by a coach is good sportsmanship.

 Coaches are responsible for ensuring that their players and parents abide by the Code of Conduct.

*Article XIII, Section 12: Spectator Conduct*

Spectators shall remain courteous and refrain from calling plays on the field. Spectators shall not openly criticize players or umpires during the game.

*Article XIII, Section 13: Interaction with Umpires*

Neither player nor coach shall argue unduly with the umpires.

Questions directed to the umpire for the coach’s information and not argumentative in nature are not to be considered as undue argument.

*Article XIII, Section 14: Age Restrictions for Coaches*

No one under the age of 21 years may serve as head coach of any team in this Association, unless it is a school ball helper who is a daughter or sister of a current coach or player.

No one under the age of 19 years may serve as assistant coach of any team in this Association.

*Article XIII, Section 15: Recreation League Playoffs*

In case of a tie for first place in the league standings, there will be a one (1) game play-off to determine

the league champion.

APPROVED AND ADOPTED BY THE BOARD OF DIRECTORS OF THE TRUSSVILLE GIRLS SOFTBALL ASSOCIATION THIS DAY OF , 2019

BY EXECUTIVE COMMITTEE MEMBER OR PRESIDENT: ­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. This duty may be appointed to another Executive Committee member by the President or if the President position is vacant, the Executive Committee shall appoint another Board Member to handle this task. [↑](#footnote-ref-1)
2. See FN 1. [↑](#footnote-ref-2)
3. See FN 1. [↑](#footnote-ref-3)
4. See FN 1. [↑](#footnote-ref-4)
5. See FN 1. [↑](#footnote-ref-5)
6. This task and with other tasks may be delegated to another Board Member. [↑](#footnote-ref-6)
7. If there is no Concession Director or Assistant Concession Director, the Executive Committee Members will handle these responsibilities or delegate all or some of these responsibilities to another Board member. [↑](#footnote-ref-7)